



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

BUDGET TOOL

USER MANUAL

Section II. A – Agency User's Guide

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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 and General 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.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 II.B: OPB Budget Development Guide – This section contains detailed instructions for the OPB Analysts to be used in developing the OPB Recommendation.

Section III: 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 II: 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 the Amended and General agency budget request.

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.

II. 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 Statutory, Fiscal Affairs, or Executive Order amendment types in BudgetNet should be included in the cutoff amendment. Data will be advanced from the 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 and General 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 budget preparation are posted on the OPB website at <http://www.opb.georgia.gov>.

II.A.1 General Instructions –

The Amended and General budgets require each agency to submit the same level of funding that is appropriated for the current fiscal year. Budget requests for additional funds will be allowed only for growth, workload and enrollment driven programs.

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

1. Base Budget (pre-approved by OPB)
2. One-Time Deletes
3. Revised Base Budget
4. Workload (only agencies designated by OPB)
5. Redistributions (optional)
6. Other Adjustments (as required)

Base Budget

The Base Budget should be either the AOB or an approved cut-off amendment which will include Statutory, Fiscal Affairs, or Executive Order amendments to date in BudgetNet. The same base is used for the Amended and General budget requests.

One-Time Deletes

One-Time Deletes are non-recurring items of expenditure that are considered one time purchases in the current fiscal year and are deleted from the base. These will be provided by OPB and will reduce the budget request.

Revised Base Budget

The Revised Base is the Base Budget less any One-Time Deletes.

Workload

Additional funds will be allowed only for growth, workload and enrollment driven programs. Funding to be included as Workload increases will be communicated to agencies by OPB prior to budget submission.

Redistribution

To address additional expenditure needs, agencies must identify resources from within the current budget and redistribute funds as necessary. Provide a complete description for all budget

redistributions and explain the impact on service delivery and performance of the program using the BudgetTool application.

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 or General 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.

Other Adjustments

Other Adjustments include those not covered by the other change types.

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, and 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. State Funds – Prior Year are not 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 for comparison to confirm by program and fund source that the proper amounts were loaded.

One-Time Delete: These are items included in the current fiscal year 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.

Workload: Requests for additional funds or workload increase pertain only to those agencies with growth, workload and enrollment driven programs.

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.

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

NOTE: BudgetTool validation for the budget plan which is to equal the amount of funding appropriated in the current fiscal year is not applicable for the **Legislative** and **Judicial** Branch agencies or for any other programs that may be exempt.

II.A.2 Creating an Agencywide or Standard Descriptor List

There are three types of descriptors in BudgetTool:

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

Standard – descriptors that can be setup by the 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 may 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 then 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 will be deleted. Delete with caution.

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

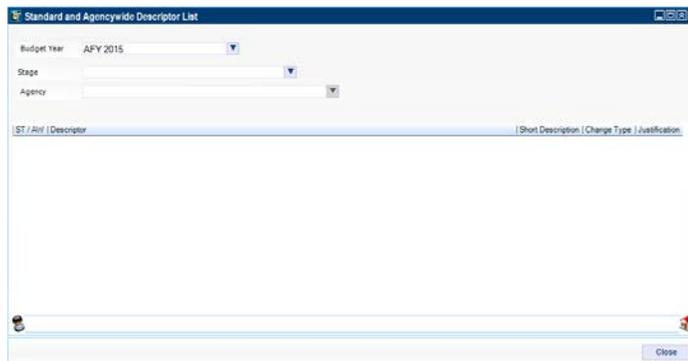
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B. Click Standard and Agencywide Descriptor List



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



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

II.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.

The screenshot shows the 'Change Selection' window with the following fields and controls:

- Budget Year:** AFY 2015 (dropdown menu)
- Stage:** Agency Request (dropdown menu)
- Agency:** Technical College System of Georgia [415] (dropdown menu)
- Pin It:**
- Show Programs:** Button
- Program List Table:**

| Code | Name |
|----------------|---|
| 4110200 | Adult Education |
| 4110201 | ▶ Adult Basic Education |
| 4110202 | ▶ GED Testing Services |
| 4110101 | Departmental Administration |
| 4110300 | Quick Start and Customized Services |
| 4110303 | ▶ Customized Business and Industry Services |
| 4110302 | ▶ Quick Start - Existing Industry |
| 4110301 | ▶ Quick Start - New and Expanding Industry |
| 4110400 | Technical Education |
| 4110402 | ▶ Community Based Continuing Education |
| 4110401 | ▶ Credit Technical Instruction |
| 4110403 | ▶ Specialized Instructional Services |
- Preview:** Button
- Program/Sub Program Change View:** Button
- Program/Sub Program Change Entry:** Button

Annotations:

- a.** Points to the Budget Year dropdown.
- b.** Points to the Stage and Agency dropdowns.
- c.** Points to the Show Programs button.
- d.** Points to the program list table.
- d.1** and **d.2** point to the Preview, Program/Sub Program Change View, and Program/Sub Program Change Entry buttons.

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. The tabs are as follows:

1. **Base Adjustments** – This tab shows all Base amounts by fund source, object class and counts. One-Time Deletes are shown. Adjustments are totaled and the Revised Base Budget calculated and displayed. (Note: Scroll down to view “Counts” for positions and vehicles.)

The screenshot shows the 'Program/Sub Program Change View' interface. At the top, it displays 'Change Selection' and 'Advanced' status. The main content area shows a table with the following data:

| Description | Base | One Time Delete | Total Base Adj | Revised Base Budget |
|----------------------------------|-------------------|-----------------|----------------|---------------------|
| A. Funds | | | | |
| State General Funds | 13,357,490 | | | 13,357,490 |
| Other Funds | 150,000 | | | 150,000 |
| Total | 13,507,490 | | | 13,507,490 |
| B. Object Class | | | | |
| 1. Common Object Classes | | | | |
| [300] Personal Services | 12,233,920 | | | 12,233,920 |
| [301] Regular Operating Expenses | 272,364 | | | 272,364 |
| [304] Equipment | 12,000 | | | 12,000 |
| [305] Computer Charges | 201,157 | | | 201,157 |
| [306] Real Estate Rentals | 693,421 | | | 693,421 |
| [307] Telecommunications | 86,028 | | | 86,028 |
| [312] Contractual Services | 8,600 | | | 8,600 |
| Total | 13,507,490 | | | 13,507,490 |
| D. Counts | | | | |
| Position Count | 94 | | | 94 |
| Motor Vehicle Count | | | | |

At the bottom of the screen, there are navigation buttons for 'State Funds', 'Federal Funds', 'Recovery Funds', 'Other Funds', 'PS 300', 'Common Obj', 'Unique Obj', 'Documents', and 'Close'.

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

Base: shows the number and approval date of the amendment that was used as the cutoff amendment (Base).

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

Budget Year: shows the year in which you are working.

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: shows the ranking of the program by the agency.

The program purpose statement for single and parent programs are shown under the budget year.

3. **Other Adjustments** - This tab shows the Base and Revised Base amounts by funds source, object classes and counts. Separate columns exist for Redistribution, Workload, and Other Adjustment change types in the Agency Request stage. The Adjusted Total column is calculated as the Revised Base Budget plus or minus all of the Other Adjustments.

| Description | Base | Revised Base Budget | WorkLoad Adjustment | SHBP | Redistribution | Other Adjustment | GETS | Unemployment Insurance | ERS | Gener |
|----------------------------------|-------------------|---------------------|---------------------|------|----------------|------------------|------|------------------------|-----|-------|
| A. Funds | | | | | | | | | | |
| State General Funds | 13,357,490 | 13,357,490 | | | | 551,943 | | | | |
| Other Funds | 150,000 | 150,000 | | | | | | | | |
| Total: | 13,507,490 | 13,507,490 | | | | 551,943 | | | | |
| B. Object Class | | | | | | | | | | |
| 1. Common Object Classes | | | | | | | | | | |
| [300] Personal Services | 12,233,920 | 12,233,920 | | | | 501,943 | | | | |
| [301] Regular Operating Expenses | 272,364 | 272,364 | | | | 3,750 | | | | |
| [304] Equipment | 12,000 | 12,000 | | | | -50,000 | | | | |
| [305] Computer Charges | 201,157 | 201,157 | | | | 96,250 | | | | |
| [306] Real Estate Rentals | 693,421 | 693,421 | | | | | | | | |
| [307] Telecommunications | 86,028 | 86,028 | | | | | | | | |
| [312] Contractual Services | 8,600 | 8,600 | | | | | | | | |
| Total: | 13,507,490 | 13,507,490 | | | | 551,943 | | | | |
| D. Counts | | | | | | | | | | |
| Position Count | 94 | 94 | | | | | | | | |
| Motor Vehicle Count | | | | | | | | | | |

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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

The screenshot shows the 'Program/Sub Program Change View' window. On the left, a box labeled 'a.' has an arrow pointing to the 'Add New Change Entry' button. The window header includes 'Change Selection' and a dropdown menu. The main area displays metadata for the 'Board of Regents [472]' and includes fields for 'Base', 'Program', 'Sub Program', 'Budget Year', and 'Stage'. Below this is a table with columns: Description, Base, One Time Delete, Total Base Adj, Revised Base Budget, Exemption, Adjusted Base, 3% Reduction, Total, and WorkLoad Adjustmen. The table is organized into sections: A. Funds, B. Object Class, 1. Common Object Classes, 2. Unique Object Classes, and D. Counts. The 'Total' for the entire table is 14,882,370. At the bottom, there are tabs for 'State Funds', 'Federal Funds', 'Recovery Funds', 'Other Funds', 'PS 300', 'Common Obj', and 'Unique Obj', along with 'Documents' and 'Close' buttons.

| Description | Base | One Time Delete | Total Base Adj | Revised Base Budget | Exemption | Adjusted Base | 3% Reduction | Total | WorkLoad Adjustmen |
|---------------------------------|-------------------|-----------------|----------------|---------------------|-----------|-------------------|--------------|-------------------|--------------------|
| A. Funds | | | | | | | | | |
| State General Funds | 7,371,787 | | | 7,371,787 | | 7,371,787 | | 7,371,787 | |
| Other Funds | 7,510,583 | | | 7,510,583 | | 7,510,583 | | 7,510,583 | |
| Total : | 14,882,370 | | | 14,882,370 | | 14,882,370 | | 14,882,370 | |
| B. Object Class | | | | | | | | | |
| 1. Common Object Classes | | | | | | | | | |
| [300] Personal Services | 10,125,026 | | | 10,125,026 | | 10,125,026 | | 10,125,026 | |
| Sub Total : | 10,125,026 | | | 10,125,026 | | 10,125,026 | | 10,125,026 | |
| 2. Unique Object Classes | | | | | | | | | |
| Unique Objects Class | 4,757,344 | | | 4,757,344 | | 4,757,344 | | 4,757,344 | |
| Total : | 14,882,370 | | | 14,882,370 | | 14,882,370 | | 14,882,370 | |
| D. Counts | | | | | | | | | |
| Position Count | | | | | | | | | |
| Motor Vehicle Count | | | | | | | | | |

b. Change Entry Summary [Add] Screen

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. One Time Delete
 - 2. Other Adjustment
 - 3. Redistribution
 - 4. Workload Adjustment
- c. Justification – is not used in the agency request stage (defaults to 'none').
- 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)

- 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 the 'Descriptor Setup [Add]' window. On the left, a vertical list of letters 'a.' through 'f.' has arrows pointing to specific fields: 'a.' points to 'Change Class' (set to 'Agencywide'), 'b.' to 'Change Type', 'c.' to 'Justification' (set to 'None'), 'd.' to 'Descriptor', 'e.' to 'Short Desc', and 'f.' to the 'Description' text area. On the right, a 'Counties' list box contains checkboxes for '(Statewide)', '(Various)', 'Appling County', 'Atkinson County', 'Bacon County', and 'Baldwin County'. A bracket labeled 'g.' encompasses this list. Below the list are 'Description' and 'Comments' text areas, with a bracket labeled 'h.' encompassing both. At the bottom right, 'Save' and 'Cancel' buttons are shown, with a bracket labeled 'i.' encompassing both.

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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.

The screenshot shows the 'Change Funds/Object Class (In Rec -)' window. At the top, there is a header with the following information: Department of Labor [440], Base : FY12 AOB [7/1/2011], Program :[3310500] Unemployment Insurance, Sub Program :[3310502] Benefits, Budget Year :Amended Fiscal Year 2012, Stage:Agency Request, and Rank :9. Below the header, there is a 'Change Entry' tab and a 'Change Funds/Object Class (In Rec -)' tab. The 'Change Funds/Object Class' tab is active and contains the following fields: Change Class (Agencywide), Change Type (Other Adjustment), Justification (None), and Descriptor (Return Collected Funds). To the right of these fields is a 'Counties' list with a search bar and a '1 / 161' indicator. The list includes '(Statewide)' (checked), (Various), Appling County, Atkinson County, Bacon County, Baker County, Baldwin County, Banks County, and Barrow County. Below the counties list is a 'Measures Detail' table with columns for 'ShortDescription' and 'Description'. To the right of the measures detail is a 'Comments' field. At the top right of the window, there is a yellow banner that reads 'Fund Summary and Object Class total MATCH'. The 'Descriptor Short Description' field contains 'Return Collected Funds' and the 'Description' field contains 'Return Administrative Assessments collected by the Department as required by federal US DOL regulations. These funds are needed to fill the funding shortfall created by the interest payment for the State's UI Trust Fund Loan.'

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

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

The screenshot displays the 'Court of Appeals [432]' budget entry. At the top, it shows the base as 'FY13 AOB [6/8/2012]' and the program as '[0620101] Court of Appeals'. The budget year is 'Amended Fiscal Year 2013' and the stage is 'Governors Initial/Working'. A description of the appropriation is provided below.

The main interface is divided into two summary sections:

- Funds Summary:** A table with columns for Code, Description, and Change. It shows 'State G State General Funds' with a change of 225,016. The total for funds is 225,016.
- Object Class Summary:** A table with columns for Code, Description, and Change. It shows 'UCO Unique Class Objects' with a change of 225,016. The total for object classes is 225,016.

At the bottom, there are buttons for 'Federal Funds', 'Recovery Funds', 'Other Funds', 'PS 300', and 'Unique Objects'. A yellow banner at the top right of the summary area reads 'Fund Summary and Object Class total MATCH', with a box labeled 'b.' pointing to it. A box labeled 'a.' points to the 'Funds Summary' table.

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.

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4) Editing Existing Changes

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

Change Selection

Georgia Composite Medical Board [221]
 Base : FY15 AOB [6/17/2014] Policy :Healthy Georgia
 Program :[0590101] Georgia Composite Medical Board Rank :1
 Budget Year :Amended Fiscal Year 2015 Stage:Agency Request
 License qualified applicants as physicians, physician's assistants, respiratory care professionals, perfusionists, acupuncturists, orthotists, prosthetist and auricular (ear) detoxification specialists. Also, investigate complaints and di...

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

| Description | Base | Change | Request |
|-------------------------------|------------------|--------|------------------|
| [State G] State General Funds | 2,189,014 | | 2,189,014 |
| Sub Total : | 2,189,014 | | 2,189,014 |
| Other Funds | 100,000 | | 100,000 |
| Total : | 2,289,014 | | 2,289,014 |

| Description | Base | Change | Request |
|----------------------------|------------------|--------|------------------|
| [300] Personal Services | 1,942,822 | | 1,942,822 |
| [301] Regular Operating... | 68,896 | | 68,896 |
| [305] Computer Charges | 12,000 | | 12,000 |
| [306] Real Estate Rentals | 35,000 | | 35,000 |
| [307] Telecommunications | 93,108 | | 93,108 |
| [312] Contractual Services | 137,188 | | 137,188 |
| Total : | 2,289,014 | | 2,289,014 |

Additional Summary:

| Description | Base | Change | Request |
|----------------|------|--------|---------|
| Position Count | 0.00 | 0.00 | 0.00 |
| MV Count | 6.00 | 0.00 | 6.00 |

Navigation: State Funds, Federal Funds, Recovery Funds, Other Funds, PS 300, Common Obj, Unique Obj, Documents, Close

- 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)**

Court of Appeals [432]
 Base : FY13 AOB [6/8/2012] Policy :Responsible and Efficient Government
 Program :[0620101] Court of Appeals Rank :1
 Budget Year :Amended Fiscal Year 2013 Stage:OPB Recommendation
 The purpose of this appropriation is for this court to review and exercise appellate and certiorari jurisdiction pursuant to the Constitution of the State of Georgia, Art. VI, Section V, Para. III, in all cases not reserved to the Supreme C...

| Change Class | Change Type | Stage Rec | Justification | Descriptor | In Rec | State Funds | Federal Funds | Recovery Funds | Other Funds | Total Funds | Common |
|---------------|------------------|--------------------------|---------------|---------------------------------------|--------|----------------|---------------|----------------|-------------|----------------|--------|
| Agencywide | Other Adjustment | <input type="checkbox"/> | None | Real Estate Rental | Amount | 10,459 | 0 | 0 | 0 | 10,459 | |
| Agencywide | Other Adjustment | <input type="checkbox"/> | None | Restore Personal Services Budget Cuts | Amount | 225,016 | 0 | 0 | 0 | 225,016 | |
| Agencywide | Other Adjustment | <input type="checkbox"/> | None | Printing Costs | Amount | 5,400 | 0 | 0 | 0 | 5,400 | |
| Agencywide | Other Adjustment | <input type="checkbox"/> | None | Docket Maintenance | Amount | 33,000 | 0 | 0 | 0 | 33,000 | |
| Total: | | | | | | 273,875 | 0 | 0 | 0 | 273,875 | |

Buttons: Preview, Customize, View, Close

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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**

5) Detail Views

- a. Click State Funds

Change Selection

Firefighter Standards and Training Council [287]
Base : FY09 Amendment 1 [8/25/2008] Policy :Safe Georgia
Program :[4710101] Firefighters Standards and Training Council Rank :1
Budget Year :Amended Fiscal Year 2009 Stage:Agency Request
Provides minimum certification standards for all firefighters and public safety professionals.

Get Existing Change Entry
Program/Sub Program Change Entry

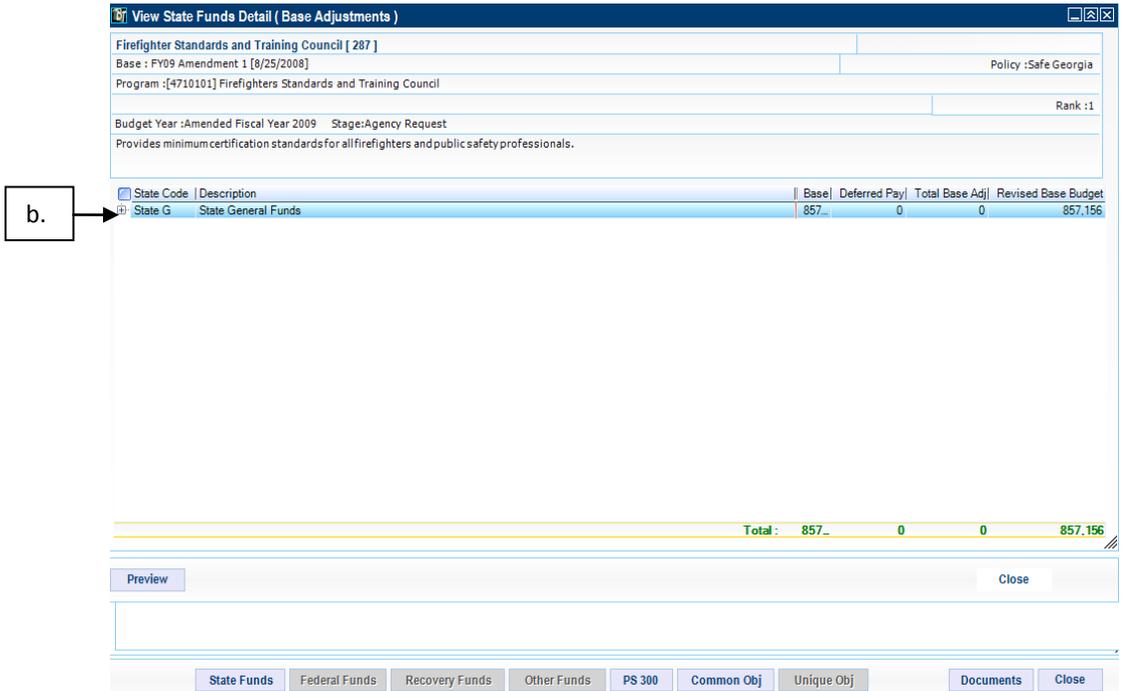
Base Adjustments 6% Agency Request 8% Agency Request 10% Agency Request Other Adjustments

| Description | Base | Deferred Pay | Total Base Adj | Revised Base Budget |
|----------------------------------|----------------|--------------|----------------|---------------------|
| A Funds | | | | |
| Slate General Funds | 857,156 | | | 857,156 |
| Total : | 857,156 | | | 857,156 |
| B Object Class | | | | |
| 1 Common Object Classes | | | | |
| [300] Personal Services | 653,592 | | | 653,592 |
| [307] Regular Operating Expenses | 46,361 | | | 46,361 |
| [303] Motor Vehicle Purchases | 34,753 | | | 34,753 |
| [304] Equipment | 13,046 | | | 13,046 |
| [305] Computer Charges | 5,300 | | | 5,300 |
| [306] Real Estate Rentals | 1 | | | 1 |
| [307] Telecommunications | 4,695 | | | 4,695 |
| [312] Contractual Services | 99,408 | | | 99,408 |
| Total : | 857,156 | | | 857,156 |
| D Counts | | | | |
| Position Count | 10 | | | 10 |
| Motor Vehicle Count | 6 | | | 6 |

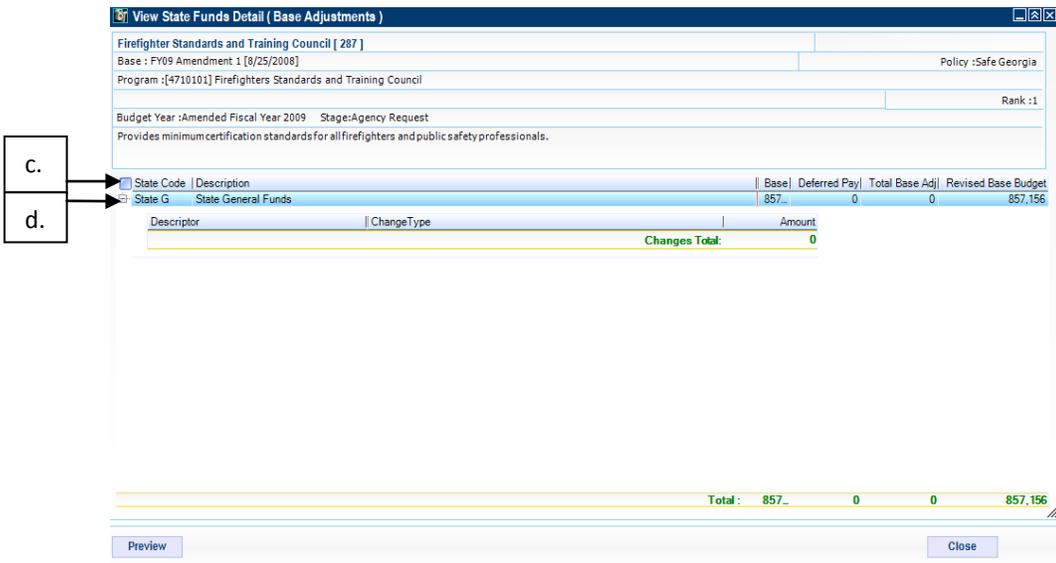
a. State Funds Federal Funds Recovery Funds Other Funds PS 300 Common Obj Unique Obj Documents Close

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

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- c. Clicking the **Fund Name** box expands all the detail lists at once
- d. Click the plus sign 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.

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

6) Editing Unique Objects

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

Change Selection

Department of Corrections [467]
 Base : FY15 AOB [6/24/2014] Policy :Safe Georgia
 Program :[1130900] Detention Centers
 Sub Program :[1130902] PDC-Admin Support @ Facility Rank :24
 Budget Year :Amended Fiscal Year 2015 Stage:Agency Request
 The purpose of Administrative Support is to ensure the completion and retention of legal, official and other business-related documentation require by and of GDC.

| Funds Summary | | | |
|-------------------------------|------------------|--------|------------------|
| Description | Base | Change | Request |
| [State G] State General Funds | 3,702,521 | | 3,702,521 |
| Total : | 3,702,521 | | 3,702,521 |

| Object Class Summary | | | |
|----------------------------|------------------|--------|------------------|
| Description | Base | Change | Request |
| [300] Personal Services | 2,934,654 | | 2,934,654 |
| [301] Regular Operating.. | 198,959 | | 198,959 |
| [305] Computer Charges | 79,459 | | 79,459 |
| [307] Telecommunications | 430,147 | | 430,147 |
| [312] Contractual Services | 50,000 | | 50,000 |
| Total : | 3,693,219 | | 3,693,219 |
| Unique Class Objects | 9,302 | | 9,302 |
| Total : | 3,702,521 | | 3,702,521 |

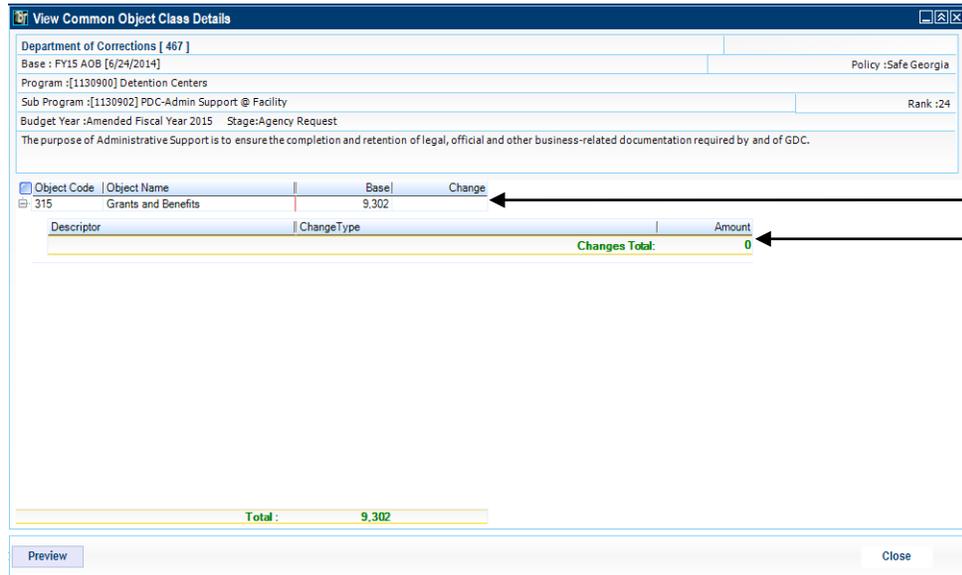
| Description | Base | Change | Request |
|----------------|------|--------|---------|
| Position Count | 0.00 | 0.00 | 0.00 |
| MV Count | 0.00 | 0.00 | 0.00 |

Navigation: State Funds | Federal Funds | Recovery Funds | Other Funds | PS 300 | Common Obj | **Unique Obj** | Documents | Close

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

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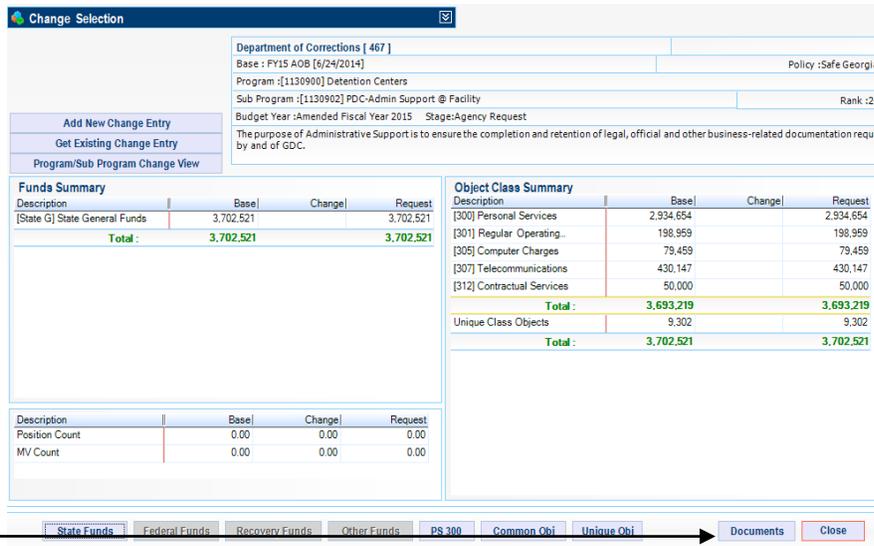


Supporting Documents

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.

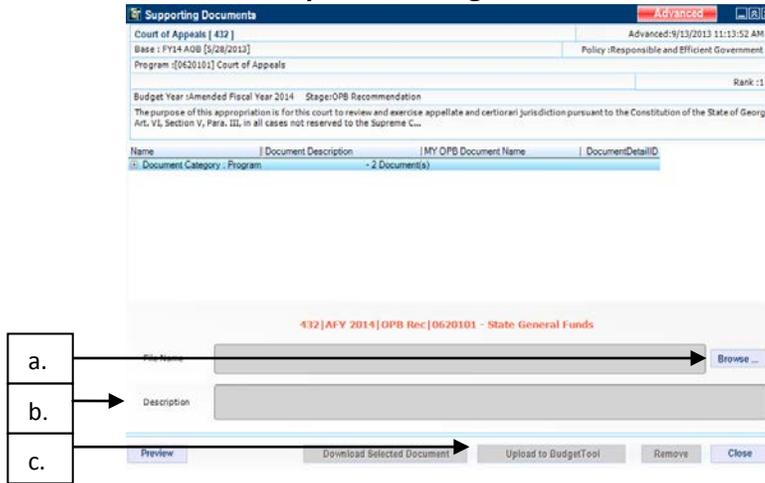
- 2) Click **Documents** at the bottom of the Agency Program/Sub Program Screen



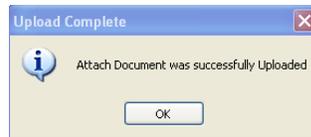
2.

3) **Supporting Documents Screen**

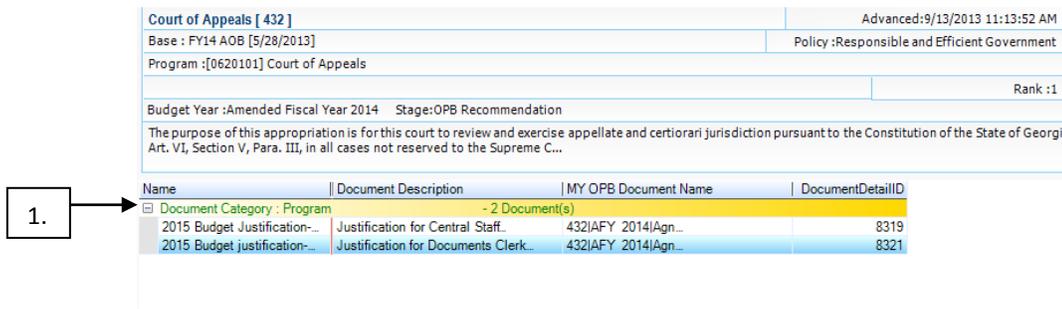
- a. Click the **Browse** button to locate the file you would like to upload
- b. Tab to **description** and type in a description of the file being uploaded
 Note you will not be able to upload the document until you have typed a description.
- c. Click the **Upload to BudgetTool** button



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



- e. The document will now appear in the supporting document window.
 1. Click the plus sign to see the list of documents.



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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

Supporting Documents Advanced

Court of Appeals [432] Advanced:9/13/2013 11:13:52 AM
Base : FY14 AOB [5/28/2013] Policy :Responsible and Efficient Government
Program :[0620101] Court of Appeals Rank :1
Budget Year :Amended Fiscal Year 2014 Stage:OPB Recommendation
The purpose of this appropriation is for this court to review and exercise appellate and certiorari jurisdiction pursuant to the Constitution of the State of Georgia Art. VI, Section V, Para. III, in all cases not reserved to the Supreme C...

| Name | Document Description | MY OPB Document Name | DocumentDetailID |
|---|--------------------------------------|----------------------|------------------|
| Document Category : Program - 2 Document(s) | | | |
| 2015 Budget Justification-... | Justification for Central Staff... | 432 AFY 2014 Agn... | 8319 |
| 2015 Budget justification-... | Justification for Documents Clerk... | 432 AFY 2014 Agn... | 8321 |

432|AFY 2014|OPB Rec|0620101 - State General Funds

File Name C:\Users\Trade.Wheaton\Desktop\Test.docx Browse ...
Description

Preview Download Selected Document Upload to BudgetTool Remove Close

- c. A dialog box will appear to confirm the download.
- d. The Download Complete dialog confirms a successful download and indicates the location of the download.

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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

Supporting Documents Advanced

Court of Appeals [432] Advanced:9/13/2013 11:13:52 AM
Base : FY14 AOB [5/28/2013] Policy :Responsible and Efficient Government
Program :[0620101] Court of Appeals Rank :1
Budget Year :Amended Fiscal Year 2014 Stage:OPB Recommendation
The purpose of this appropriation is for this court to review and exercise appellate and certiorari jurisdiction pursuant to the Constitution of the State of Georgi Art. VI, Section V, Para. III, in all cases not reserved to the Supreme C...

| Name | Document Description | MY OPB Document Name | DocumentDetailID |
|---|--------------------------------------|----------------------|------------------|
| Document Category : Program - 2 Document(s) | | | |
| 2015 Budget Justification... | Justification for Central Staff... | 432 AFY 2014 Agn... | 8319 |
| 2015 Budget justification... | Justification for Documents Clerk... | 432 AFY 2014 Agn... | 8321 |

432|AFY 2014|OPB Rec|0620101 - State General Funds

File Name: C:\Users\Trade.Wheaton\Desktop\Test.docx Browse ...

Description:

Preview Download Selected Document Upload to BudgetTool Remove Close

Preliminary Check

Once an agency has produced the Base, they can run the State General funds Base Adjustment report (report 300) which will show the Revised Base Budget for State General Funds. This report will show the agency Base (Cutoff Amendment) and One-Time Deletes.

You can also run a Pre-Check at any time to see if all entries are in balance. 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 revised base budget.

Reports

A. Click the **Reports** Shield



A. Selection of Custom Reports.

Listed below are the current 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, .2.c, 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
- 500 – All Funds Request
- 510 – Summary Request by Scenario
- 510.4c – Summary Request All Agencies (Excel)
- 550 – Agency Level Program(s) Detail Summary View
- 600 – Stage Submission Status
- 600.1c – Budget Submission Status - Agency Request
- 600.2c – Budget Submission Status (All Stages)
- 900 – Performance Measures
- 910 – Performance Measures Multi Agency

940 – Program Purpose
 940.1c – Program Purpose

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

The screenshot shows the 'Report Selection' dialog box with the following elements:

- a.** Points to the list of report templates.
- b.** Points to the 'Financial Year' dropdown menu, which is set to 'AFY 2015'.
- c.** Points to the 'Stage' dropdown menu, which is set to 'Agency Request'.
- d.** Points to the 'Agency List' checkbox, which is checked.
- e.** Points to the 'Agency List' table, which contains the following data:

| Division | Name | Branch | Budgetary |
|-------------------------------------|--|--------|-----------|
| <input checked="" type="checkbox"/> | ED Board of Regents [472] | EXE | Yes |
| <input type="checkbox"/> | HHS Department of Community Health [419] | EXE | Yes |
| <input type="checkbox"/> | PS Department of Corrections [467] | EXE | Yes |
| <input type="checkbox"/> | PED Department of Economic Development [429] | EXE | Yes |
| <input type="checkbox"/> | HHS Department of Human Services [427] | EXE | Yes |
| <input type="checkbox"/> | PS Department of Juvenile Justice [461] | EXE | Yes |
| <input type="checkbox"/> | PED Department of Natural Resources [462] | EXE | Yes |
| <input type="checkbox"/> | HHS Department of Veterans Service [488] | EXE | Yes |

f. Points to the 'Request Report Dataset' button.

The 'Report Data View' window shows a table with the following columns:

| AgencyID | SequenceNbr | Agency | StateCode | Parent Program | Sub Program | Stage | Total Base | State Funds Base | Federal Funds Base | Recovery Funds Base | Other Funds Bas |
|----------|-------------|---------|-----------|-----------------|----------------|--------|-------------|------------------|--------------------|---------------------|-----------------|
| 26 | 40 | Board.. | 472 | Agricultural.. | Ag. Exp... | Age... | 26,044.1... | 12,900.628 | | | 13,143.52 |
| 26 | 40 | Board.. | 472 | Agricultural.. | Ag. Exp... | Age... | 14,882.3... | 7,371,787 | | | 7,510.58 |
| 26 | 40 | Board.. | 472 | Agricultural.. | Ag. Exp... | Age... | 33,485.3... | 16,586.521 | | | 16,898.81 |
| 26 | 40 | Board.. | 472 | Athens/Tifton.. | Athens/Tifto.. | Age... | 5,258.000 | | | | 5,258.00 |
| 26 | 40 | Board.. | 472 | Cooperative... | Cooperative... | Age... | 13,054.0... | 7,159,296 | | | 5,894.72 |
| 26 | 40 | Board.. | 472 | Cooperative... | Cooperative... | Age... | 37,440.0... | 20,533,469 | | | 16,906.56 |
| 26 | 40 | Board.. | 472 | Cooperative... | Cooperative... | Age... | 5,054.960 | 2,772,323 | | | 2,282.63 |
| 26 | 40 | Board.. | 472 | Enterprise... | Enterprise... | Age... | 17,749.7... | 7,274,703 | | | 10,475.00 |
| 26 | 40 | Board.. | 472 | Forestry... | Forestry... | Age... | 1,078,929 | 502,941 | | | 575.98 |
| 26 | 40 | Board.. | 472 | Forestry... | Forestry... | Age... | 12,902.1... | 2,651,747 | | | 10,250.42 |
| 26 | 40 | Board.. | 472 | Georgia... | Georgia... | Age... | 5,316,750 | 4,627,469 | | | 689.28 |
| 26 | 40 | Board.. | 472 | Georgia... | Georgia... | Age... | 3,779,621 | | | | 3,779.62 |

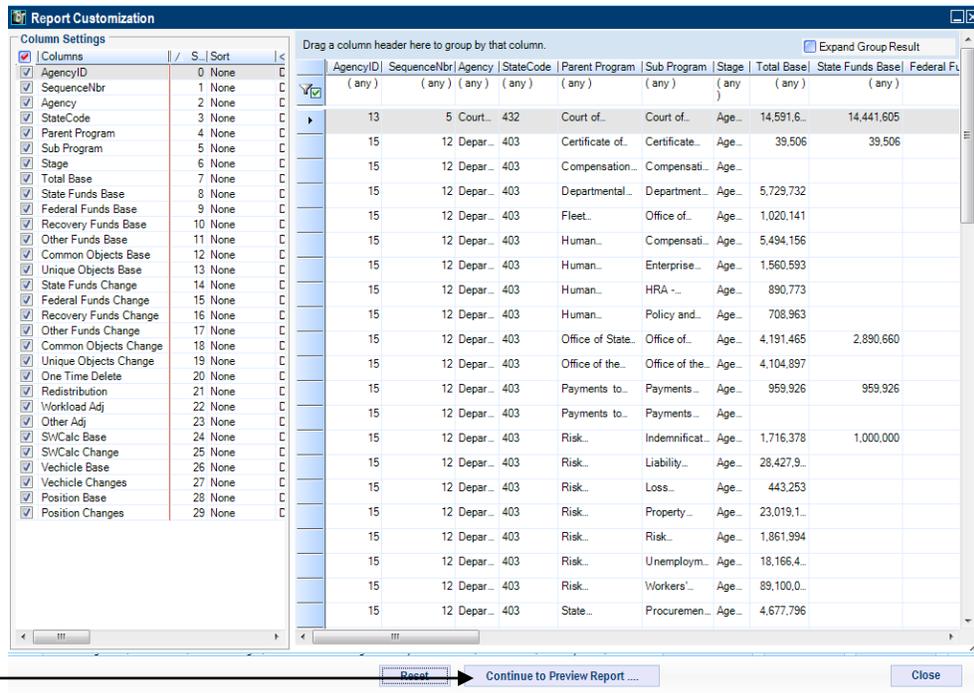
g. Points to the 'Customize' button at the bottom of the Report Data View window.

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.

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



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

2.

Report Customization

| Column Settings | Parent Program | Sub Program |
|---|----------------|-------------|
| <input checked="" type="checkbox"/> Columns | | |
| <input checked="" type="checkbox"/> AgencyID | 0 None | |
| <input checked="" type="checkbox"/> SequenceNbr | 1 None | |
| <input checked="" type="checkbox"/> Agency | 2 None | |
| <input checked="" type="checkbox"/> StateCode | 3 None | |
| <input checked="" type="checkbox"/> Parent Program | 4 None | |
| <input checked="" type="checkbox"/> Sub Program | 5 None | |
| <input checked="" type="checkbox"/> Stage | 6 None | |
| <input checked="" type="checkbox"/> Total Base | 7 None | |
| <input checked="" type="checkbox"/> State Funds Base | 8 None | |
| <input checked="" type="checkbox"/> Federal Funds Base | 9 None | |
| <input checked="" type="checkbox"/> Recovery Funds Base | 10 None | |
| <input checked="" type="checkbox"/> Other Funds Base | 11 None | |
| <input checked="" type="checkbox"/> Common Objects Base | 12 None | |
| <input checked="" type="checkbox"/> Unique Objects Base | 13 None | |
| <input checked="" type="checkbox"/> State Funds Change | 14 None | |
| <input checked="" type="checkbox"/> Federal Funds Change | 15 None | |
| <input checked="" type="checkbox"/> Recovery Funds Change | 16 None | |
| <input checked="" type="checkbox"/> Other Funds Change | 17 None | |
| <input checked="" type="checkbox"/> Common Objects Change | 18 None | |
| <input checked="" type="checkbox"/> Unique Objects Change | 19 None | |
| <input checked="" type="checkbox"/> Exemption | 20 None | |
| <input checked="" type="checkbox"/> One Time Delete | 21 None | |
| <input checked="" type="checkbox"/> Redistribution | 22 None | |
| <input checked="" type="checkbox"/> Workload Adj | 23 None | |
| <input checked="" type="checkbox"/> Other Adj | 24 None | |
| <input checked="" type="checkbox"/> 3% Reduction | 25 None | |
| <input checked="" type="checkbox"/> SWCalc Base | 26 None | |
| <input checked="" type="checkbox"/> SWCalc Change | 27 None | |
| <input checked="" type="checkbox"/> Vehicle Base | 28 None | |
| <input checked="" type="checkbox"/> Vehicle Changes | 29 None | |
| <input checked="" type="checkbox"/> Position Base | 30 None | |
| <input checked="" type="checkbox"/> Position Changes | 31 None | |

| AgencyID | SequenceNbr | Agency | StateCode | Parent Program | Sub Program | Stage | Total Base | State Funds Base | Fed |
|---|-------------|--------|-----------|----------------|-------------|-------|------------|------------------|-------|
| (any) | (any) | (any) | (any) | (any) | (any) | (any) | (any) | (any) | (any) |
| <div style="margin-left: 20px;"> <input checked="" type="checkbox"/> Parent Program : Agricultural Experiment Station [0000800] - 3 item(s) <ul style="list-style-type: none"> <input type="checkbox"/> Sub Program : Ag. Exp. Station - Animal Products [0000802] - 1 item(s) 26 40 Board... 472 Agricultural... Ag. Exp... Age... 26,044.1... 12,900.628 <input type="checkbox"/> Sub Program : Ag. Exp. Station - Environmental Res. [0000803] - 1 item(s) 26 40 Board... 472 Agricultural... Ag. Exp... Age... 14,882.3... 7,371.787 <input type="checkbox"/> Sub Program : Ag. Exp. Station - Plant Products [0000801] - 1 item(s) 26 40 Board... 472 Agricultural... Ag. Exp... Age... 33,485.3... 16,586.521 </div> | | | | | | | | | |
| <div style="margin-left: 20px;"> <input checked="" type="checkbox"/> Parent Program : Athens/Tifton Vet laboratories [0001201] - 1 item(s) <ul style="list-style-type: none"> <input type="checkbox"/> Sub Program : Athens/Tifton Vet laboratories [0001201] - 1 item(s) 26 40 Board... 472 Athens/Tifton... Athens/Tifto... Age... 5,258.000 </div> | | | | | | | | | |
| <div style="margin-left: 20px;"> <input checked="" type="checkbox"/> Parent Program : Cooperative Extension Service [0001000] - 3 item(s) <ul style="list-style-type: none"> <input type="checkbox"/> Sub Program : Cooperative Extension Service - 4 H Youth Development [0001002] - 1 item(s) 26 40 Board... 472 Cooperative... Cooperative... Age... 13,054.0... 7,159.296 <input type="checkbox"/> Sub Program : Cooperative Extension Service - Agricultural & Natural Resources [0001001] - 1 item(s) 26 40 Board... 472 Cooperative... Cooperative... Age... 37,440.0... 20,533.469 <input type="checkbox"/> Sub Program : Cooperative Extension Service - Family and Consumer Sciences [0001003] - 1 item(s) 26 40 Board... 472 Cooperative... Cooperative... Age... 5,054.960 2,772.323 </div> | | | | | | | | | |
| <div style="margin-left: 20px;"> <input checked="" type="checkbox"/> Parent Program : Enterprise Innovation Institute [0002901] - 1 item(s) <ul style="list-style-type: none"> <input type="checkbox"/> Sub Program : Enterprise Innovation Institute [0002901] - 1 item(s) 26 40 Board... 472 Enterprise... Enterprise... Age... 17,749.7... 7,274.703 </div> | | | | | | | | | |
| <div style="margin-left: 20px;"> <input checked="" type="checkbox"/> Parent Program : Forestry Cooperative Extension [0001301] - 1 item(s) <ul style="list-style-type: none"> <input type="checkbox"/> Sub Program : Forestry Cooperative Extension [0001301] - 1 item(s) 26 40 Board... 472 Forestry... Forestry... Age... 1,078.929 502.941 </div> | | | | | | | | | |
| <div style="margin-left: 20px;"> <input checked="" type="checkbox"/> Parent Program : Forestry Research [0001401] - 1 item(s) <ul style="list-style-type: none"> <input type="checkbox"/> Sub Program : Forestry Research [0001401] - 1 item(s) 26 40 Board... 472 Forestry... Forestry... Age... 12,902.1... 2,651.747 </div> | | | | | | | | | |
| <div style="margin-left: 20px;"> <input checked="" type="checkbox"/> Parent Program : Georgia Archives [0003101] - 1 item(s) <ul style="list-style-type: none"> <input type="checkbox"/> Sub Program : Georgia Archives [0003101] - 1 item(s) </div> | | | | | | | | | |

Reset Continue to Preview Report ... Close

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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 and Report tool tip description
- c. Select a Report Style
- d. Uncheck any columns you do not need; set the column width so you can see all of the data in the field.
- e. Select Fit to Page or Scan across Pages

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

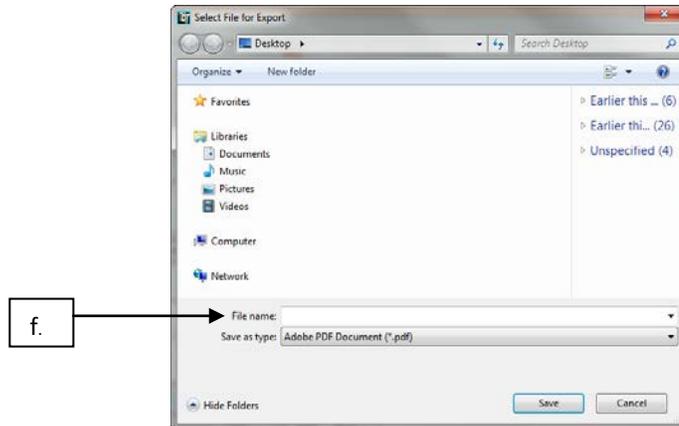
- Report Template Name:** 100 - Program Summary
- Output Settings:** Printer: HP LaserJet 1022n (Copy 3)
- Report Title:** 100 - Program Summary For Year: AFY 2015
- Report Tool Tip Description:** One to All agencies. Customizable; run on Agency Request or OPB Req; Program/sub-program: Base and all Change Types by fund group summary, object classes, and counts
- Report Style:** Corporate Aerated
- Column Settings:**

| Name | Width |
|---|-------------|
| <input checked="" type="checkbox"/> AgencyID | 0.59 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 |
- Layout:** Span across pages

The data table on the right includes columns: Agency, Stage, Total Base, State Funds Base, Federal Funds Base, Recovery Funds Base. It lists various programs and their associated budget amounts.

The document can then be previewed, printed or exported.

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



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 growth, workload, and enrollment driven. These specific programs will be identified by OPB. For these specific programs Federal, Recovery Funds, and Other Funds can also be included in the Workload Adjustments for the specific programs identified.

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 = Base – One-Time Deletes + or - Redistributions + 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 are equal to the level of funding appropriated for the current fiscal year. 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 The sum of Redistributions must equal 0 at the agency level by individual Fund Source.
- 1.3 Workload adjustments for Executive Branch agencies apply only to a specific list of programs in a specific list of agencies.

Failing to pass the pre-check will display the following:

- 1.1 The error 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.
- 1.2 Will display the list of Fund Sources that do not net to zero for redistributions for the agency.
- 1.3 If a Workload adjustment exists for an agency not specifically identified to have Workload then an agency level error message will display; if a Workload adjustment exists for an agency authorized to have Workload but for a program not on the specific list identified by OPB, the program will be highlighted in the pre-check window.

Level 2: Amended and General Budget Funding Levels

This validation process verifies that for Executive Branch agencies the agency total State General Funds are equal to the level of funding appropriated in the current fiscal year less One-Time Deletes. This validation is on State General Funds only in total for the agency. **There can be redistributions on any fund source and object class but the validation only checks in total against State General Funds in the Revised Base Budget (appropriated for the current fiscal year) less One-Time Deletes).**

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

- 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

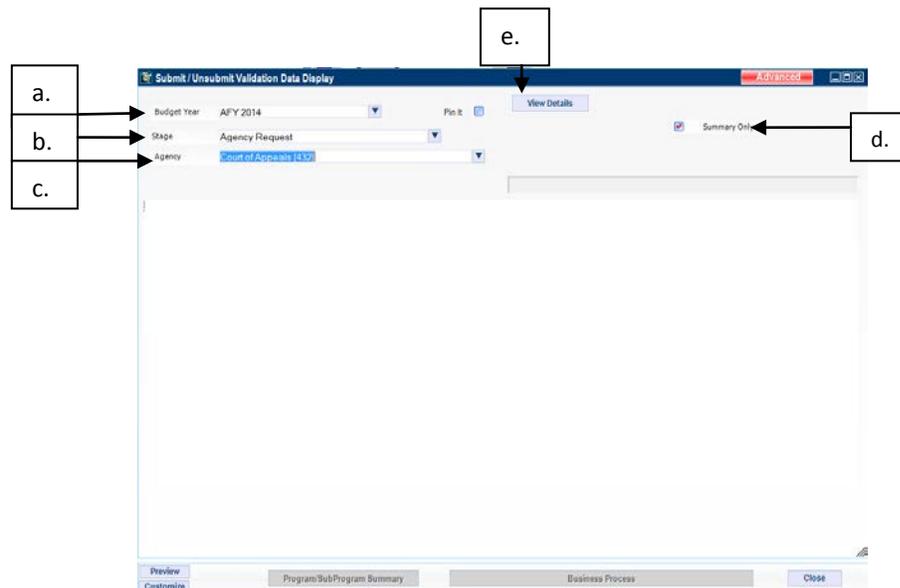
A. Click the **Update Business Event Shield**



Submit/Un-submit Validation Data Display screen

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

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



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B. Pre Check *Summary Only*

Submit / Unsubmit Validation Data Display Advanced

Budget Year: AFY 2014 Pin It View Details

Stage: Agency Request Summary Only

Agency: Department of Agriculture [402] This Agency Request has been Advanced

| Code | Program Name | Base | Total Base Adj | Revised Base Budget | Adjusted Base | Adjusted Total |
|----------------------|--|-------------------|----------------|---------------------|-------------------|-------------------|
| 0740201 | Athens and Tifton Veterinary Laboratories | 2,855,370 | | 2,855,370 | 2,855,370 | 2,855,370 |
| 0740300 | Consumer Protection | | | | | |
| 0740302 | Agricultural Inputs | 1,778,490 | | 1,778,490 | 1,778,490 | 1,778,490 |
| 0740316 | Agriculture and Food Defense | | | | | |
| 0740307 | Animal Health | 669,514 | | 669,514 | 669,514 | 669,514 |
| 0740312 | Companion Animal & Equine | 1,395,637 | | 1,395,637 | 1,395,637 | 1,395,637 |
| 0740318 | Consumer Protection Program Support | 4,560,440 | | 4,560,440 | 4,560,440 | 4,560,440 |
| 0740301 | Department Laboratories | 2,921,685 | | 2,921,685 | 2,921,685 | 2,921,685 |
| 0740309 | Equine | | | | | |
| 0740313 | Food Safety | 5,011,624 | | 5,011,624 | 5,011,624 | 5,011,624 |
| 0740315 | Fuel & Measures | 2,929,506 | | 2,929,506 | 2,929,506 | 2,929,506 |
| 0740308 | Livestock / Poultry | 1,297,810 | | 1,297,810 | 1,297,810 | 1,297,810 |
| 0740310 | Meat Inspection | 3,618,173 | | 3,618,173 | 3,618,173 | 3,618,173 |
| 0740305 | Pesticides | | | | | |
| 0740304 | Plant Protection | 862,048 | | 862,048 | 862,048 | 862,048 |
| 0740314 | Poultry Graders | 3,931,480 | | 3,931,480 | 3,931,480 | 3,931,480 |
| 0740306 | Structural Pest | 1,117,147 | | 1,117,147 | 1,117,147 | 1,117,147 |
| 0740311 | Warehouse | 231,398 | | 231,398 | 231,398 | 231,398 |
| 0740101 | Departmental Administration | 4,418,249 | | 4,418,249 | 4,418,249 | 4,418,249 |
| 0740400 | Marketing and Promotion | | | | | |
| Grand Total : | | 47,269,424 | | 47,269,424 | 47,269,424 | 47,269,424 |

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

Preview Program/SubProgram Summary Department of Agriculture [402] Close

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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 displays the 'Submit / Unsubmit Validation Data Display' window. At the top, there are filters for Budget Year (FY2016), Stage (Agency Request), and Agency (Commissioner of Insurance [408]). A 'Pre Check' button is visible. Below the filters is a table with the following data:

| Code | Program Name | Base | Total Base Adj | Revised Base Budget | Adjusted Base | Total | Adjusted Total | Agency Request |
|--------------------|-----------------------------|-------------------|----------------|---------------------|-------------------|-------------------|-------------------|-------------------|
| 0560101 | Departmental Administration | 1,812,192 | | 1,812,192 | 1,812,192 | 1,812,192 | 1,812,192 | 1,812,192 |
| 0560201 | Enforcement | 774,303 | | 774,303 | 774,303 | 774,303 | 774,303 | 774,303 |
| 0560301 | Fire Safety | 8,310,119 | | 8,310,119 | 8,310,119 | 8,310,119 | 8,310,119 | 8,310,119 |
| 0560401 | Industrial Loan | 670,948 | | 670,948 | 670,948 | 670,948 | 670,948 | 670,948 |
| 0560501 | Insurance Regulation | 6,281,463 | | 6,281,463 | 6,281,463 | 6,281,463 | 6,281,463 | 6,281,463 |
| 0560601 | Special Fraud | 4,214,365 | | 4,214,365 | 4,214,365 | 4,214,365 | 4,214,365 | 4,214,365 |
| Grand Total | | 22,063,390 | | 22,063,390 | 22,063,390 | 22,063,390 | 22,063,390 | 22,063,390 |

A 'Pre Check' dialog box is overlaid on the table, displaying the message 'PreCheck Successfully Completed' and an 'OK' button. Arrows labeled 'a.' and 'b.' point to the dialog box. Below the table, a yellow highlighted area contains the text 'Click on lines with yellow background (if any) to see specific precheck message.' An arrow labeled 'c.' points to this area. At the bottom of the window, there are buttons for 'Preview', 'Customize', 'Program/SubProgram Summary', 'Commissioner of Insurance [408]', and 'Close'.

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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.

Pre Check → Events Submit

Budget Year: FY2016 Pin It

Stage: Agency Request

Agency: Commissioner of Insurance [408]

Summary Only

[Business Event Submit](#)

| Code | Program Name | Base | Total Base Adj | Revised Base Budget | Adjusted Base | Total | Adjusted Total | Agency Request |
|--------------------|-----------------------------|-------------------|----------------|---------------------|-------------------|-------------------|-------------------|-------------------|
| 0560101 | Departmental Administration | 1,812,192 | | 1,812,192 | 1,812,192 | 1,812,192 | 1,812,192 | 1,812,192 |
| 0560201 | Enforcement | 774,303 | | 774,303 | 774,303 | 774,303 | 774,303 | 774,303 |
| 0560301 | Fire Safety | 8,310,119 | | 8,310,119 | 8,310,119 | 8,310,119 | 8,310,119 | 8,310,119 |
| 0560401 | Industrial Loan | 670,948 | | 670,948 | 670,948 | 670,948 | 670,948 | 670,948 |
| 0560501 | Insurance Regulation | 6,281,463 | | 6,281,463 | 6,281,463 | 6,281,463 | 6,281,463 | 6,281,463 |
| 0560601 | Special Fraud | 4,214,365 | | 4,214,365 | 4,214,365 | 4,214,365 | 4,214,365 | 4,214,365 |
| Grand Total | | 22,063,390 | | 22,063,390 | 22,063,390 | 22,063,390 | 22,063,390 | 22,063,390 |

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

b.

Preview Customize Program/ Sub Program Summary → Submit For "Commissioner of Insurance [408]" Close

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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.

The screenshot shows the 'Program/Sub Program Change Entry' window. A red 'Advanced' button is visible in the top right corner. The main content area includes a 'Change Selection' section with a red 'Advance' button, a 'Commissioner of Insurance [408]' field, and a 'Policy: Responsible and Efficient Government' field. Below this is a 'Program/Sub Program Change View' section with a 'Get Existing Change Entry' button. The 'Funds Summary' table shows a total request of 756,822. The 'Object Class Summary' table shows a total request of 756,822. The 'Description' field contains the text: 'The purpose of this appropriation is to provide legal advice and to initiate legal proceedings with regard to enforcement of specific provisions of state law relating to insurance, industrial loan, fire safety, and fraud.'

| Description | Base | Change | Request |
|-------------------------------|----------------|--------|----------------|
| [State G] State General Funds | 756,822 | | 756,822 |
| Total : | 756,822 | | 756,822 |

| Description | Base | Change | Request |
|---------------------------|----------------|--------|----------------|
| [300] Personal Services | 653,855 | | 653,855 |
| [301] Regular Operating.. | 26,200 | | 26,200 |
| [305] Computer Charges | 10,208 | | 10,208 |
| [306] Real Estate Rentals | 61,818 | | 61,818 |
| [307] Telecommunications | 4,741 | | 4,741 |
| Total : | 756,822 | | 756,822 |

| Description | Base | Change | Request |
|----------------|-------|--------|---------|
| Position Count | 16.00 | 0.00 | 16.00 |
| MV Count | 0.00 | 0.00 | 0.00 |

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.