



ANNUAL OPERATING BUDGET ENTRY

POLICIES AND PROCEDURES

AGENCY INSTRUCTIONS AND PBCS

USER MANUAL

Preparing the Annual Operating Budget

GETTING STARTED – PROGRAM STRUCTURE AND FUND SOURCES

The budget structure in the Planning and Budget Cloud Services (PBCS) application for the Annual Operating Budget will match the program structure as established in the approved general appropriations act. Any changes necessary to comply with the appropriations act will be made in PBCS prior to loading data to the AOB.

Agencies should notify their OPB analyst regarding any required changes to subprogram structure based on the approved version of the appropriations act. The OPB analyst will notify OPB's IT department identifying the changes so that they can be incorporated in the PBCS program structure for the appropriations act. There is no need to submit a separate ticket for PBCS to request the same change. Subprogram changes not required to reflect the intent of the appropriations act but desired to better reflect agency organization or financial management can be updated following approval of the AOB as a subsequent amendment.

For agencies using TeamWorks Financials, OPB will coordinate changes to program structure with the State Accounting Office (SAO). For those agencies not using TeamWorks, program structural changes must be made in their internal accounting system.

Once the AOB is approved in PBCS, program changes may only occur with an Amended Appropriations Act or Executive Order. Subprogram changes must be approved by the OPB Director.

OBJECT CLASSES

If object class structure changes are needed,

agencies should notify their OPB analyst as they are entering the AOB in PBCS. The OPB analyst will request the change from the IT division.

STANDARD PROGRAM CODES

The program code structure in PBCS has been standardized to match the program structure used in TeamWorks. All programs in PBCS will have at least one subprogram in order to match the structure used in TeamWorks. The first five numbers identify the program. The last two numbers (01-99) identify the subprogram (e.g., 1560100 = Agriculture Education program, 1560101 = Extended Day/Year subprogram, 1560102 = Youth Camps subprogram.)

STARTING DATA AOB REVIEW AND SUBMISSION IN PBCS

The AOB dataset in PBCS will be loaded from the As Signed version of the annual appropriations act as entered by OPB analysts. Financial information by fund source and subprogram will be loaded to the AOB from the As Signed version of the budget. This information cannot be changed in the AOB. Agencies are responsible for validating fund source data and then making any adjustments necessary for their spending plan by subprogram and object class to balance to the appropriations act.

Agencies will be responsible for verifying that both fund source and object class data are entered correctly before officially submitting the AOB to OPB in PBCS.

STATUS OF DATA SETS

To provide users with more information about the status of the AOB or an amendment, PBCS has a tab under the AOB, Amendment, and Allotment

dashboards to show the current status of any of those work items:

1. AOB – 1) Agency Request
 - Review Status In Progress
 - Review Status By Stage
2. Amendments – 1) Agency Request
 - Review Status In Progress
 - Review Status By Stage
3. Allotments – 1) Agency Request
 - Review Approved Allotments
 - Review Status In Progress

Agencies cannot create a new amendment dataset until the current dataset is approved. Until an amendment is approved it will not be reflected in available allotment funds.

Attached agencies are treated as separate entities rather than programs in PBCS. Therefore, parent agencies do not need to submit blank amendments for attached agencies to stay in “sync.” Amendments for attached agencies should only be submitted as amendments are needed.

**APPROVED BUDGET IN TEAMWORKS
PROGRAM LEDGER**

OPB forwards the agency appropriations from the approved AOB in PBCS to TeamWorks in an overnight process. Object class or subprogram data is not provided in this process. The amounts appear in the Program Ledger in TeamWorks the next day.

Agencies must ensure that their program and fund source structure in TeamWorks is the same as PBCS in order for data to properly load to the TeamWorks ledger.

Agencies are strongly encouraged to verify that any approved amendments and allotments approved in PBCS properly post to TeamWorks the next day during the early implementation of PBCS. Amendments or allotments that fail to post should be immediately brought to OPB’s attention so that any issues with the extract and batch process can be identified early.

**SUBMITTING THE AOB – REQUIRED
SUPPLEMENTARY SUBMISSIONS**

In addition to submitting the budget in PBCS, OPB requires agencies submit the following as part of the AOB:

- Request for authorization of any overtime compensation plans;
- Additional information as needed.

Introduction to PBCS

The AOB will be submitted electronically using the on-line Planning and Budget Cloud Services application. PBCS will be the official record of budget information for all state agencies and programs.

REQUESTING PBCS ACCESS

Those needing access to PBCS should complete a user access request form on OPB's website. OPB must also have a "Request for Access" on file for each individual agency user.

To add a user, agencies should:

1. Go to the OPB website at opb.georgia.gov.
2. Under the **Apps and Resources** menu, click on **OPB Applications**.
3. Under the header **OPB Applications**, there is a link for the user access request form. Click the link to download the form.
4. Print and complete the form for new users and user updates.
5. Fax form(s) to 404-656-7916.
6. Users will receive an email from Oracle when their login information has been established.

SYSTEM OVERVIEW

PBCS is designed to work at the lowest point of entry. All budget data must be entered in the fund source and object class schedules at the subprogram level. All data entry will be at the subprogram level, including allotment requests.

In order to minimize data entry and reduce potential errors in the AOB, in future years, financial data for the AOB will be populated in the system automatically from the As Signed version of the appropriations act. Agencies will then need to provide an object class only spread of those appropriated funds.

Logging In

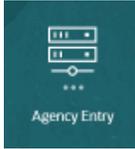
1. Go to **opb.georgia.gov**.
2. Click on **PBCS** link under Applications on the right side of the screen.
3. On the page titled **Sign In to Oracle Cloud**, enter **a419537** in the box under **Enter your Identity Domain**.
4. Click on **Go** below the entry box. You may click on the box next to **Remember my choice** to automatically fill in the Identity Domain for future log-ins.
5. Enter your "User ID" and password. Users should have received a User ID from Oracle and should have already updated the temporary password initially included from Oracle.
6. Click on **Sign In** or press **ENTER** on keyboard.

PBCS Navigation to AOB

After log-in, the PBCS homepage appears. This screen provides access to budget dashboards and reports.

To work on the AOB:

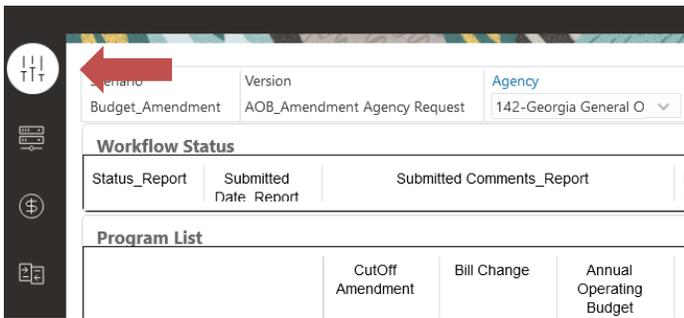
1. Click on the Agency Entry button.



2. Two dashboard choices will appear. Click the Budget Management icon.



3. Click on the top icon on the far lefthand side of the dashboard. It will say AOB when you mouse over it.



4. Agencies will first need to validate fund source information as loaded from the As Signed version of the budget.
5. Select your agency and the fiscal year for the AOB from the drop down at the top of the dashboard and then click the right arrow to set the point of view.



6. Under the Program List window, scroll down to the program you wish to review and click on the program name. You will see a black box appear around the fund sources for that program. Then right click on the program next and select Apply Context in the pop-up menu that appears. This will update the Update Fund Distribution and Update Object Class Distribution schedules in the opposite panel.

Scenario: Budget_Amendment | Version: AOB_Amendment Agency Request | Agency: 419-Community Health, I | Years: FY 2023

Workflow Status

Status_Report | Edited Comments_Report | Un-Submitted Data Report | Un-Submitted C

Program List

- Edit
- Adjust
- Supporting Detail
- Change History
- Lock/Unlock Cells
- Filter
- Sort
- Show member in outline
- Apply Context

CutOff Amendment	Bill Change	Annual Operating Budget	BDev - As Signed
No_Account	No_Account	No_Account	No_Account
17,207,070,634		17,207,070,634	18,127,382,978
84,698,183		84,698,183	97,758,610
318,005,399		318,005,399	376,976,734
Other Funds Group	25,596,354	25,596,354	25,596,354
All_Fund	428,299,936	428,299,936	500,331,698

- In the Update Fund Distribution panel, click the Maximize icon on the far right side to open the fund source schedule in a new window.

Update Fund Distribution [Maximize]

Departmental Administration

Annual Operating Budget

Total_SubProgram	State Funds	All_FundCode	FundCode_Numb	FundCode Description
	Federal Funds	All_FundCode		
	Other Funds Group	All_FundCode		

Update Object Class Distribution

Departmental Administration

	CutOff Amendment	Bill Change	Annual Operating Budget
[-- OBJECT CLASSES --]			
1073201-Departmental Administration (DCH) Total Object Class	428,299,936		428,299,936
[-- COUNTS --]			
1073201-Departmental Administration (DCH) MotorVehicleCount	4		4
PositionCount	485		485

- The Fund Updates schedule will open in a new window. The schedule will show the Cutoff Amendment selected for budget development last fall, the amount changed in the appropriations bill, and the new calculated total for the AOB. The final column shows the total as entered by your OPB

analyst in the As Signed version of the bill. You may edit fund amounts if you need to adjust how bill changes are distributed between subprograms, but the AOB must tie to the budget bill at the program and fund source level.

BM - PRP - AOB - Fund Updates

Scenario		Version	Agency	Program	Years	Annual Operating Budget		CutOff Amendment	Bill Change	Annual Operating Budget	BDev - As Signed
Budget_Amendment		AOB_Amendment	Agency Request	419-Community Health, Department of	Departmental Administration (DCH)	FY23					
		FundCode_Num1	FundCode_Description	No_Account	No_Account	No_Account	No_Account				
Total_SubProgram	State Funds	All_FundCode		84,698,183		84,698,183		97,758,610			
	Federal Funds	All_FundCode		318,005,399		318,005,399		376,976,734			
	Other Funds Group	All_FundCode		25,596,354		25,596,354		25,596,354			
	Total_Funds	All_FundCode		428,299,936		428,299,936		500,331,698			
[-- STATE FUNDS --]											
1073201-Departmental Administration (DCH)	State General Funds	No_FundCode		84,698,183		84,698,183		97,758,610			
[-- FEDERAL FUNDS --]											
1073201-Departmental Administration (DCH)	93.778 - Medical Assistance Program	FundCode_1	11142	Program	270,581,554		270,581,554	329,552,889			
		FundCode_2	12157	DHR Survey	190,159		190,159	190,159			
	93.767 - State Children's Insurance Program	FundCode_1	21142	Program	29,454,740		29,454,740	29,454,740			
	93.777 - Survey & Certification of Health Care Providers	FundCode_1			0		0	0			
	93.796 - Medical Assistance Prgr-Title XIX Medicaid	FundCode_1			0		0	0			
	99.999 - Federal Funds Not Itemized	FundCode_1	13148	Medicare Title	651,094		651,094	651,094			
		FundCode_2	1N112	MIP - Medicaid	17,127,852		17,127,852	17,127,852			
[-- OTHER FUNDS --]											
1073201-Departmental Administration (DCH)	07 - INGOV - Health Insurance Payments	FundCode_1	90061	Employee	21,311,585		21,311,585	21,311,585			
	02 - Other Funds - Not Specifically Identified	FundCode_1	90103	Program	1,168,519		1,168,519	1,168,519			
		FundCode_2	90102	To support	3,116,250		3,116,250	3,116,250			
		FundCode_3	90104		0		0	0			

Update AOB Review Status - In Progress Review Status - By Stage Review Approved AOB AOB Analysis

- After completing any fund changes, click Save in the upper right hand corner of the screen. Next, click Restore to return to the main entry screen.



- Next, click the Maximize button on the Update Object Class Distribution panel. This will open the object class schedule in a larger screen.

Update Object Class Distribution

Departmental Administration

CutOff Amendment Bill Change

[-- OBJECT CLASSES --]

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Maximize

- Expand the object classes by clicking the + sign on the schedule. Add in the changes included in the bill by object class based on the spending intent of each line item. Be sure to enter the Total Fund change amount from the bill. After completing the schedule, click Save and then Restore to return to the main screen.

BM - PRP - AOB - Object Class Updates

Scenario: Budget_Amendment, Version: AOB_Amendment, Agency: Agency Request, Program: 419-Community Health, Department of Departmental Administration (DCH), Years: FY23

		CutOff Amendment	Bill Change	Annual Operating Budget	Point of View
[-- OBJECT CLASSES --]					
1073201-Departmental Administration (DCH)	300-Personal Services	48,310,167		48,310,167	
	301-Regular Operating Expenses	3,698,820		3,698,820	
	304-Equipment	228,562		228,562	
	305-Computer Charges	1,206,554		1,206,554	
	306-Real Estate Rentals	2,862,894		2,862,894	
	307-Telecommunications	10,891,070		10,891,070	
	312-Contractual Services	359,767,185		359,767,185	
	315-Grants and Benefits	1,334,684		1,334,684	
	Common Object Class	428,299,936		428,299,936	
	Total Object Class	428,299,936		428,299,936	

Update AOB | Review Status - In Progress | Review Status - By Stage | Review Approved AOB | AOB Analysis

- After completing the Fund Source and Object Class updates for the first program, right click on the next program you wish to work on from the Program List on the left hand side of the screen, and click Apply Context on the pop-up menu.

Scenario: Budget_Amendment, Version: AOB_Amendment, Agency: Agency Request, Program: 419-Community Health, Department of Departmental Administration (DCH), Years: FY 2023

Workflow Status

Status_Report Submitted Date Report Submitted Comments_Report Un-Submitted Date Report

Program List

		CutOff Amendment	Bill Change	Annual Operating Budget
		No_Account	No_Account	No_Account
		11,257,171,300		11,257,171,300
		84,698,183		84,69
		318,005,399		318,00
	roup	25,596,354		25,59
		428,299,936		428,29
		791,728		79
		791,728		79
		730,696		73
	All_Fund	730,696		73
	Health Care Access and Improvement	19,754,076		19,75

Update AOB | Review Status - In Progress | Review Status - By Stage | Review Approved AOB | AOB Ana

- Repeat steps 7-11 for each program.
- To review all of the information you have entered prior to submitting your AOB or to review your AOB data after submitting, click on AOB Analysis

NF - AOB Analysis Report

File Format PDF

Years FY23 Agency BUA_419

Select Output PDF Preview

1 of 2 Automatic Zoom

Date: 05-17-2022 Time: 04:43 PM

AOB Analysis Worksheet
 Year : FY23
 Agency : 419-Community Health, Department of

	FY 2023	FY 2023	FY 2023	FY 2023	Variance	FY 2023	Variance
	CutOff Amendment	Bill Change	Annual Operating Budget	Budget Dev - As Signed	As Signed - AOB	AOB Total Object Class	Fund Balance - Object Class
Total Program							
State General Funds Total	3,301,800,948		3,301,800,948	3,866,801,050	304,090,412		
Tobacco Settlement Funds Total	124,002,351		124,002,351	124,002,351	-		
Nursing Home Provider Fees Total	156,428,774		156,428,774	156,428,774	-		
Hospital Provider Payment Total	387,061,717		387,061,717	381,546,101	5,545,616		
State Funds	3,972,883,490		3,972,883,490	4,361,428,286	388,544,796		
Federal Funds	8,965,096,350		8,965,096,350	9,496,863,898	531,767,548		
Other Funds	4,269,090,794		4,269,090,794	4,269,090,794	0		
Federal and Other Funds	13,234,187,144		13,234,187,144	13,765,954,692	531,767,548		
All Fund	\$17,207,070,634		\$17,207,070,634	\$18,127,382,978	\$920,312,344		\$17,207,070,634
Departmental Administration (DCH)							
State General Funds	84,698,183		84,698,183	97,758,610	13,060,427		
State Funds	84,698,183		84,698,183	97,758,610	13,060,427		
Federal Funds	318,005,399		318,005,399	376,976,734	58,971,335		
Other Funds Group	25,596,354		25,596,354	25,596,354	0		
Federal and Other Funds	343,603,753		343,603,753	402,573,088	58,971,335		
All Fund	\$428,299,936		\$428,299,936	\$500,331,698	\$72,031,762	\$428,299,936	
Georgia Board of Dentistry							
State General Funds	791,728		791,728	852,963	61,235		

Update AOB Review Status - In Progress Review Status - By Stage Review Approved AOB **AOB Analysis**

15. After you have validated the AOB, right click on the Status_Report box under Workflow Status. Mouse over Workflow on the pop up menu and then click Submit AOB.

Scenario Budget_Amendment Version AOB_Amendment Agency 419-Community Health, D Years FY 2023

Workflow Status

Status_Report Submitted Submitted Comments_Report Un-Submitted Date_Report Un-Submitted Comments_Report

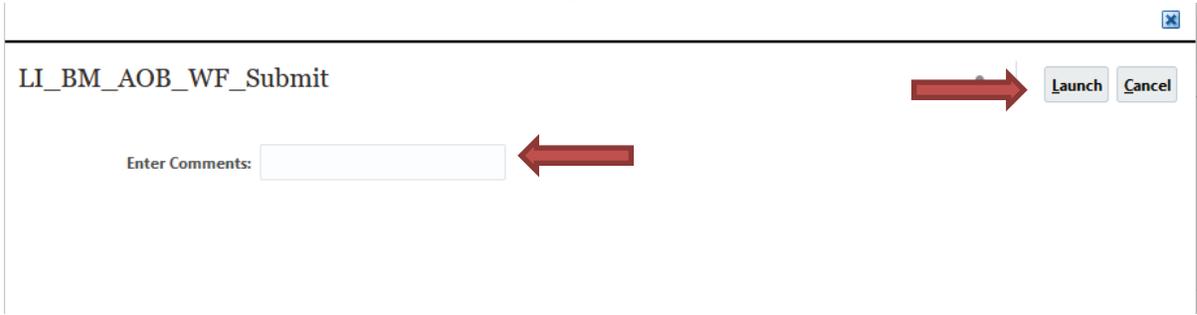
Program List

	CutOff Amendment	Bill Change	Annual Operating Budget	BDev - As Signed	As Signed - AOB	Annual Operating Budget
	No_Account	No_Account	No_Account	No_Account	[- VAR -]	Total Object Class
Total_Program						
State Funds	3,972,883,490		3,972,883,490	4,361,428,286	388,544,796	
Federal Funds	8,965,096,350		8,965,096,350	9,496,863,898	531,767,548	
Other Funds Group	4,269,090,794		4,269,090,794	4,269,090,794	0	
All Fund	17,207,070,634		17,207,070,634	18,127,382,978	920,312,344	17,207,070,634
[- By -]						
Workflow						
Submit AOB						
Depa						
Edit	State Funds	84,698,183	84,698,183	97,758,610	13,060,427	
Adjust	Federal Funds	318,005,399	318,005,399	376,976,734	58,971,335	
Supporting Detail	Other Funds Group	25,596,354	25,596,354	25,596,354	0	
Change History	All Fund	428,299,936	428,299,936	500,331,698	72,031,762	428,299,936
Lock/Unlock Cells	State Funds	791,728	791,728	852,963	61,235	
Filter	All Fund	791,728	791,728	852,963	61,235	791,728
Sort	State Funds	730,696	730,696	825,330	94,634	
Show member in outline	All Fund	730,696	730,696	825,330	94,634	730,696
Health	State Funds	19,754,076	19,754,076	18,070,262	(1,683,814)	
	Federal Funds	172,588	172,588	172,588	0	

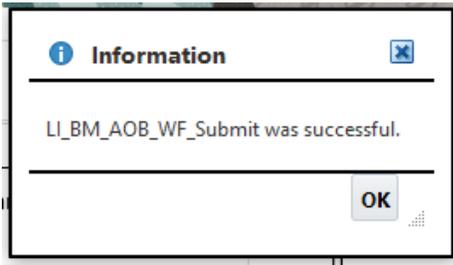
Update AOB Review Status - In Progress Review Status - By Stage Review Approved AOB **AOB Analysis**

16. A pop up window will appear that allows the user to enter any desired comments prior to submitting. Comments are not required. The field will allow up to 2000 characters of information. After entering

comments, click the Launch button on the top right of the window.



17. A popup notification window will appear stating that the submission was a success. Click OK. You will also see a green box showing submitted under the Submitted Date_Report Column.



If your fund sources and object classes did not balance, you will receive an error message. Click OK, and then return to the previous steps to determine where your fund sources and object classes are out of balance.

18. You will also see a green box showing submitted under the Submitted Date_Report Column.

Scenario	Version	Agency	Years
Budget_Amendment	AOB_Amendment Agency Request	419-Community Health, D	FY 2023

Workflow Status				
Status_Report	Submitted Date_Report	Submitted Comments_Report	Un-Submitted Date_Report	Un-Submitted Comments_Report
Submitted	05/17/2022		05/17/2022	

Program List							
	CutOff Amendment	Bill Change	Annual Operating Budget	BDev - As Signed	As Signed - AOB	Annual Operating Budget	Fund Balance - Obj Class
	No_Account	No_Account	No_Account	No_Account	[-- VAR --]	Total Object Class	[-- VAR --]
[-- By Program --]	.						0

19. Upon submission, all data entered in the Agency Request version of the AOB will be copied forward to an OPB Review version for your analyst's review. Data entered in the Agency Request version is then deleted to prevent any further changes to the dataset. Therefore, you will no longer see any program data in the other panes of the dashboard.