



**GOVERNOR'S OFFICE OF  
PLANNING AND BUDGET**

**BUDGET TOOL  
USER MANUAL**

**Section III. A - Agency User's Guide**

**Amended FY 2013 and FY 2014**

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Preface

The purpose of the BudgetTool User Manual is to provide detailed instructions for using the BudgetTool application. All agencies will use BudgetTool to submit their Amended FY 2013 and FY 2014 budget requests to the Governor's Office of Planning and Budget (OPB). The manual is divided into sections:

**Section I:** Getting Started – This section contains general orientation and instructions on:

- Technical Requirements
- Application Setup
- Access
- Navigation Overview

It is anticipated that *Section I* will be read first as these instructions are not repeated in the following sections and apply to all users of the application.

**Section II:** Administrator's Guide – This section contains instructions for administrators outside of the OPB IT Department:

*OPB Division Administrators* – Maintain Agency Administrators and Agency Submitters, as well as their respective OPB Division Users; associate fund sources and object classes to agencies.

*Agency Administrators* – Maintain Attached Agency Administrators and Agency Users; associate fund sources and object classes to programs.

**Section III.A:** Agency User's Guide – This section contains detailed instructions on the business processes and how to use the application to develop an agency's budget request, submission by the agency, and workflow through the Governor's Recommendation to the General Assembly.

**Section III.B:** OPB Budget Development Guide – This section contains detailed instructions for the OPB Analysts to be used in developing the OPB Recommendation.

**Section IV:** Performance Measures – this section contains instructions for agencies to enter and update performance measures in BudgetTool. These will appear in the Governor's Budget Report.

**Section V:** OPB IT Administrator's Guide – This section contains the documentation for the technical setup of the application, loading data, maintenance of stages, and other various procedures for the OPB IT Division. These tasks are performed by the OPB IT Division, thus this section of the manual will be used internally at OPB.

Assuming the functionality of the application does not change, the only section that may need to change significantly from year to year is Section III due to business process changes that may occur in budget development.

### **Section III: Agency User's Guide**

*Purpose*

The purpose of this section of the BudgetTool User Manual is to provide instructions for the specific business processes for the current budget cycle as well as instructions of how to use BudgetTool to develop

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the Amended FY 2013 and FY 2014 agency budgets from Agency Request through the Governor's Recommendation to the General Assembly.

This part of the manual incorporates both business and technical instructions. While it is anticipated that the application will not change dramatically from year to year, only use those business instructions that apply to the budget year being worked on as the business processes more than likely will change from year to year.

### **III. A: Agency Budget Request**

The Agency Request is prepared using the BudgetTool application. Agencies will use descriptors to enter fund source and object class changes by program/subprogram. The AOB or an approved cutoff amendment is selected as the starting point for budget requests and changes are made using descriptors. Any Fiscal Affairs, Statutory, or Executive Order amendment types in BudgetNet should be included in the cutoff amendment. Data will be advanced from the FY 2013 cutoff amendment in summary except for the following record detail: Federal Funds, Federal Recovery Funds, Other Funds, Personal Services, and Unique Objects. The same base will be used for both the Amended FY 2013 and FY 2014 budgets. The base is advanced from BudgetNet to BudgetTool but State Funds – Prior Year are **not** advanced. OPB analysts will ensure BudgetTool reflects the appropriate base budget for these requests.

NOTE: General Policy Guidelines and Preparation Procedures for Amended FY 2013 and FY2014 budget preparation are posted on the OPB website at <http://www.opb.georgia.gov> .

#### **III.A.1 General Instructions – Amended FY 2013 and FY 2014**

The Amended FY 2013 and FY 2014 Budgets require each agency to identify 3% of their FY 2012 appropriation of State General Funds for reduction. Budget requests for additional funds or workload increase pertain only to those agencies with enrollment driven programs.

The budget submission process in BudgetTool consists of the following components:

1. Adjusted Base Budget (pre-approved by OPB)
2. 3% Reductions
3. Redistributions (optional)
4. Workload (only agencies designated by OPB )
5. Other Adjustments (as required)

#### **Adjusted Base Budget**

Use the following guide to derive the Adjusted Base Budget:

- a. Base Budget: AOB or approved cut-off amendment which should include any Statutory, Fiscal Affairs, or Executive Order amendments to date in BudgetNet. The same base is used for Amended FY 2013 and FY 2014 budget requests.
- b. Base Adjustments – provided by OPB and consists of the following:

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- Exemptions: items exempted from budget reductions and communicated to agencies by OPB prior to budget submission. These items are exempted from the reduction but are included in the agency request as submitted to OPB.
- One-Time-Deletes: Non-recurring items of expenditure that are considered one time purchases in FY 2013 and are deleted from the base. These will be provided by OPB. These items reduce the budget request submitted to OPB.

The Base Budget and sum of the Base Adjustments is the Adjusted Base upon which agencies will calculate the 3% reduction of State General Funds for Amended FY 2013 and FY 2014.

Note: in the application the One-Time-Deletes are applied to the Base first to calculate a Revised Base Budget. Next the Exemptions are applied to the Revised Base Budget to calculate an Adjusted base to which the percentage reductions are applied. One-Time-Deletes are permanent reductions to the budget; Exemptions are only used to calculate the new base for reductions and do not reduce the agency budget request when submitted to OPB.

### **State General Funds Reduction**

Agencies must reduce 3% of the adjusted base budget for State General Funds. This reduction requirement need not apply to every program. Some programs/sub-programs may be unaffected as long as the total amount of the reduction equals 3% of the agency's adjusted base for State General Funds.

Explain the impact of each reduction by program/sub-program. Provide a complete description for all budget reductions and explain the impact on service delivery and performance of the program using the BudgetTool application. To address additional expenditure needs, agencies must identify resources from within the current budget and redistribute funds as needed.

### **Redistribution**

Redistribution among *object classes and among sub-programs* within a program should be requested as an amendment to the current budget and should **NOT** be included as part of the agency's Amended FY 2013 or FY 2014 budget request. However, requests for redistribution of funds *between programs* must be submitted in BudgetTool as part of the budget request. Agencies are expected to manage their expenditure needs through the flexibility provided in program budgeting. The total of all redistributions and increased funding needs must net to zero. Positions and motor vehicles redistributed from one program to another should be reflected in the position and motor vehicle counts for the programs affected.

### **Workload**

Workload consists of enrollment changes only. Budget requests requiring new state funding out of revenue growth include:

- Increases in student enrollment
- Increases for Medicaid growth
- New facility openings

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- Other priorities of the Governor

Funding to be included as Workload increases will be communicated to agencies by OPB prior to budget submission.

### **Business Process**

The business process sequence for budget development is as follows:

*Base:* The agency fiscal officer selects the AOB or an approved cutoff amendment as their base, then notifies the OPB Analyst. The base should include all Statutory, Fiscal Affairs, and Executive Order amendments to date in BudgetTool. The base is advanced from BudgetNet to BudgetTool. No State Funds – Prior Year are advanced. This base is fixed and cannot change through the budget development cycle. Before entering any changes reports for the cutoff amendment should be run in both BudgetNet and BudgetTool and compared to confirm by program and fund source that the proper amounts were loaded.

*Base Adjustments:* OPB analysts will identify adjustments for the base and provide them to agencies. There are two types:

*One-Time Delete:* Items included in the FY 2013 budget that are one-time occurrences, and therefore, must be removed from this year's request. These are always negative and will reduce the agency request upon submission to OPB. These do not count as part of the required 3% reduction of State General Funds.

*Exemptions:* Items exempted from budget reductions guidelines for budget development such as formula driven funding. The list by program will be communicated to agencies by OPB to identify those items funded by state general funds that are not subject to the required percentage reduction. These are always negative entries in BudgetTool. These items will not reduce the Agency Request when submitted to OPB.

***Adjusted Base*** = the base reduced by **One-Time Deletes**, and **Exemptions**. The adjusted base for State General Funds is what the required 3% reduction is calculated on.

*3% Reductions:* Agencies (except for Legislative and Judicial branch agencies) must provide a net 3% reduction to State General Funds calculated on the **Adjusted Base for Amended FY 2013 and FY 2014**. Some programs may have no reduction and some may have more than 3% so long as the total for the agency in the percentage scenario shows a 3% or more reduction in State General Funds. The percentage amounts entered can be validated by running reports or by going into 'Update Business Event' and running the 'PreCheck'. The PreCheck is the same process BudgetTool runs when an agency submits their budget request.

*Redistributions:* Agencies will use the redistribution change type to fund any enhancements needed by moving the necessary funds from other programs. The sum of all the redirect redistribution for an agency must equal zero by fund source.

Note: With the ability to selectively apply reductions and enhancements to individual programs the result is a reprioritized budget request for State General Funds.

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*Workload:* Workload consists of enrollment changes only. Budget requests for additional funds or workload increase pertain only to those agencies with enrollment driven programs.

*Other Adjustments:* Adjustments not covered by any of the other change types.

**NOTE:** BudgetTool validation for the 3% reduction plan is not applicable for the **Legislative** and **Judicial** Branch agencies or for any other programs that may be exempt.

### **III.A.2 Creating an Agencywide or Standard Descriptor List**

There are three types of descriptors in BudgetTool:

*Statewide* – setup by OPB but can be used by agencies. Primarily these are for changes that will be universal throughout the state regardless of agency or program. However, in some instances OPB may setup statewide descriptors that are agency specific and/or program specific but requires a different percentage or different wording than the descriptor used by all other agencies.

*Agencywide* – set up by the agency; special security role is needed; can be used by entire agency. These are for changes within an agency that may apply to numerous programs.

*Standard* – can be setup by agency administrator or agency analyst. These are intended to be used for specific program changes.

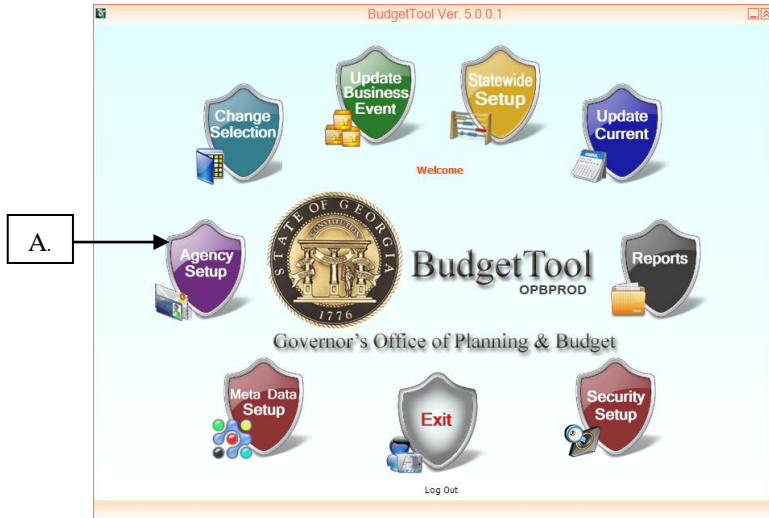
Agencywide and Standard descriptors can be set up at one time by the agency administrator before the change entries are done or agency analysts can set up standard descriptors as they make change entries.

All descriptors – Statewide, Agencywide, and Standard - can be accessed from a dropdown list when change entries are made.

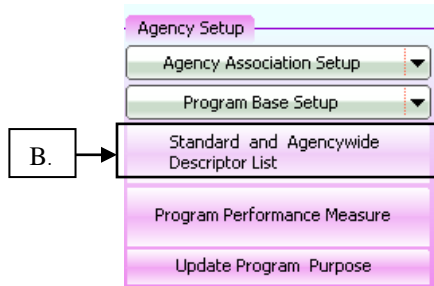
A descriptor is the collection of information about the change that is being requested. It is the key to communicating throughout the entire budget process what is being requested, why, and what effect it will have on customers and deliverables. Descriptors are also what appear in the Governor's Budget Report. Therefore, care should be taken to provide as much detail as necessary to enable other users of the information to have a clear understanding of what is being requested. If needed, agencies can attach documents to support a program, object class or fund source change. A descriptor can only be deleted in the stage it was created. In other words an agency request descriptor cannot be deleted in the OPB Recommendation stage or beyond. When a descriptor is deleted all entries **for all programs**, funds sources, object classes, and counts are also deleted. If you want to delete a change entry for a single program and that is the only place the descriptor is used it is correct to delete the descriptor. However, if the descriptor is used on multiple programs and you delete it trying to delete a specific entry, all entries are deleted. Delete with caution.

- A. To set up Agencywide or Standard descriptors in advance, click the **Agency Setup Shield**

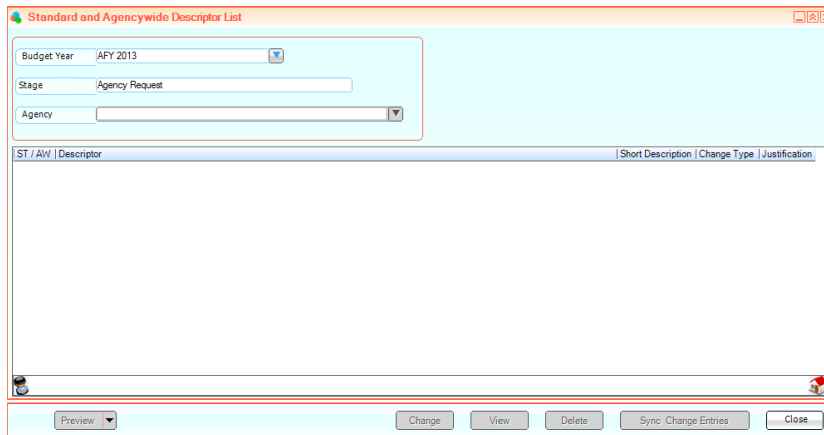
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B. Click Standard and Agencywide Descriptor List



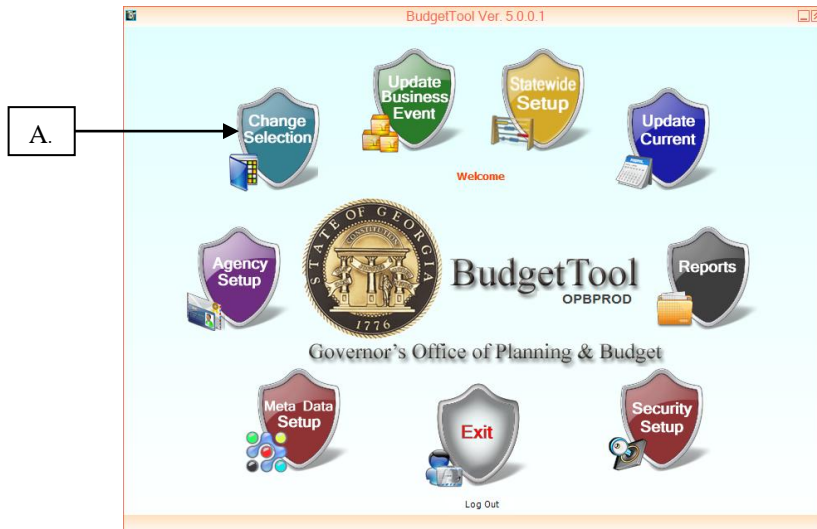
C. Select Budget Year, Stage, and Agency and click Get List of Descriptor  
Refer to Section III.A.3.C.4.2 **Adding a New Descriptor** (p.15)



This shows the list of all descriptors that have been entered by the agency – standard and agencywide.

### **III.A.3 Creating a Change Entry**

A. Click the **Change Selection Shield**

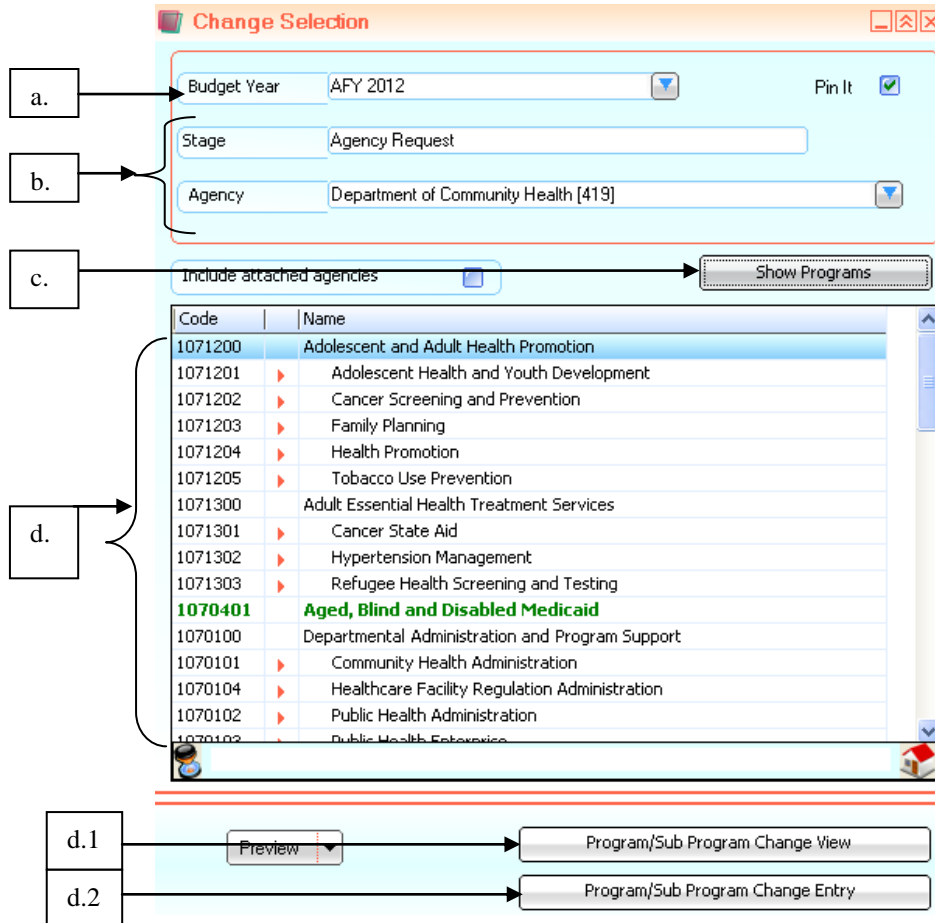


#### **B. Change Selection Screen**

- a. Select the **Budget Year** from the drop down box
- b. Select the appropriate **Stage** and **Agency** from the drop down box  
Click Include attached agencies checkbox if you would like to include attached agencies in the program list.
- c. Click Show Programs
- d. The program list populates (d.). Double-click the Program or highlight the Program and click the **(d.1) Program/Sub Program Change View** button to view the various entries within their individual categories – Funds, Object Class and Counts. Or highlight the Program and click the **(d.2) Program/Sub Program Change Entry** button at the bottom of the page to open the change entry Summary Screen.



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### C. Agency Program/Sub Program Change Entry Screen

The Change Entry screen gives the user a current view of all program changes entered in total to the Fund Sources and Object Classes side by side as well as changes to Position and Motor Vehicle counts. This screen can be opened for stand alone programs, sub-programs, and parent programs. When opened for a parent program you will not be able to make change entries. In addition, the user can click on any of the detail buttons at the bottom of the screen to see the details for: State Funds, Federal Funds, Federal Recovery Funds, Other Funds, Personal Services (Object Class 300), Common Objects, Unique Objects, and a list of all attached documents. This is a great place to see all changes made to a program and to see the summary at the parent program level changes made to all subprograms.

To see changes by change entry type, click on **Program/Sub Program Change View**.

The **Program/Sub Program Change View** screen opens with three tabs (Note: for OPB there is a fourth tab which is Recommendation). The tabs are as follows:

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1. **Base Adjustments** – this tab shows in the first column all the Base amounts by fund source, object class and counts. (Note: you may have to scroll down to see the counts.) Next all base adjustments are shown. **The only base adjustments will be Exemptions and One-Time Deletes.** Then the adjustments are totaled and the Revised Base Budget calculated and displayed.

**Program/Sub Program Change View**

**Change Selection**

Department of Driver Services [ 475 ]

Base : FY13 Amendment 2 [6/27/2012] Policy :Best Managed State

Program :[1360200]Regulatory Compliance

Sub Program :[1360203]Driver Training and Safety Education Rank :3

Budget Year :Amended Fiscal Year 2013 Stage:Agency Request

To license driver training schools and driver training instructors and ensure that school programs are in compliance with state law and the rules and regulation of the Department.

Buttons: Add New Change Entry, Get Existing Change Entry, Program/Sub Program Change Entry

Base Adjustments		3% Agency Request	Other Adjustments	
Description	Base	One Time Delete	Total Base Adj	Revised Base Budget
<b>A. Funds</b>				
<b>1. State Funds</b>				
State General Funds	833,275			833,275
<b>Sub Total:</b>	<b>833,275</b>			<b>833,275</b>
<b>3. Other Funds</b>				
Other Funds	515,429			515,429
<b>Sub Total:</b>	<b>515,429</b>			<b>515,429</b>
<b>Total:</b>	<b>1,348,704</b>			<b>1,348,704</b>
<b>B. Object Class</b>				
<b>1. Common Object Classes</b>				
[300] Personal Services	1,094,472			1,094,472
[301] Regular Operating Expenses	135,902			135,902
[305] Computer Charges	10,500			10,500
[307] Telecommunications	58,530			58,530
[312] Contractual Services	49,300			49,300
<b>Sub Total:</b>	<b>1,348,704</b>			<b>1,348,704</b>
<b>Total:</b>	<b>1,348,704</b>			<b>1,348,704</b>
<b>C. Statewide Calculation</b>				
Other Details				
<b>D. Counts</b>				
Position Count	18			18
Motor Vehicle Count	7			7

Buttons: Previous, State Funds, Federal Funds, Demerit Funds, Other Funds, DC 300, Common Obj, Other Obj, Agency Request, Close

Note that in the header of both the Change Entry and Change View the following information is displayed:

**Base:** this show number and its approval date of the amendment that was used as the cutoff amendment (Base).

**Program:** shows the name and number of the program that is being displayed.

**Budget Year:** shows if you are working in AFY2013 or FY2014.

**Stage:** shows the stage in which you are working. For agencies this will always be Agency Request.

**Advanced:** shows the date and time the stage was advanced by OPB.

**Submitted:** shows the date and time the stage was submitted by the agency.

**Policy:** shows the policy area under which the agency falls.

**Rank:** show the ranking of the program by the agency.

The bottom large rectangular box above the tabs show the program purpose statement for single and parent programs.

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2. **3% Agency Request** - This tab shows the Base and Revised Base Budget amounts by funds source, object classes and counts. Next any exemptions to which the reduction percentage does not apply are shown. As of this writing for this year Exemptions are the only exclusions. Next the Adjusted Base is calculated, which is the revised base less the exemptions. (Note: exemptions do not reduce the Agency Request when submitted to OPB.) If the 3% reductions have been entered they are shown in the 3% Reduction column and the Total column is calculated by adding the 3% Reduction to the Adjusted Base.

Description	Base	Revised Base Budget	Exemption	Adjusted Base	3% Reduction	Total
<b>A. Funds</b>						
<b>1. State Funds</b>						
State General Funds	833,275	833,275		833,275		833,275
<b>Sub Total:</b>	<b>833,275</b>	<b>833,275</b>		<b>833,275</b>		<b>833,275</b>
<b>3. Other Funds</b>						
Other Funds	515,429	515,429		515,429		515,429
<b>Sub Total:</b>	<b>515,429</b>	<b>515,429</b>		<b>515,429</b>		<b>515,429</b>
<b>Total:</b>	<b>1,348,704</b>	<b>1,348,704</b>		<b>1,348,704</b>		<b>1,348,704</b>
<b>B. Object Class</b>						
<b>1. Common Object Classes</b>						
[300] Personal Services	1,094,472	1,094,472		1,094,472		1,094,472
[301] Regular Operating Expenses	135,902	135,902		135,902		135,902
[305] Computer Charges	10,500	10,500		10,500		10,500
[307] Telecommunications	58,530	58,530		58,530		58,530
[312] Contractual Services	49,300	49,300		49,300		49,300
<b>Sub Total:</b>	<b>1,348,704</b>	<b>1,348,704</b>		<b>1,348,704</b>		<b>1,348,704</b>
<b>Total:</b>	<b>1,348,704</b>	<b>1,348,704</b>		<b>1,348,704</b>		<b>1,348,704</b>
<b>C. Statewide Calculation</b>						
Other Details						
<b>D. Counts</b>						
Position Count	18	18		18		18
Motor Vehicle Count	7	7		7		7

3. **Other Adjustments** - this tab shows the Base and Revised Base amounts by funds source, object classes and counts. Next any change types classified as Other Adjustments are shown in separate columns. These are currently Redistribution, Workload Adjustment, and Other Adjustment change types in the Agency Request stage. (Note: in the OPB recommendation stage and beyond, there are additional columns for the Statewide Descriptors.) The Adjusted Total column is calculated as the Revised Base Budget plus or minus the all the Other Adjustments. Next the 3% reductions are subtracted from the Adjusted Total column to derive the 3% Agency Request. (Note: the exemptions do not reduce the Agency Request. They are merely used in calculating the 3% reduction base and are not reflected as reductions in the 3% Agency Request.)

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Program/Sub Program Change View
[X] [?] [F1]

Change Selection
[X]

**Department of Education [ 414 ]**

Base : FY13 Amendment 1 [6/25/2012] Policy :Educated Georgia

Program : [1560100] Agricultural Education

Sub Program : [1560104] Ag Industry Certification Rank : 1

Budget Year : Amended Fiscal Year 2013 Stage: Agency Request

Industry Certification Programs promote high quality instruction by raising standards through industry review and validation.

Program/Sub Program Change Entry

Base Adjustments 3% Agency Request Other Adjustments

Description	Base	Revised Base Budget	WorkLoad Adjustment	Redistribution	Other Adjustment	Adjusted Total	3% Agency Request
<b>C. Statewide Calculation</b>							
<b>D. Counts</b>							
<b>1. Position Count</b>							
Position Count							
<b>Sub Total:</b>							
<b>2. Motor Vehicle Count</b>							
Motor Vehicle Count							
<b>Sub Total:</b>							
<b>Total:</b>							

Preview State Funds Federal Funds Recovery Funds Other Funds P5 300 Common Obj Unique Obj Documents Close

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4. Rec Request – this is a tab available only for the OPB Recommendation stage and beyond. This screen has the same information as the Other Adjustments tab with an extra column (Rec Reduction) for the selected recommendation (3% or none) and a new total column (Rec Request). For a single program this is the 3% reduction or none but for a parent program with multiple sub-programs it can be a combination of any, all, or none of the reductions. In addition, there are separate columns for the Statewide Descriptors that may have been applied to the program. Some of the SW descriptors included last year were ERS, GETS, SHBP, Workers Comp, etc. **As of this writing the SW descriptors have not been finalized.**

Changes are entered in BudgetTool very much like they were last year. The screens have been somewhat modified and in some cases more data is requested.

1) Adding a New Change Entry for the selected program

- a. Click **Add New Change Entry** to create a new entry and enter amounts

**Program/Sub Program Change View**

**Change Selection**

Department of Agriculture [ 402 ]  
 Base : FY13 Amendment 5 [6/27/2012] Policy :Educated Georgia  
 Program :[0740400] Marketing and Promotion  
 Sub Program :[0740406] Bonding Rank :20  
 Budget Year :Amended Fiscal Year 2013 Stage:Agency Request  
 Handles all records & matters relating to agricultural surety bonds, providing limited financial protection for the Georgia producer or individual storing the product.

**Base Adjustments** 3% Agency Request Other Adjustments

Description	Base	One Time Delete	Total Base Adj	Revised Base Budget
<b>A. Funds</b>				
<b>1. State Funds</b>				
State General Funds	181,285			181,285
<b>Sub Total:</b>	<b>181,285</b>			<b>181,285</b>
<b>Total:</b>	<b>181,285</b>			<b>181,285</b>
<b>B. Object Class</b>				
<b>1. Common Object Classes</b>				
[300] Personal Services	154,646			154,646
[301] Regular Operating Expenses	12,444			12,444
[305] Computer Charges	4,740			4,740
[306] Real Estate Rentals	7,569			7,569
[307] Telecommunications	1,886			1,886
<b>Sub Total:</b>	<b>181,285</b>			<b>181,285</b>
<b>Total:</b>	<b>181,285</b>			<b>181,285</b>
<b>C. Statewide Calculation</b>				
Other Details				
<b>D. Counts</b>				
Position Count	3			3
Motor Vehicle Count	2			2

Preview State Funds Federal Funds Recovery Funds Other Funds PS 300 Common Obj Unique Obj Documents Close

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b. Change Entry Summary [Add] Screen

The screenshot shows the 'Change Entry Summary [Add]' window. At the top, it displays 'Teachers Retirement System [ 482 ]'. Below that, it shows 'Base : FY11 Amendment 3 [3/16/2011]', 'Program : {6440201} System Administration', and 'Policy : Educated Georgia'. The 'Budget Year' is 'Amended Fiscal Year 2012' and the 'Stage' is 'Agency Request'. A description reads: 'Provide all services to active members, including: service purchases, refunds, retirement counseling, and new retirement processing.' The main form area has a 'Change Entry' section with 'Change Class' and 'Change Type' dropdowns, and a 'Justification' field set to 'None'. A 'Descriptor' dropdown is also present. To the right is a 'Counties' list with checkboxes for (Statewide), (Various), and several counties. Below the counties list is a 'Measures Detail' table with columns for 'ShortDescription' and 'Description'. To the right of the counties list are fields for 'Descriptor Short Description', 'Description', and 'Comments'. At the bottom, there are 'Supporting Documents', 'Save', and 'Close' buttons. A callout box labeled 'b.' points to the 'Add New Descriptor' button.

A descriptor is required when a change entry is needed. If you have previously created a descriptor for this agency it will appear in the descriptor drop down box. A new descriptor can be created by clicking the **Add New Descriptor** button.

**2) Adding a New Descriptor**

- a. (Required) Choose the Change Class - Agencywide or Standard  
Note: Statewide descriptors are created by OPB. Do not create agencywide or standard descriptors for change types assigned to the Statewide change class.  
Agencywide: This descriptor is created by the agency and will be effective for the entire agency. These are used to make change entries for multiple programs.  
Standard: is created by a specific analyst for use on one or several programs or sub programs.
- b. (Required) Choose the Change Type from the drop down menu
  1. 3% Reduction
  2. Exemption
  3. One Time Delete
  4. Other Adjustment
  5. Redistribution
  6. Workload Adjustment
- c. Justification – is not used in the agency request stage (defaults to ‘none’). It is reserved for use in the OPB Recommendation stage and beyond for further grouping descriptors.
- d. (Required) Type in the Descriptor name (50 characters max) – it must be unique
- e. (Required) Type in a Short Description explaining the request (250 characters max)

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- f. In the larger Description box give a more detailed explanation of the request and the reason for the request if needed (500 characters max)
- g. (Required) Choose the Counties which will be affected by the request
  1. Statewide: The request will affect every county in the state
  2. Various: Only some counties will be affected by the request but they are not specified
  3. Choose the affected counties individually
- h. Comments. Use this section to add any additional comments about the Descriptor or the setup (4,000 characters max)
- i. Click Save to return to the **Change Entry Summary [Change]** Screen

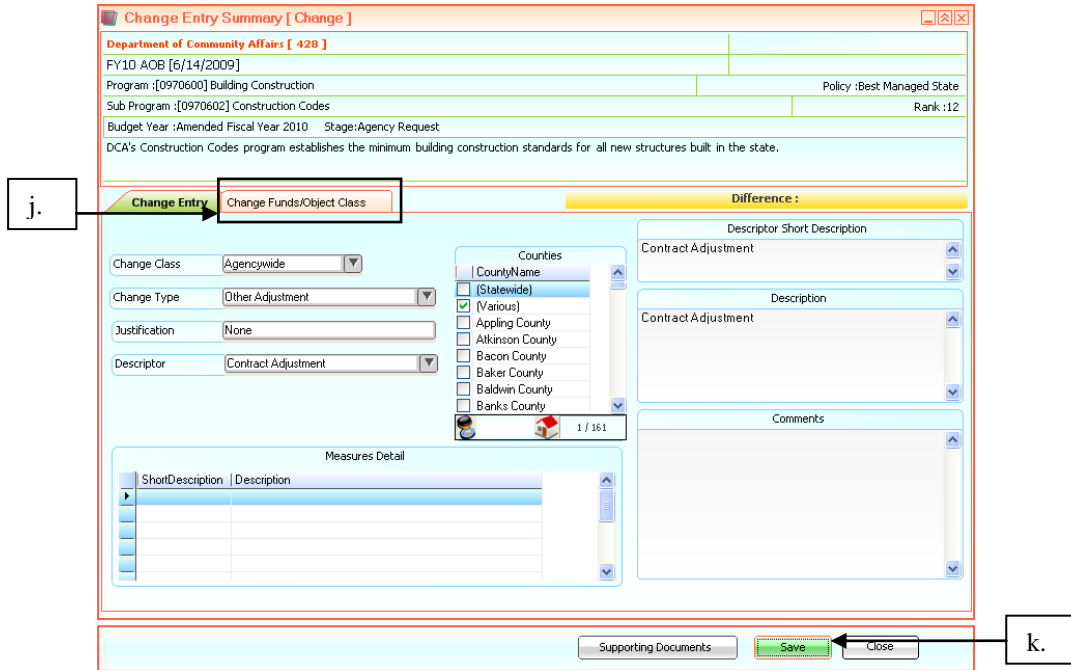
The screenshot shows a software window titled "Descriptor Setup [Add]". The window contains several input fields and a list of counties. Callouts labeled 'a' through 'i' point to specific elements:

- a.** Points to the "Change Class" dropdown menu, which is currently set to "Agencywide".
- h.** Points to the "Change Type" dropdown menu.
- c.** Points to the "Justification" text field, which contains the word "None".
- d.** Points to the "Descriptor" text field.
- e.** Points to the "Short Desc" text field.
- f.** Points to the large "Description" text area.
- g.** Points to the "Counties" list box, which includes checkboxes for "(Statewide)", "(Various)", "Appling County", "Atkinson County", and "Bacon County".
- h.** Points to the "Comments" text area.
- i.** Points to the "Save" button at the bottom right of the window.

You have now entered the descriptor but it is not yet linked to the program. The next steps accomplish this.

- j. You are returned to the window that only shows the Change Entry Tab
- k. Click Save – you have now linked the descriptor to the program and the Change Funds/Object Class tab is visible.

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3) Change Entries – click on the Change Funds/Object Class Tab

- a. Input the change amount into Fund Summary and Object Class Summary change sections. Also input any changes to Position and Motor vehicle counts this change requires.

The Funds Summary must equal the Object Class Summary

*In the example shown below \$10,000 was input as the change amount for State General Funds and \$10,000 was input as Regular Operating Expenses*

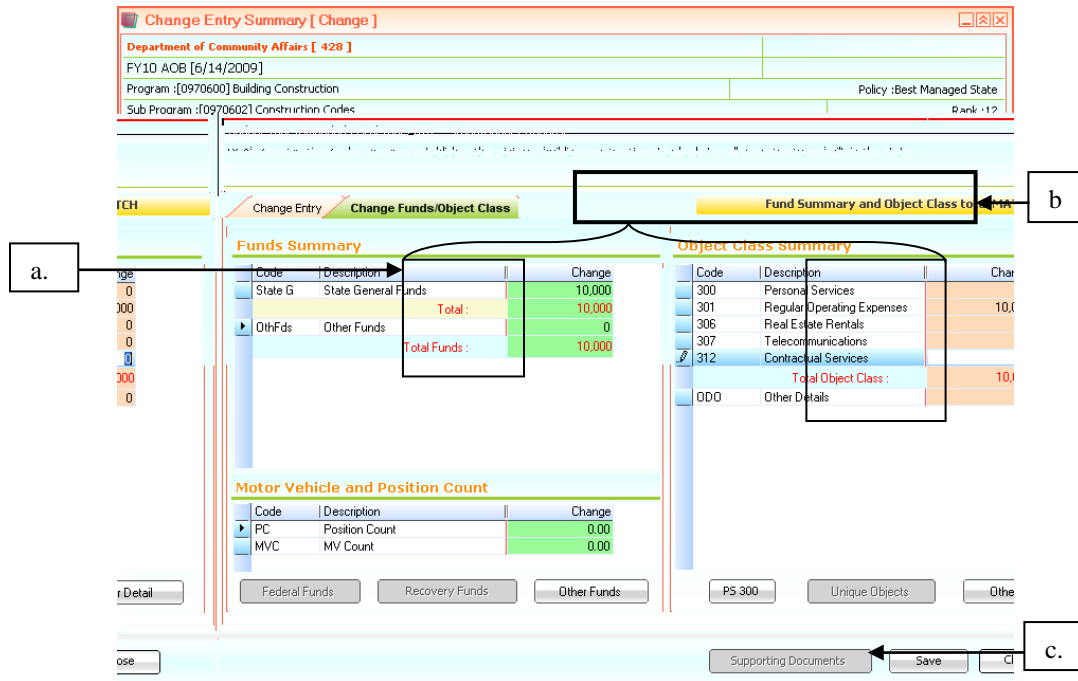
- b. This box alerts the user if they are still out of balance

NOTE: Tab out of field for the screen to refresh and check the data

- c. Click in the Fund Summary section to update the page then click **Save**



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Note: Depending on the agency, program, fund sources, and object classes the following buttons *may* be active at the bottom of the window – Federal Funds, Recovery Funds, Other Funds, PS 300, and Unique Objects. These buttons are used to enter the details supporting the summary level entries on the Change Entry Summary (Change) screen. The Documents button will always be active and allows the user to attach documents or view the documents that have been attached.

***The PS 300 detail requirement.*** The base detail is loaded from the cutoff amendment. Any changes entered to Object Class 300 – Personal Services also need to have supporting detail entered. The detail items that are loaded are specific to an agency and program. The following is an example of the detail items that could appear:

- Regular Salaries, FICA, ERS or TRS, Health Insurance, Unemployment, Merit System Assessments, Lapse Factor, Personal Liability, Pay for Performance, Workers Compensation, Overtime, Temporary/Casual Labor

The detail must add to the summary entry for Object Class 300 – Personal Services.

4) Editing Existing Changes

- a. The Agency Program/Sub Program Change Entry screen now shows the updated change amounts

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- b. Click the **Get Existing Change Entry** to view, edit, or delete the existing entries. New change entries can also be added using this screen.
- c. The Change Entry List window opens. Click the entry you would like to edit
- d. Click **Change** (or double click the entry in the list)

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- e. The Change Entry Summary will now indicate [Change] to show a change is being made
- f. Click **Change Funds/Object Class** and make the change entries necessary and Click **Save**

e.

**Change Entry Summary [ Change ]**

Department of Community Affairs [ 428 ]  
 FY10 AOB [6/14/2009]  
 Program :[0970600] Building Construction Policy :Best Managed State  
 Sub Program :[0970602] Construction Codes Rank :12  
 Budget Year :Amended Fiscal Year 2010 Stage:Agency Request  
 DCA's Construction Codes program establishes the minimum building construction standards for all new structures built in the state.

Change Entry **Change Funds/Object Class** Fund Summary and Object Class total MATCH

**Funds Summary**

Code	Description	Change
State G	State General Funds	10,000
<b>Total :</b>		<b>10,000</b>
OthFds	Other Funds	0
<b>Total Funds :</b>		<b>10,000</b>

**Object Class Summary**

Code	Description	Change
300	Personal Services	0
301	Regular Operating Expenses	0
306	Real Estate Rentals	0
307	Telecommunications	0
312	Contractual Services	10,000
<b>Total Object Class :</b>		<b>10,000</b>
ODO	Other Details	0

**Motor Vehicle and Position Count**

Code	Description	Change
PC	Position Count	0.00
MVC	MV Count	0.00

Federal Funds Recovery Funds Other Funds PS 300 Unique Objects Other Detail

Supporting Documents Save Close

- 5) Detail Views
- a. Click State Funds

a.

**Program/Sub Program Change Entry**

Change Selection

Department of Community Affairs [ 428 ]  
 FY10 AOB [6/14/2009]  
 Program :[0970600] Building Construction Policy :Best Managed State  
 Sub Program :[0970602] Construction Codes Rank :12  
 Budget Year :Amended Fiscal Year 2010 Stage:Agency Request  
 DCA's Construction Codes program establishes the minimum building construction standards for all new structures built in the state.

Add New Change Entry  
 Get Existing Change Entry  
 Program/Sub Program Change View

**Funds Summary**

Description	Base	Change	Request
[State G] State General Funds	224,284	10,000	234,284
<b>Sub Total:</b>	<b>224,284</b>	<b>10,000</b>	<b>234,284</b>
Other Funds	31,900		31,900
<b>Total :</b>	<b>256,184</b>	<b>10,000</b>	<b>266,184</b>

**Object Class Summary**

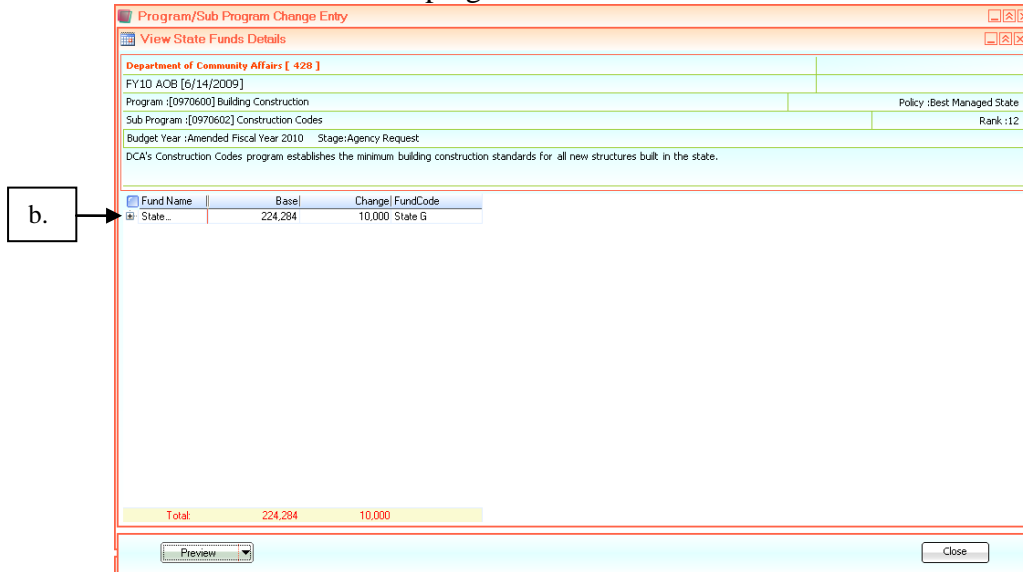
Description	Base	Change	Request
[300] Personal Services	222,057		222,057
[301] Regular Operating...	16,396		16,396
[306] Real Estate Rentals	12,532		12,532
[307] Telecommunications	2,679		2,679
[312] Contractual Services	2,520	10,000	12,520
<b>Total :</b>	<b>256,184</b>	<b>10,000</b>	<b>266,184</b>
Other Details			

Description Base Change Request  
 Position Count 4.00 0.00 4.00  
 MV Count 0.00 0.00 0.00

State Funds Federal Funds Recovery Funds Other Funds PS 300 Common Obj Unique Obj SW Calc Documents Close

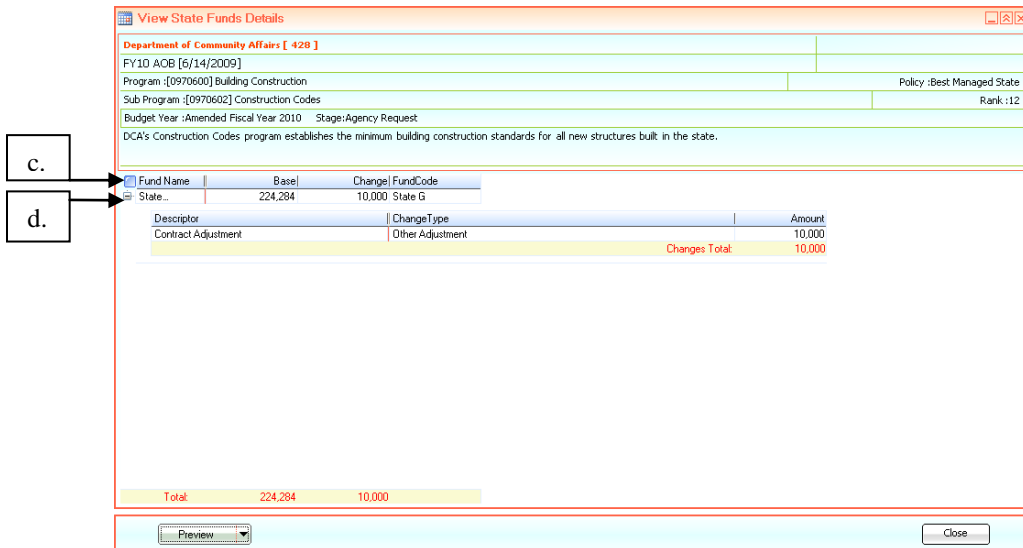
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b. The **View State Funds Details** screen is a detailed view by descriptor of changes to all state funds for that program.



c. Clicking the **Fund Name** box expands all the detail lists at once

d. Click the blue triangle on the left of the line to get a more detailed view of an individual fund line for instance State General Funds



More detail views can also be seen by clicking on the other buttons at the bottom of the Agency Program/Sub program Change Entry screen – Federal Funds, Recovery funds, Other Funds, PS 300, Common Object Class, Unique Object Class.

In addition, by clicking the **Documents** button you can see and access a list of documents that have been attached for this program.

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6) Editing Unique Objects

- a. Click the amount space in the change column to edit the amount
- b. Click the **Unique Objects** button

**Funds Summary**

Description	Base	Change	Request
[State G] State General Funds	3,287,829	-751,588	2,536,241
<b>Sub Total:</b>	<b>3,287,829</b>	<b>-751,588</b>	<b>2,536,241</b>
Federal Funds	1,895,182		1,895,182
Federal Recovery Funds			
Other Funds	3,067,096		3,067,096
<b>Total:</b>	<b>8,250,107</b>	<b>-751,588</b>	<b>7,498,519</b>

**Object Class Summary**

Description	Base	Change	Request
[300] Personal Services	3,118,159		3,118,159
[301] Regular Operating...	518,170		518,170
[305] Computer Charges	106,630		106,630
[306] Real Estate Rentals	150,766		150,766
[307] Telecommunications	37,443		37,443
[312] Contractual Services	1,031,050		1,031,050
<b>Sub Total:</b>	<b>4,962,278</b>		<b>4,962,278</b>
Unique Class Objects	3,287,829	-751,588	2,536,241
<b>Total:</b>	<b>8,250,107</b>	<b>-751,588</b>	<b>7,498,519</b>

Other Details:

Position Count	44.00	0.00	44.00
MV Count	0.00	0.00	0.00

Navigation bar: \$ 300 | Common Obj | **Unique Obj.** | SW Calc | Documents | Close | State Funds | Federal Funds | Recovery Funds | Other Funds | F

c. Change Entry Unique Object Class Details Screen

1. Click the Amount and type in the Change amount used on the previous page
2. This amount can be further summarized by tabbing in each line and adding an additional row

**View Unique Objects Class Detail (Base Adjustments)**

Department of Education [ 414 ]  
 Base : FY13 Amendment 1 [6/26/2012]  
 Program : [1560300] Federal Programs Policy : Educated Georgia  
 Sub Program : [1560301] Title I-D Neglected & Delinquent Rank : 1  
 Budget Year : Amended Fiscal Year 2013 Stage: Agency Request  
 The purpose is to improve educational services for children in neglected or delinquent institutions to ensure that these children have the opportunity to meet the same state academic and content performance standards expected of all children...

Object Code	Object Name	Base	One Time Delete	Total Base Adj	Revised Base Budget
629	Title I-D Neglected and Delinquent	1.0	0	0	1,034,320
<b>Changes Total</b>					<b>0</b>
<b>Total:</b>		<b>1.0</b>	<b>0</b>	<b>0</b>	<b>1,034,320</b>

Buttons: Preview | Close

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A. Attaching Supporting Documents

- 1) Click the **Change Selection** Shield and make your selections. Once the program list loads, either highlight a program and click on the 'Change View' or 'Change Entry' button or double click the program.
- 2) Click **Documents** at the bottom of the Agency Program/Sub Program Screen

**Funds Summary**

Description	Base	Change	Request
[State G] State General Funds	224,284	10,000	234,284
<b>Sub Total :</b>	<b>224,284</b>	<b>10,000</b>	<b>234,284</b>
Other Funds	31,900		31,900
<b>Total :</b>	<b>256,184</b>	<b>10,000</b>	<b>266,184</b>

**Object Class Summary**

Description	Base	Change	Request
[300] Personal Services	222,057		222,057
[301] Regular Operating..	16,396		16,396
[306] Real Estate Rentals	12,532		12,532
[307] Telecommunications	2,679		2,679
[312] Contractual Services	2,520	10,000	12,520
<b>Total :</b>	<b>256,184</b>	<b>10,000</b>	<b>266,184</b>

**Other Details**

Description	Base	Change	Request
Position Count	4.00	0.00	4.00
MV Count	0.00	0.00	0.00

a.

3) **Supporting Documents** Screen

- a. Click the **Browse** button to locate the file you would like to upload
- b. Tab to **description** and type in a description of the file being uploaded  
Note you will not be able to upload the document until you have typed a description.
- c. Click the **Upload to BudgetTool** button

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**Supporting Documents**

Department of Community Affairs [ 428 ]

FY10 AOB [6/14/2009]

Program :[0970600] Building Construction Policy :Best Managed State

Sub Program :[0970602] Construction Codes Rank :12

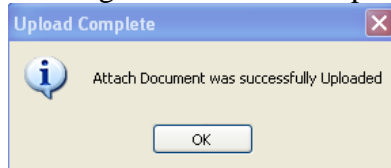
Budget Year :Amended Fiscal Year 2010 Stage:Agency Request

DCA's Construction Codes program establishes the minimum building construction standards for all new structures built in the state.

Name	Document Description	MY OPB Document Name
428 AFY 2010 Agn Req 0970600 0970602		
File Name	Browse ...	
Description		

Preview Download Selected Document Upload to BudgetTool Remove Close

d. A dialog box confirms the upload; click **OK**



e. The document will now appear in the supporting document window.  
1. Click the blue triangle here to see the list of documents.

**Supporting Documents**

Department of Community Affairs [ 428 ]

FY10 AOB [6/14/2009]

Program :[0970700] Coordinated Planning Policy :Best Managed State

Sub Program :[0970702] Mapping and Decision Support Rank :14

Budget Year :Amended Fiscal Year 2010 Stage:Agency Request

This program provides info.svcs. to assist the Dept. and local governments in fulfilling the requirements of Coordinated Comp. Planning according to the GA Planning Act of 1969 and the related Rules for Local, Regional, and Environmental pl...

Name	Document Description	MY OPB Document Name
Document Category: SubProgram - 1 Document(s)		
TEST.doc		428 AFY 2010 Agn...

**428|AFY 2010|Agn Req|0970700|0970702**

File Name Browse ...

Description

Preview Download Selected Document Upload to BudgetTool Remove Close

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**B. Downloading Supporting Documents**

- a. Highlight the document to be download to your computer
- b. Click **Download Selected Documents** at the bottom of the Supporting Documents Screen

The screenshot shows the 'Supporting Documents' interface. At the top, it displays metadata for 'Department of Community Affairs [ 428 ]' and 'FY10 AOB [6/14/2009]'. Below this is a table with columns: Name, Document Description, and MY OPB Document Name. The table contains one row: 'TEST.doc' with document ID '428AFY\_2010Agn...'. This row is highlighted in blue. An arrow labeled 'a.' points to this row. Below the table, there are input fields for 'File Name' and 'Description', and a 'Browse ...' button. At the bottom, there is a navigation bar with buttons: 'Preview' (with a dropdown arrow), 'Download Selected Document', 'Upload to BudgetTool', 'Remove', and 'Close'. An arrow labeled 'b.' points to the 'Download Selected Document' button.

- c. A dialog box will appear to confirm the download.  
Click **Yes** to download the file.

This screenshot is identical to the previous one, but with a 'File Download' dialog box overlaid in the center. The dialog box has a yellow warning icon and contains the text: 'TEST.doc Do you want to download this file'. Below the text are two buttons: 'Yes' and 'No'.



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- d. The Download Complete dialog confirms a successful download and indicates the location of the download.

The screenshot shows a 'Supporting Documents' dialog box with the following details:

- Department of Community Affairs [ 428 ]**
- FY10 AOB [6/14/2009]**
- Program :[0970700] Coordinated Planning** | **Policy :Best Managed State**
- Sub Program :[0970702] Mapping and Decision Support** | **Rank :14**
- Budget Year :Amended Fiscal Year 2010** | **Stage:Agency Request**
- Description:** This program provides info.svcs. to assist the Dept. and local governments in fulfilling the requirements of Coordinated Comp. Planning according to the GA Planning Act of 1989 and the related Rules for Local, Regional, and Environmental pl...

Name	Document Description	MY OPB Document Name
[-] Document Category : SubProgram - 1 Document(s)		
TEST.doc		428\AFY_2010\Agn...

A 'Download Complete' dialog box is overlaid on the main window, displaying:

**Download Complete**

Attach document was successfully downloaded at  
C:\Documents and Settings\My Documents\TEST.doc

OK

Below the dialog box, the main window shows the document ID: **428\AFY\_2010\Agn Req\0970700\0970702**

Fields for **File Name** and **Description** are present, with a **Browse ...** button next to the File Name field.

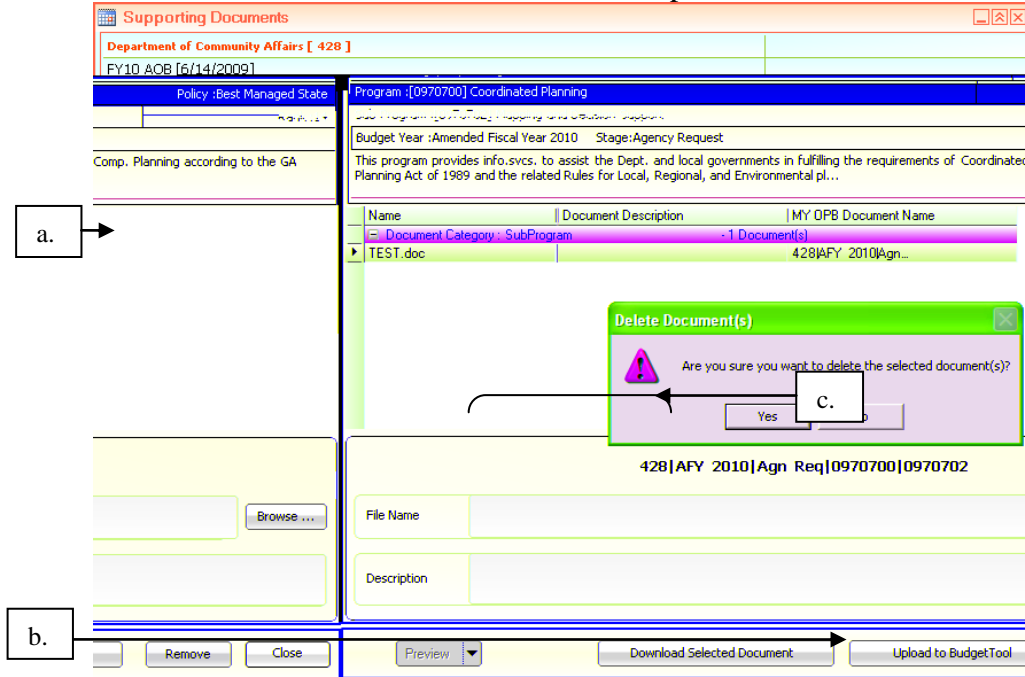
At the bottom, there are buttons for **Preview**, **Download Selected Document**, **Upload to BudgetTool**, **Remove**, and **Close**.

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C. Deleting Documents from BudgetTool

- a. Highlight the document to be deleted.
- b. Click **Remove** at the bottom of the Supporting Documents Screen
- c. A dialog box confirms the document will be deleted

Click **Yes** to confirm the delete or **No** to stop the delete.



**Preliminary Check**

Once an agency has produced the Adjusted Base (For Amended FY2013 and FY2014, entered One Time Deletes, and Exemptions), they can run the Program Summary report (report 100) which will provide the required State General Funds data to calculate the 3% reduction by Program/Sub-program. This report will show the agency Base (Cutoff Amendment) and all the base adjustments - One Time Deletes, and Exemptions. The adjusted base for State General Funds can be calculated as we as the 3% reduction. It can be requested as an excel worksheet. Just make note of the total and then move the reductions to the desired programs, change the amounts, etc. so long as the total equals the required percentage amount of State General Funds. Once the amounts are determined by program/sub-program the agency can next enter their Reduction change types.

**You can also run a Pre-Check at any time to see if all entries are in balance and the reductions meet the needed requirements. Click on the Update Business Event shield; make selections for Budget Year, Stage, and Agency; click on Pre-check. (For error resolution see Submission Validation Process discussed below.) The pre-check screen provides the base and adjusted base. After entering base adjustment you can also run the pre-check and get a preview report in excel to use as a worksheet to calculate the reductions.**

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**Reports**

A. Click the **Reports** Shield



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A. Selection of Custom Reports.

Currently there are 44 reports in BudgetTool. Many these reports can be run, and customized according to the user's individual needs. However, some reports have been pre-customized and cannot be changed by the user. These have '.1c, .2c, etc.' after the basic report number and are a customization of that basic report. All reports can be output in various formats – PDF, Excel, HTML, etc. If you mouse over a report title in the list a brief description of the reports shows at the bottom of the page. The following reports are available:

- 100 – Program Summary with Change Type Detail
- 100.1c – AOB Agency Summary Amendment Analysis
- 110 – Program Summary with Change Summary
- 200 – Fund Changes by Entry
- 200.1c - Fund Change Entries by Change Type (All Funds)
- 210 – Fund Summary Changes by Entry
- 300 - State General Funds Base Adjustment
- 400 - State General Funds Request
- 400.1c – State General Funds Lowest % Request (Use for 3% Reduction)
- 400.2c – State General Funds Middle % Request (Not active for AFY13 and FY14)
- 400.3c – State General Funds Highest % Request (Not active for AFY13 and FY14)
- 500 – All Funds Request
- 510 – Summary Request by Scenario
- 510.1c – Summary Lowest % Request by Scenario (Use for 3% Reduction)
- 510.2c – Summary Middle % Request by Scenario (Not active for AFY13 and FY14)
- 510.3c – Summary Highest % Request by Scenario (Not active for AFY13 and FY14)
- 510.4c – Summary Request All Agencies (Excel)
- 550 – Agency Level Program(s) Detail Summary View
- 550.1c – Object Class/Fund Source Detail Report Lowest % Request (Single Agency)
- 550.2c – Object Class/Fund Source Detail Report Middle % Request (Single Agency) N/A
- 550.3c – Object Class/Fund Source Detail Report Highest % Request (Single Agency) N/A
- 600 – Stage Submission Status
- 600.1c – Budget Submission Status - Agency Request
- 600.2c – Budget Submission Status (All Stages)
- 700 – Recommendation
- 700.1c – OPB Recommendation (legal paper)
- 700.2c – OPB Recommendation w/ group descriptions
- 800 – Budget Details
- 900 – Performance Measures
- 910 – Performance Measures Multi Agency
- 940 – Program Purpose
- 940.1c – Program Purpose
- 950 – Program Recommendations
- 950.1c – Governor's Book Pages
- 955 – Program Historical Summary
- 957 – Program Historical Summary with Expenditure

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- 958 – Agency Counts Summary
- 960 – Program Fund Source Summary
- 960.1c – Program Fund Source Summary
- 965 – Agency Statewide Changes Summary
- 970 – Agency Fund Source Summary
- 970.1c – Agency Fund Source Summary
- 980 – Agency Expenditure Summary
- 980.1c – Agency Expenditure Summary

Note: since there is only one percentage reduction this year the reports for the Middle% and Highest % are not available this year. (400.2c, 400.3c, 500.2c, 500.3c, 550.2c, and 550.3c)

- 1) Running a Custom Report (Example report below some reports have different selections)
  - a. Double click the report you want to run
  - b. Select the **Financial Year** from the Drop Down Box
  - c. Select the **Stage**
  - d. **Agency List** – Check here to select all the agencies at once if you have more than one agency in the list (This is only for agency reports. Some reports run for all agencies and do not have an agency selection.)
  - e. To select one or more agencies individually, check the box to the left of the Agency name  
The agency list box has four fields:
    - Division – this is the OPB division to which the agency is assigned
    - Name – name of the Agency
    - Branch – the branch of government to which the agency belongs
    - Budgetary – Yes or No (Yes means it is an appropriated agency that will appear in the appropriations bill. No means it is an informational only agency usually attached to a parent agency and will show in the appropriations bill as a program in the parent.)
  - f. Click **Request Report Dataset**
  - g. Click **Customize** if you need to customize the report

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**Report Selection**

Description

- 100 - Program Summary
- 200 - Fund Changes by Entry
- 300 - State General Funds Base Adjustment
- 400 - State General Funds Request
- 600 - All Funds Request
- 510 - Summary Request by Scenario
- 550 - Agency Level Program(s) Detail Summary View
- 600 - Stage Submission Status
- 700 - Recommendation
- 800 - Budget Details
- 900 - Performance Measures
- 910 - Performance Measures Multi Agency
- 950 - Program Recommendations
- 955 - Program Historical Summary
- 958 - Agency Counts Summary
- 960 - Program Fund Source Summary
- 965 - Agency Statewide Changes Summary

Financial Year: AFY 2010

Stage: Agency Request

Agency List

Division	Name	Branch	Budgetary
<input type="checkbox"/>	PED Aviation Hall of Fame [143]	EYE	Yes
<input type="checkbox"/>	ED Board of Regents [472]	EYE	Yes
<input type="checkbox"/>	HD Brain & Spinal Injury Trust Fund [261]	EYE	Yes
<input type="checkbox"/>	ED Bright from the Start: Georgia Department of Early Care...	EYE	Yes
<input type="checkbox"/>	PED Civil War Commission [280]	EYE	Yes
<input type="checkbox"/>	GG Commission on Equal Opportunity [237]	EYE	Yes
<input type="checkbox"/>	HD Georgia Composite Medical Board [221]	EYE	Yes
<input type="checkbox"/>	GG Council for the Arts [238]	EYE	Yes

Request Report Dataset

**Report Data View**

AgencyID	SequenceNbr	Agency	StateCode	Parent Program	Sub Program	Stage	Total Base	State Funds Base	Federal Funds Base	Recovery Funds Base	Other Funds
19	81	Deapar...	428	Building...	Building...	Age...					31
19	81	Deapar...	428	Building...	Constructio...	Age...	256,104	224,204			
19	81	Deapar...	428	Building...	Industrialize...	Age...	207,804				207
19	81	Deapar...	428	Coordinated...	Coordinated...	Age...					
19	81	Deapar...	428	Coordinated...	Mapping...	Age...	389,993				
19	81	Deapar...	428	Coordinated...	Planning...	Age...	4,158,353	4,048,204			110
19	81	Deapar...	428	Departmental...	Department...	Age...	5,137,209	1,798,806	1,611,802		1,726
19	81	Deapar...	428	Environmental...	Environmen...	Age...	1,279,791	834,291	6,000		439
19	81	Deapar...	428	Federal...	Americorps...	Age...	4,735,607	350,683	4,384,924		
19	81	Deapar...	428	Federal...	Appalachia...	Age...	370,129	247,329	122,800		
19	81	Deapar...	428	Federal...	Community...	Age...	41,926,7...	1,039,442	40,577,686		309
19	81	Deapar...	428	Federal...	Federal...	Age...					
19	81	Deapar...	428	Homeownersh...	CHIP / Lead...	Age...	217,664		217,664		
19	81	Deapar...	428	Homeownersh...	GHFA...	Age...	4,414,327		576,499		3,837
19	81	Deapar...	428	Homeownersh...	Homeowner...	Age...					

Customize Preview Close

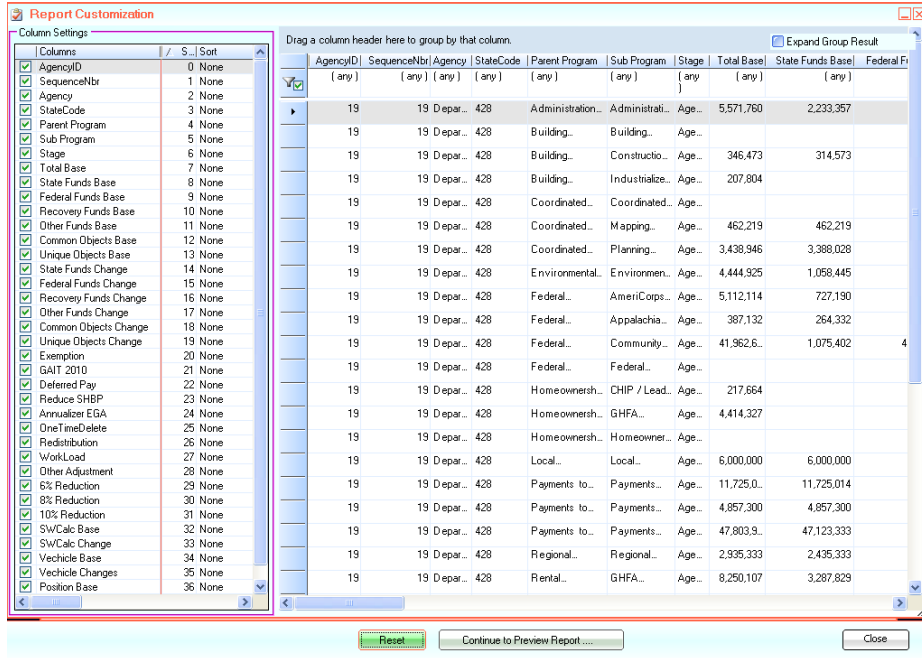
You can begin the customization process on the Report Customization screen. For instance under each column heading the word (any) appears. This means that any value in that field will appear. You can further narrow your report by selecting one value. If you only want one program in the report, click under Parent Program in the 'any' box and you get a dropdown of all parent programs. Select one and the data for all other programs goes away. In some cases such as for dollar values in the column it does not make sense to select one, but for some like program, fund source, etc. this flexibility allows you to narrow your report substantially.

You can also delete specific data from the report by un-checking the check box in the left hand column of the screen. For instance if you ran a report that has all change types and you just wanted one in the report you could un-check the other change types.

Note: if you want to use a data field later on in the customization process you cannot delete it in this preliminary stage.

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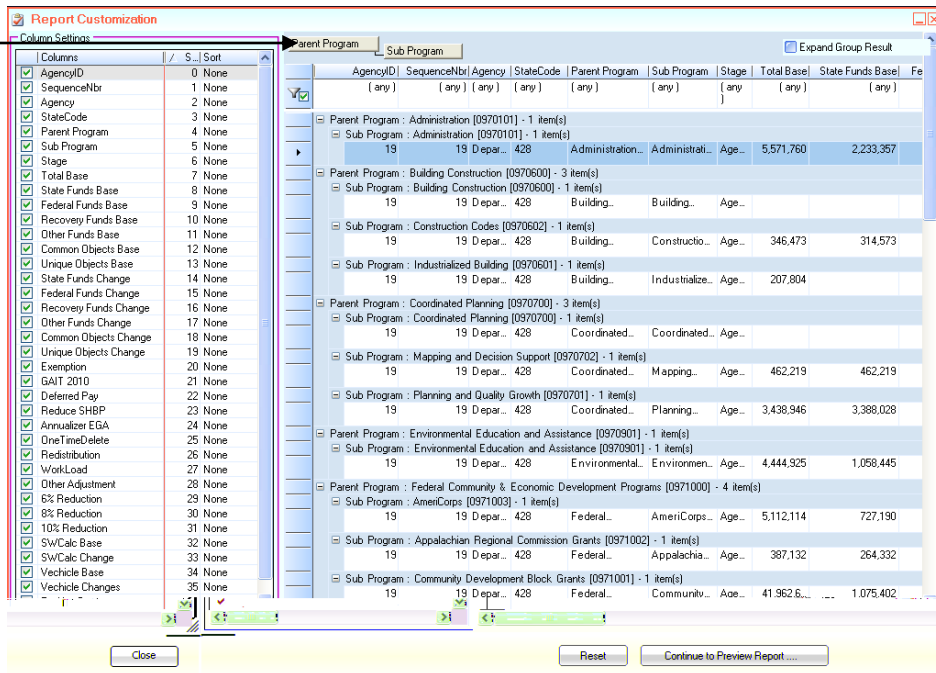
- 2) Customizing the Reports  
 a. Changing the grouping  
 1. Click **Customize**



1.

2. Drag a Column Header to the space above the headers to group by that column header

2.



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3) Report Preview and Customization – **Click on Continue to Preview Report**

Note: Many screens in BudgetTool allow the user to Preview, Print and/or Export a report to a file. The user would click Preview to see this screen

- a. Select a Printer and use Page Setup to change margins, paper size, and orientation
- b. Report Title
- c. Select a Report Style
- d. Uncheck any columns you will not need; also set the column width so you can see all data in the field. It may take several tries to get the column widths correct.
- e. Select Fit to Page or Scan across Pages

The screenshot shows the 'Report Preview' window with the following details:

- Output Settings:** Printer: HP LaserJet 1022n. Buttons: Reset Printer, Page Setup...
- Report Title:** 100 - Program Summary For Year : FY 2010  
Stage: Agency Request  
Agency: Department of Community Affairs [428]
- Report Style:** Default, Contemporary, Corporate Aserated (selected), Corporate Compact, Corporate Confidential, Corporate Draft.
- Column Settings:**

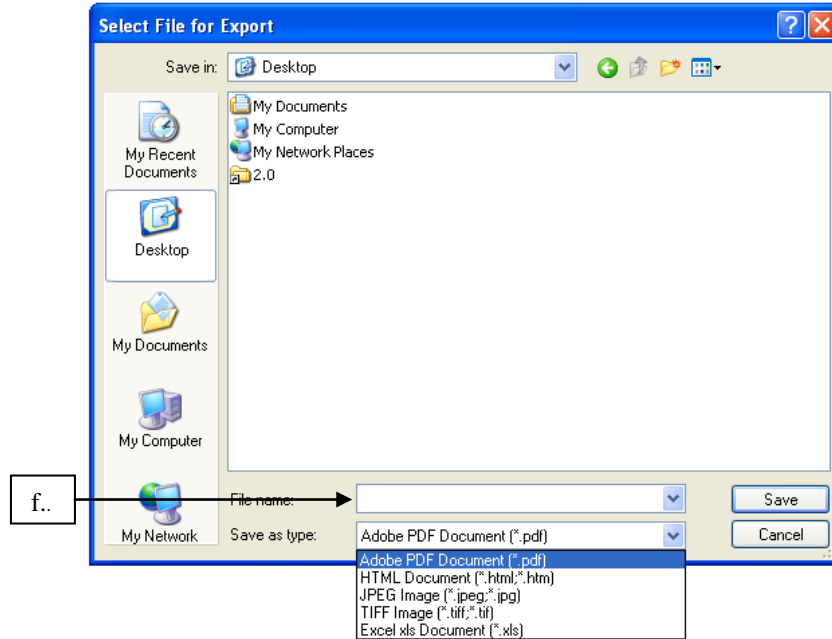
Name	Width
<input checked="" type="checkbox"/> AgencyID	0.53 inches
<input checked="" type="checkbox"/> SequenceNbr	0.80 inches
<input checked="" type="checkbox"/> Agency	0.47 inches
<input checked="" type="checkbox"/> StateCode	0.64 inches
<input checked="" type="checkbox"/> Parent Program	0.91 inches
<input type="checkbox"/> C... (truncated)	0.70 inches
- Layout:** Span across pages
- Report Preview Area:** Shows a table with columns: AgencyID, SequenceNbr, Agency, StateCode, Parent Program, Total Base, State Funds Base, Federal Funds Base, Recovery Funds Base. The table contains several rows of data for various programs and agencies.

The document can then be previewed, printed or exported.

- f. Click export and type in the file name and Select the Save location



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## Review Prior to Submission

### Redistributions

Agencies can move funds among programs to fund those initiatives they feel that are critical to their operations. The net of redistributions by fund source must total zero for an agency. If these do not equal zero the submit process will be blocked.

### Workload

Workload adjustments for state general funds are permitted for programs that are enrollment based. These pertain only to specific programs identified by OPB. Federal, Recovery Funds and Other Funds can be added or deleted using workload adjustment change types

### Budget Request Check

Agencies can check their total budget request by running the Agency Request State General Funds report. This report shows the Adjusted Base less Reductions, plus Redistributions, plus Workload Adjustments, plus Other Adjustment plus Exemptions which equals the Agency Request for State General Funds. See the above section Reports for instruction on how to run the report.

**Agency Request** = Adjusted Base – % Reductions + or - Redistributions + Exemptions +  
or – Other Adjustments + or - Workloads = Agency Request

### **Pre-check**

An agency can run a pre-check at any time. A pre-check makes certain that entries have the right sign – positive or negative – for the entry type, that fund source and object class changes are in balance, that detail amounts equal the summary amounts, and for Executive Branch agencies that the state general funds reduction percentage is met or exceeded. The pre-check works as follows:

### **Submit Validation Process**

The submit validation process for the Agency Requests dataset is comprised of 5 levels. The validation process runs one level at a time meaning if at a given level an error(s) is(are) found the validation process stops, returns the error list to the user, and does not go onto the next level. You must then correct those issues and run the validation process again to proceed to find if there are any errors beyond what was previously identified.

Level 1: The first level of validation checks is on the following:

- 1.1 All one time delete entries must be negative
- 1.2 All Exemptions entries must be negative
- 1.3 The sum of Redistributions must equal 0 at the agency level by individual Fund Source.

For items 1.1, and 1.2 the errors will be written to the screen in a table with 4 columns, the first showing the Program/Sub-Program, the second the Type (fund source, count, object class), the third Name, and the fourth the Amount. Item 1.3 will display the list of Fund Sources that do not net to zero for redistributions for the agency.

Level 2: 3% Reductions AFY2013 and FY2014

The percent reduction validation process verifies that the sum of reductions is at least the required percentage of the adjusted base. This validation is on State General Funds only in total for the agency. **There can be redirects on any fund source and object class but the validation only checks in total against State General Funds in the Adjusted Base.**

**NOTE: This specific check does not apply to Agencies in the Legislative and Judicial branches of Government.**

Level 3: Total Funds = Total Object Class Expenditures

By sub-program/single program validation process returns the discrepancies between Total Funds and Total Object Class Expenditures.

Level 4: Federal Funds/Recovery Funds/Other Funds to detail check

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- 4.1 The Federal Fund Source Amount = Sum of Federal Fund Details amounts
- 4.2 The Federal Recovery Funds Amount = Sum of Recovery Funds Detail amounts
- 4.3 The Other Fund Source Amount = Sum of Other Fund Details Amounts
- 4.4 Personal Services Amount = Sum of PS 300 Detail Amounts

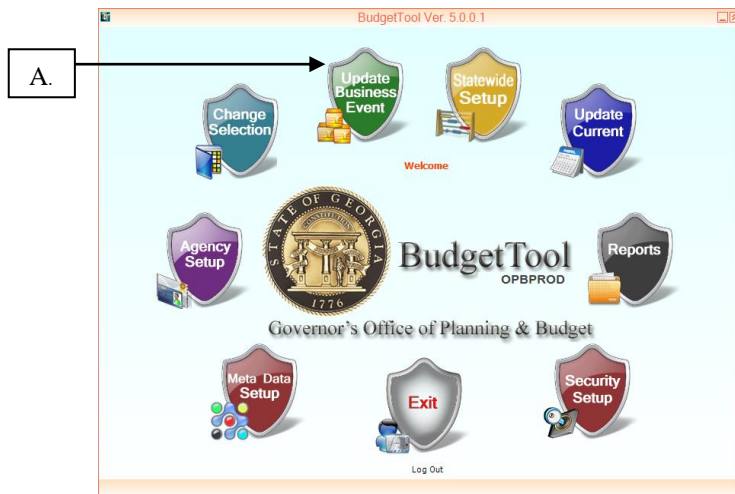
**Level 5: Negative Funds Warning**

If the result of Base + change amounts for a fund source is negative at the program/sub-program then the validation process returns a warning but does not prevent submission.

Note: Some agencies have programs with negative fund sources.

**Pre-checks and Submit**

- A. Click the **Update Business Event Shield**

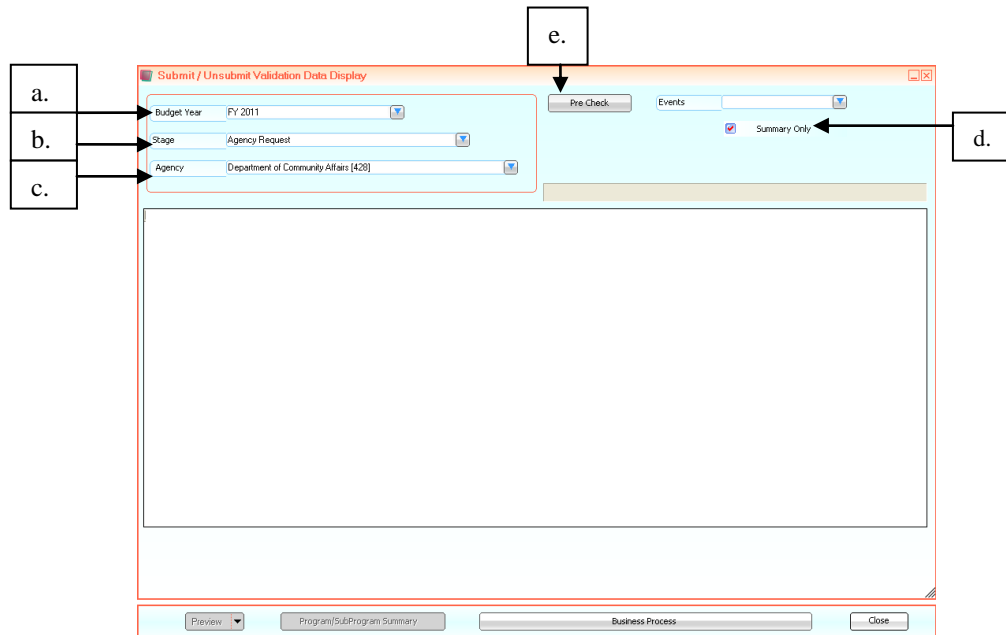


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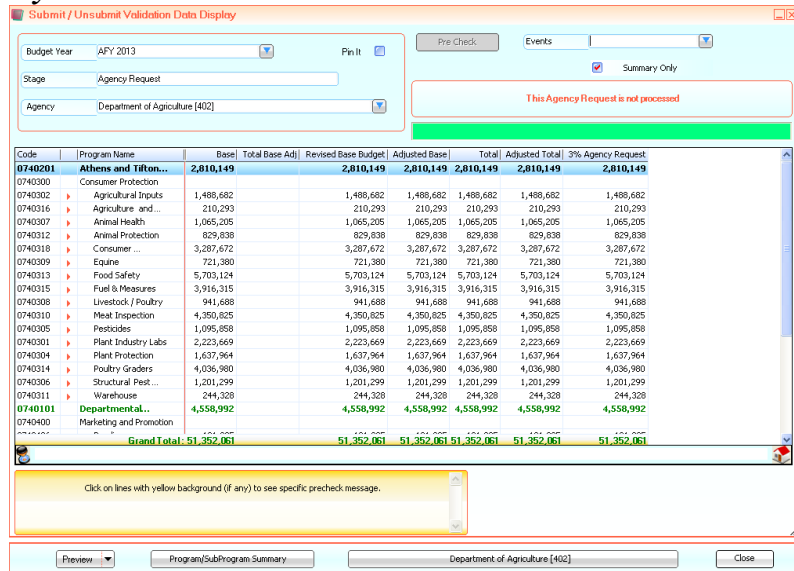
Submit/Un-submit Validation Data Display screen

- Select Budget Year
- Select Stage
- Select Agency
- Select Summary
- Click Pre Check

Summary Only – Clicking here reduces the number of columns to Total Base Funds, Total Base Adjustments, Revised Base Budget, Adjusted Base, Total, Adjusted Total, 3% Agency Request, and Parent/Sub-Program Name (Note: Attached agencies programs appear in the parent agency and are included in the pre-check)



**B. Pre Check *Summary Only***



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C. Successful Pre-check

- a. A dialog box will indicate a successful Pre Check
- b. Click OK in the Pre Check dialog box
- c. Items which could prevent a successful Pre Check will be highlighted in yellow.

The screenshot shows the 'Submit / Unsubmit Validation Data Display' window. At the top, there are input fields for 'Budget Year' (AFY 2013), 'Stage' (Agency Request), and 'Agency' (Department of Audits and Accounts [404]). A 'Pre Check' button is visible. Below these fields is a table with columns: Code, Program Name, Base, Total Base Adj, Revised Base Budget, Adjusted Base, Total, Adjusted Total, and 3% Agency Request. The table lists various programs such as 'Audits and Assurance...', 'Audits of Local...', 'Legislative Services', and 'Statewide Equalized...'. A 'Grand Total' row is highlighted in yellow at the bottom of the table. A 'Pre Check' dialog box is open in the center, displaying 'PreCheck Successfully Completed' and an 'OK' button. Annotations 'a.', 'b.', and 'c.' are placed on the left side of the screenshot with arrows pointing to the dialog box, the 'OK' button, and the yellow-highlighted 'Grand Total' row, respectively.

Code	Program Name	Base	Total Base Adj	Revised Base Budget	Adjusted Base	Total	Adjusted Total	3% Agency Request
0850200	Audits and Assurance...							
0850203	Audits of Local...	7,393,419		7,393,419	7,393,419	7,393,419	7,393,419	7,393,419
0850202	Audits of Medicaid...	4,655,248		4,655,248	4,655,248	4,655,248	4,655,248	4,655,248
0850208	Information System...	1,429,125		1,429,125	1,429,125	1,429,125	1,429,125	1,429,125
0850209	Performance Audits...	3,295,925		3,295,925	3,295,925	3,295,925	3,295,925	3,295,925
0850205	Reviews of Local...	868,262		868,262	868,262	868,262	868,262	868,262
0850201	Statewide...	9,146,541		9,146,541	9,146,541	9,146,541	9,146,541	9,146,541
0850210	Transparency in...	33,000		33,000	33,000	33,000	33,000	33,000
0850501	Departmental...	1,639,202						
0850801	Immigration...	20,000						
0850301	Legislative Services	247,561						
0850401	Statewide Equalized...	2,060,650						
<b>Grand Total:</b>		<b>30,788,933</b>		<b>30,788,933</b>	<b>30,788,933</b>	<b>30,788,933</b>	<b>30,788,933</b>	<b>30,788,933</b>

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- D. Successful Pre-check with a negative funds warning
  - a. Select the Event using the drop down button
  - b. Click Submit if you are ready to submit the agency for approval

**a.**

**b.**

Code	Program Name	Base	Total Base Adj	Revised Base Budget	Adjusted Base	Total	Adjusted Total	3% Agency Request
0850200	Audit and Assurance...							
0850203	Audits of Local...	7,393,419		7,393,419	7,393,419	7,393,419	7,393,419	7,393,419
0850202	Audits of Medicaid...	4,655,248		4,655,248	4,655,248	4,655,248	4,655,248	4,655,248
0850208	Information System...	1,429,125		1,429,125	1,429,125	1,429,125	1,429,125	1,429,125
0850209	Performance Audits	3,295,925		3,295,925	3,295,925	3,295,925	3,295,925	3,295,925
0850205	Reviews of Local...	868,262		868,262	868,262	868,262	868,262	868,262
0850201	Statewide ...	9,146,541		9,146,541	9,146,541	9,146,541	9,146,541	9,146,541
0850210	Transparency in...	33,000		33,000	33,000	33,000	33,000	33,000
0850501	Departmental...	1,639,202		1,639,202	1,639,202	1,639,202	1,639,202	1,639,202
0850801	Immigration...	20,000		20,000	20,000	20,000	20,000	20,000
0850301	Legislative Services	247,561		247,561	247,561	247,561	247,561	247,561
0850401	Statewide Equalized...	2,060,650		2,060,650	2,060,650	2,060,650	2,060,650	2,060,650
<b>Grand Total:</b>		<b>30,788,933</b>		<b>30,788,933</b>	<b>30,788,933</b>	<b>30,788,933</b>	<b>30,788,933</b>	<b>30,788,933</b>

Click on lines with yellow background (if any) to see specific precheck message.

Submit For : Department of Audits and Accounts [404]

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The Agency Program/Sub-Program Summary Screen will now have symbols indicating the Agency has been Submitted or Advanced and the dates.

**Program/Sub Program Change Entry** Advanced

**Change Selection**

**Council for the Arts [ 238 ]**

FY09 Amendment 2 [8/25/2008]

Program : [0600100] Council for the Arts

Sub Program : [0600101] Access

Budget Year : Amended Fiscal Year 2009

Stage: Agency Request

Policy : Best Managed State

Rank : 0

Advanced: 9/9/2008 5:46:45 PM  
Submit: 9/2/2008 1:59:59 PM

Get Existing Change Entry

Program/Sub Program Change View

Funds Summary			
Description	Base	Change	Request
[State G] State General Funds	4,400,905	-1,082,241	3,318,664
<b>Sub Total:</b>	<b>4,400,905</b>	<b>-1,082,241</b>	<b>3,318,664</b>
Federal Funds	635,400		635,400
Federal Recovery Funds			
Other Funds	10,000		10,000
<b>Total:</b>	<b>5,046,305</b>	<b>-1,082,241</b>	<b>3,964,064</b>

Object Class Summary			
Description	Base	Change	Request
[300] Personal Services	684,948	-267,928	417,020
[301] Regular Operating...	100,956	-80,811	20,145
[305] Computer Charges	32,500	-4,500	28,000
[307] Telecommunications	9,000	3,000	12,000
[312] Contractual Services	10,300	14,100	24,400
<b>Sub Total:</b>	<b>837,704</b>	<b>-336,139</b>	<b>501,565</b>
Unique Class Objects	4,208,601	-746,102	3,462,499
<b>Total:</b>	<b>5,046,305</b>	<b>-1,082,241</b>	<b>3,964,064</b>

Position Count			
Description	Base	Change	Request
Position Count	12.00	0.00	12.00
MV Count	0.00	0.00	0.00

State Funds   Federal Funds   Recovery Funds   Other Funds   P5 300   Common Obj   Unique Obj   SW Calc   Documents   Close

### Agency Submit

When an agency submits their budget request to OPB (See above instructions) an email notifies both the agency and OPB and the data can no longer be changed. OPB can do two things with the agency's submission: 1. Un-submit it – that is send it back to the agency for additional detail, changes, etc. in which case the agency receives an email and can work in that stage again; or 2. Advance the data to the OPB Recommendation stage in which case an email is also sent to the agency but no further changes can be made to the agency request stage.

### Section III. B: OPB Budget Development - Overview

OPB Analysts will follow the same procedures and processes as detailed above for the agency analysts to enter descriptors and make changes to the Agency Request to develop an OPB Recommendation. (See above Section - Agency Request) In addition, the 3% Reduction for Amended FY 2013 or the 3% Reduction for FY 2014 are part of the Agency Request and must be selected for each program by the OPB Analyst as applicable. Since the Governor's Budget Report is at the Parent Program level, the OPB analysts will spend a great deal of effort grouping many of the sub-program descriptors.

Once the Agency Request is advanced to the OPB Recommendation no changes can be made to the original agency request. The OPB analyst can change amounts, and enter new standard or agencywide descriptors in the OPB Recommendation stage. No descriptors originating in the agency request stage can be deleted. They can be zeroed out however but the Agency Request stage will always have the original agency request data. The OPB analyst will use BudgetTool in the same manner as the Agency Analyst to develop the OPB Recommendation. However, most of the OPB Analysts' work will be editing, changing, or clarifying the

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agency request. The OPB Recommendation stage is where the budget request is developed into a recommendation to the Governor.

The OPB analyst with the submit role can submit an OPB Recommendation at which time the data can no longer be changed. The OPB Division Director can either unsubmit the request or advance it to the Governor's Initial stage. No email notifications are generated in the stages after the Agency Request.

The Governor's Initial stage is the 'Working' stage for the Governor. Here further changes are made at the direction of the Governor and/or his staff. The OPB Division Director can submit the Governor's Initial. The OPB Executive User can either unsubmit it or advance it to the Governors Final stage.

### Section III. C: Executive Budget Recommendation

The executive user is the only user that can advance the Governors Initial to the Governors Final stage.

Once the data is in the Governor's Final stage no changes can be made.