

State of Oklahoma CORE Project

**ENTERPRISE PERFORMANCE MANAGEMENT
BUDGETING**

P224 Agency Coordinator User Guide

April 15, 2007

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Agency Coordinator

Overview

The Agency Coordinator role allows limited access to the Budget system at the highest hierarchical 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

Agency Coordinator Sign-On

Log-In Screen

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 the same password as the Budgeting User ID.

User ID: JLEFLOREAC
Password: ●●●●●●



Budgeting Home Page

The Budgeting Home Page will look like this

Menu

Search:

- My Favorites
- Budgeting**
 - Budgeting Home
 - Comparative Budget Analysis
 - Budget Version Comparison
 - Budget Period Analysis
 - Position Budgeting Inquiry
 - Asset Budgeting Inquiry
- Reporting Tools
- PeopleTools
 - Change My Password
 - My Personalizations
 - My System Profile
 - My Dictionary

Budgeting Home

Budgeting Home Page - Jennifer LeFlore - Agency Coor



System Administration
Set up user security and system options.



Budgeting Setup
Define position and asset budgeting defaults, planning target defaults, and budgeting parameters to be used in the Budgeting Model. Set up and process a Budgeting Model.



Budget Preparation
Perform budgeting work, including line-item budgeting, position budgeting, asset budgeting, mass adjustments, and budget allocations. View budgeting guidelines.



Budget Analysis
Perform analysis on prepared budgets. View, download, and run reports.



Data Integration
Set up and perform data integration with general ledger, human resource, and asset management applications.



My Profile
Access options specific to users such as email and operator defaults.

View Model Checkouts

Search for Checkouts

The Agency Coordinator can view Budget model checkouts

[Budgeting Home](#) » [Budgeting Setup](#) » [Setup Budgeting Model](#) » **View Current Checkouts**

View Current Checkouts

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

Find an Existing Value

Business Unit: [=] 09000

Budgeting Model ID: begins with

[Basic Search](#)  [Save Search Criteria](#)

View Checkouts

If there is a checkout, the search results will appear similar to the following:

[Budgeting Home](#) » [Budgeting Setup](#) » [Setup Budgeting Model](#) » **View Current Checkouts**

View Current Checkouts

Business Unit: 09000 Office of State Finance

Budgeting Model ID: BUD_090_FY07

Select All to Check In

Checkout List				
		Customize	Find	View All
		First	1 of 1	Last
Check In	Budget Center	Version	Activity	
<input type="checkbox"/>	9500060	Accounting Core Project	1	Line Item Budgeting

View Checkout Details

The 'Checkout Details' tab will let you know which Preparer has the Budget Center checked out

View Current Checkouts

Business Unit: 09000 Office of State Finance

Budgeting Model ID: BUD_090_FY07

Select All to Check In

Checkout List						
Customize Find View All First 1 of 1 Last						
Checkouts		Checkout Details				
Check In	Budget Center	Currency	Status	Updated On	User ID	
<input type="checkbox"/>	9500060	USD	✓ Open	06/14/2006 6:37:32AM	JLEFLORE	

Note: the 'Updated On' date/time stamp is the date/time the budget model was *published* not the date/time the Budget Center was checked out.

Contact the User/Preparer to check in the Budget Center.

Check in Budget Centers

If the User/Preparer is unavailable to check in the Budget Center, the Budget Center may be checked in using the following instructions:

The Agency Coordinator has the ability to 'Check In' budget centers from this page

- If all Budget Centers are to be checked in, press the **Select All to Check In** button.
- If individual Budget Centers are to be checked in, make the selection

View Current Checkouts

Business Unit: 09000 Office of State Finance

Budgeting Model ID: BUD_090_FY07

Select All to Check In 

Checkout List				
Checkouts		Checkout Details		
Check In	Budget Center	Version	Activity	
<input checked="" type="checkbox"/>	9500060	Accounting Core Project	1	Line Item Budgeting



Press 'SAVE'.

If all Budget Centers were selected, the screen will return with this message.

View Current Checkouts

Business Unit: 09000 Office of State Finance

Budgeting Model ID: BUD_090_FY07

No checkouts exists for Business Unit, 09000, and Model, BUD_090_FY07.

This feature is only used if the 'Preparer' is not available to check in the Budget Center.

Model Recalculation

Overview

The Model Recalculation process is used for Position Budgeting

Prerequisite: 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.

Important: Do not check out budget centers while Model Recalculation is processing. The Agency Coordinator must communicate and coordinate with other agency budget Preparers.

Model Recalculation 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.

The Recalculation process will add any new line items that are needed in line item budgeting based upon the position distributions. The Recalculation 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 Recalculation, the working version must be copied to the Master for each Budget Center. This is because the Recalculation will only distribute the dollars to other Budget Centers from the Master.

However, once the Recalculation has run, you do not need to copy the Master back into your Working Version.

Tips

If you only distribute dollars within a Budget Center you may be able to avoid having to run the Recalculation 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 you go into Position Budgeting. However, some people 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.

Running the Model Recalculation Process

Run Control

Navigate to the following

[Budgeting Home](#) » [Budgeting Setup](#) » [Process Budgeting Model](#) » **Model Recalculation**

Model Recalculation

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

Find an Existing Value [Add a New Value](#)

Search by: Run Control ID begins with

[Advanced Search](#)

Add or Find a Run Control ID

Setup Process Request Parameters

1 Populate the Process Request Parameters

2 Save.

3 Run the process.

[Budgeting Home](#) » [Budgeting Setup](#) » [Process Budgeting Model](#) » **Model Recalculation**

Model Recalculation

User ID: JLEFLOREAC

[Report Manager](#)

Run Control ID: MODELRECALC

[Process Monitor](#)

3

Run

Process Request Parameters Find | View All First 1 of 1 Last

Process Frequency

Process Once

Always Process

Don't Run

Request Number: 1

*Description: Model Recalculation

*Business Unit: 09000 Office of State Finance

*Budgeting Model ID: BUD_090_FY07

*Budget Phase ID: Phase1

*Ledger Name: 2007 Budget

2

Save Return to Search

Add

Update/Display

Process Scheduler Request



Select server 'PSNT', 'PSSTAGE' or 'PSUNX'. Press

[Budgeting Home](#) » [Budgeting Setup](#) » [Process Budgeting Model](#) » **Model Recalculation**

Process Scheduler Request

User ID: JLEFLOREAC **Run Control ID:** MODELRECALC

Server Name: **Run Date:**

Recurrence: **Run Time:**

Time Zone: PSOS390

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Budgeting Model Recalculation	BPLINEUP	Application Engine	Web	TXT	Distribution



View Process Monitor

Note the Process Instance number then press the 'Process Monitor' hyperlink

[Budgeting Home](#) » [Budgeting Setup](#) » [Process Budgeting Model](#) » **Model Recalculation**

Model Recalculation

User ID: JLEFLOREAC

[Report Manager](#)

Run Control ID: MODELRECALC

[Process Monitor](#)

Run

Process Instance: 49165

Process Request Parameters Find | View All First 1 of 1 Last

Process Frequency

Process Once

Always Process

Don't Run

Request Number: 1

Description: Model Recalculation

Business Unit: 09000 Office of State Finance

Budgeting Model ID: BUD_090_FY07

Budget Phase ID: Phase1

Ledger Name: 2007 Budget

Process List [Server List](#)

View Process Request For

User ID: JLEFLOREAC Type: Last: 1 Days Refresh

Server: Name: Instance: to

Run Status: Distribution Status Save On Refresh

Process List Customize | Find | View All | First 1-6 of 6 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	49170		Application Engine	BPLINEUP_2	JLEFLOREAC	03/09/2007 3:23:35PM CST	Success	Posted	Details
<input type="checkbox"/>	49169		Application Engine	BPLINEUP_2	JLEFLOREAC	03/09/2007 3:23:35PM CST	Success	Posted	Details
<input type="checkbox"/>	49168		Application Engine	BPLINEUP_2	JLEFLOREAC	03/09/2007 3:23:35PM CST	Success	Posted	Details
<input type="checkbox"/>	49167		Application Engine	BPLINEUP_2	JLEFLOREAC	03/09/2007 3:23:35PM CST	Success	Posted	Details
<input type="checkbox"/>	49166		Application Engine	BPLINEUP_2	JLEFLOREAC	03/09/2007 3:23:35PM CST	Success	Posted	Details
<input type="checkbox"/>	49165		Application Engine	BPLINEUP	JLEFLOREAC	03/09/2007 3:19:39PM CST	Processing	N/A	Details

1

Process Instance for the 'Parent' process 'BPLINEUP'

2

'Child' processes 'BPLINEUP_2'

3

The 'Parent' process must run to 'Success' before process is complete.

[Process List](#) | [Server List](#)

View Process Request For

User ID: Type: Last:

Server: Name: Instance: to

Run Status: Distribution Status: Save On Refresh

Process List									
Customize Find View All <input type="button" value="📑"/> First <input type="button" value="⏪"/> 1-11 of 11 <input type="button" value="⏩"/> Last									
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	49175		Application Engine	BPLINEUP_2	JLEFLOREAC	03/09/2007 3:25:49PM CST	Success	Posted	Details
<input type="checkbox"/>	49174		Application Engine	BPLINEUP_2	JLEFLOREAC	03/09/2007 3:25:49PM CST	Success	Posted	Details
<input type="checkbox"/>	49173		Application Engine	BPLINEUP_2	JLEFLOREAC	03/09/2007 3:25:49PM CST	Success	Posted	Details
<input type="checkbox"/>	49172		Application Engine	BPLINEUP_2	JLEFLOREAC	03/09/2007 3:25:49PM CST	Success	Posted	Details
<input type="checkbox"/>	49171		Application Engine	BPLINEUP_2	JLEFLOREAC	03/09/2007 3:25:49PM CST	Success	Posted	Details
<input type="checkbox"/>	49170		Application Engine	BPLINEUP_2	JLEFLOREAC	03/09/2007 3:23:35PM CST	Success	Posted	Details
<input type="checkbox"/>	49169		Application Engine	BPLINEUP_2	JLEFLOREAC	03/09/2007 3:23:35PM CST	Success	Posted	Details
<input type="checkbox"/>	49168		Application Engine	BPLINEUP_2	JLEFLOREAC	03/09/2007 3:23:35PM CST	Success	Posted	Details
<input type="checkbox"/>	49167		Application Engine	BPLINEUP_2	JLEFLOREAC	03/09/2007 3:23:35PM CST	Success	Posted	Details
<input type="checkbox"/>	49166		Application Engine	BPLINEUP_2	JLEFLOREAC	03/09/2007 3:23:35PM CST	Success	Posted	Details
<input type="checkbox"/>	49165		Application Engine	BPLINEUP	JLEFLOREAC	03/09/2007 3:19:39PM CST	Success	Posted	Details

Data Extraction

Overview

To run the customized reports the data has to be extracted from the Budget model in to separate tables that have specifically been set up for customized reports.

The customized reports should only be run from the Master Version so if you have not yet submitted the budget, or it has been rejected, then you should first copy your 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.

Running the Data Extraction processes from the Coordinator role minimizes the number of required processes and requires considerably less processing time.

Prerequisite: The Working version of the Budget Centers must be copied into a Master version prior to running the Data Extraction processes

Running the Data Extraction Processes

Reporting Data Extract - Navigation

[Budgeting Home](#) » [Budget Analysis](#) » **Data Extraction**

Data Extraction

Menu Options

[Reporting Data Extract](#)



Run this process to extract Budgeting Model data for use with customized reporting.

[Prepare composite budget](#)

Creates a reporting budget from an original and zero, one or more revision budgets. The Composite Budget is required by the Check limit report and other custom reports.

[BRP Setup Extract](#)

This process creates file extracts from EPM for the Budget Request Program. Specifically, it extracts 2 years of actual expense and estimate of income data from the ledger tables.

[BRP - BWP Extracts](#)

This process extracts BWP data for the Budget Request Program.

[BRP Actuals Extract](#)

This process produces files containing setup data for the Budget Request Program.

Run Control

[Budgeting Home](#) » [Budget Analysis](#) » [Data Extraction](#) » **Reporting Data Extract**

Reporting Data Extract

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

Find an Existing Value

[Add a New Value](#)

Search by: Run Control ID begins with

Case Sensitive

Search



[Advanced Search](#)

Set up Process Parameters

- 1 Select the Master version
- 2 Select Line Item and Position Budgeting (if activated)
- 3 Select 'Include lower level Budget Centers'. Press 
- 4 Save
- 5 Run the process

[Budgeting Home](#) » [Budget Analysis](#) » [Data Extraction](#) » **Reporting Data Extract**

Data Extraction Control

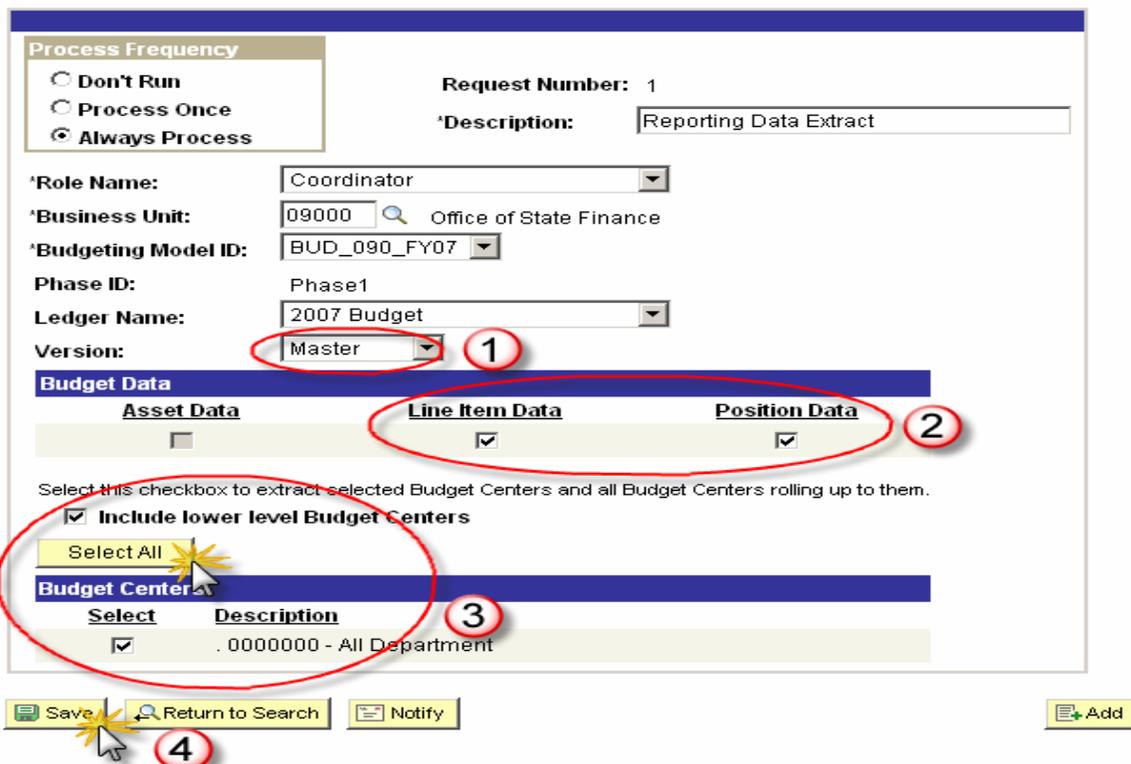
User ID: JLEFLORE

[Report Manager](#)

Run Control ID: DATAEXTRACT

[Process Monitor](#)

 Run



Process Frequency

Don't Run
 Process Once
 Always Process

Request Number: 1
Description: Reporting Data Extract

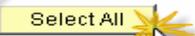
Role Name: Coordinator
Business Unit: 09000 Office of State Finance
Budgeting Model ID: BUD_090_FY07
Phase ID: Phase1
Ledger Name: 2007 Budget
Version: Master **1**

Budget Data

Asset Data	Line Item Data	Position Data
<input type="checkbox"/>	<input checked="" type="checkbox"/> 2	<input checked="" type="checkbox"/>

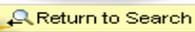
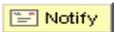
Select this checkbox to extract selected Budget Centers and all Budget Centers rolling up to them.

Include lower level Budget Centers

Select All 

Budget Centers

Select	Description
<input checked="" type="checkbox"/> 3	. 0000000 - All Department

Save  Return to Search  Notify  Add 

4

Setup Process Scheduler Request

Select Server name 'PSUNX'. Press

OK

[Budgeting Home](#) » [Budget Analysis](#) » [Data Extraction](#) » **Reporting Data Extract**

Process Scheduler Request

User ID: JLEFLORE Run Control ID: DATAEXTRACT

Server Name: **PSUNX** Run Date: 03/12/2007

Recurrence:

Run Time: 1:03:02PM

Time Zone:

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Data Extract from BAM	BPDATAEXT	Application Engine	Web	TXT	Distribution



Note the Process Instance number. This is the 'Parent' process instance.

Press the [Process Monitor](#) hyperlink.

[Budgeting Home](#) » [Budget Analysis](#) » [Data Extraction](#) » **Reporting Data Extract**

Data Extraction Control

User ID: JLEFLORE
Run Control ID: DATAEXTRACT

[Report Manager](#)

[Process Monitor](#)

Process Instance: 49224

View Process Monitor

- 1 'Parent' process BPDATAEXT will initiate
- 2 'Child' processes BPDATAEXT_2.

All processes, 'Parent' and 'Child', must run to a status of 'Success'.

[Budgeting Home](#) » [Budget Analysis](#) » [Data Extraction](#) » [Reporting Data Extract](#)

Process List [Server List](#)

View Process Request For

User ID: JLEFLORE Type: Last: 3 Days

Server: Name: Instance: to

Run Status: Distribution Status: Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	49226		Application Engine	BPDATAEXT_2	JLEFLORE	03/12/2007 1:11:05PM CDT	Processing	N/A	Details
<input type="checkbox"/>	49225		Application Engine	BPDATAEXT_2	JLEFLORE	03/12/2007 1:11:05PM CDT	Processing	N/A	Details
<input type="checkbox"/>	49224		Application Engine	BPDATAEXT	JLEFLORE	03/12/2007 1:03:02PM CDT	Processing	N/A	Details

[Budgeting Home](#) » [Budget Analysis](#) » [Data Extraction](#) » [Reporting Data Extract](#)

Process List [Server List](#)

View Process Request For

User ID: JLEFLORE Type: Last: 1 Days

Server: Name: Instance: to

Run Status: Distribution Status: Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	49226		Application Engine	BPDATAEXT_2	JLEFLORE	03/12/2007 1:11:05PM CDT	Success	Posted	Details
<input type="checkbox"/>	49225		Application Engine	BPDATAEXT_2	JLEFLORE	03/12/2007 1:11:05PM CDT	Success	N/A	Details
<input type="checkbox"/>	49224		Application Engine	BPDATAEXT	JLEFLORE	03/12/2007 1:03:02PM CDT	Success	Posted	Details

Prepare Composite Budget - Navigation

Return to the Data Extraction page to run the 'Prepare Composite Budget' data extraction process.

[Budgeting Home](#) » [Budget Analysis](#) » **Data Extraction**

Data Extraction

Menu Options

[Reporting Data Extract](#)

Run this process to extract Budgeting Model data for use with customized reporting.

[Prepare composite budget](#)



Creates a reporting budget from an original and zero, one or more revision budgets. The Composite Budget is required by the Check limit report and other custom reports.

[BRP Setup Extract](#)

This process creates file extracts from EPM for the Budget Request Program. Specifically, it extracts 2 years of actual expense and estimate of income data from the ledger tables.

[BRP - BWP Extracts](#)

This process extracts BWP data for the Budget Request Program.

[BRP Actuals Extract](#)

This process produces files containing setup data for the Budget Request Program.

Run Control

[Budgeting Home](#) » [Budget Analysis](#) » [Data Extraction](#) » **Prepare composite budget**

Prepare composite budget

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

[Find an Existing Value](#)

[Add a New Value](#)

Search by: Run Control ID begins with

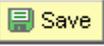
Case Sensitive

[Search](#)



[Advanced Search](#)

Set up Process Parameters

- 1 Select the Master version
- 2 Enter four-digit Fiscal Year
- 3 Press 
- 4 Press 

[Budgeting Home](#) » [Budget Analysis](#) » [Data Extraction](#) » **Prepare composite budget**

Message

User ID: JLEFLORE

[Report Manager](#)

Run Control ID: DATAEXTRACT

[Process Monitor](#)



Process Frequency		Request Number: 1
<input type="radio"/> Don't Run		*Description: Prepare composite budget
<input type="radio"/> Process Once		
<input checked="" type="radio"/> Always Process		
*Role Name:	Coordinator	
*Business Unit:	09000 Office of State Finance	
*Budgeting Model ID:	BUD_090_FY07	
Budget Phase ID:	Phase1	
Ledger Name:	2007 Budget	
Budget Version ID:	Master	1
*Fiscal Year	2007	2



Setup Process Scheduler Request

Select Server Name 'PSUNX'. Press

OK

[Budgeting Home](#) » [Budget Analysis](#) » [Data Extraction](#) » **Prepare composite budget**

Process Scheduler Request

User ID: JLEFLORE

Run Control ID: DATAEXTRACT

Server Name: PSUNX

Run Date: 03/12/2007

Recurrence:

Run Time: 1:52:15PM

Reset to Current Date/Time

Time Zone:

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	OCP0015BD	OCP0015BD	Application Engine	Web	TXT	Distribution

OK Cancel

View Process Monitor

[Budgeting Home](#) » [Budget Analysis](#) » [Data Extraction](#) » **Prepare composite budget**

Message

User ID: JLEFLORE

[Report Manager](#)

Run Control ID: DATAEXTRACT

[Process Monitor](#)



Process Instance: 49243

[Budgeting Home](#) » [Budget Analysis](#) » [Data Extraction](#) » **Prepare composite budget**

[Process List](#) [Server List](#)

View Process Request For

User ID: Type: Last: Days
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				
<input type="checkbox"/>	49243		Application Engine	OCP0015BD	JLEFLORE	03/12/2007 1:52:15PM CDT	Success	N/A	Details				

Reporting

Delivered and custom reports may be run as required. Refer to pages 132 – 146 and Chapter 8, *Reports*, in the P124 Budget End User Guide.