



ANNUAL OPERATING BUDGET ENTRY

POLICIES AND PROCEDURES

AGENCY INSTRUCTIONS AND PBCS

USER MANUAL

FISCAL YEAR 2018

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 BudgetNet for the FY 2018 in accordance with the FY 2018 Appropriations Act. Any changes necessary to comply with HB 44 with regards to programs or fund sources must be made in BudgetNet prior to loading data from BudgetNet to PBCS. Any changes requested for BudgetNet will be reflected in PBCS.

Agencies should notify their OPB analyst to change the program or subprogram structure or to add new fund sources to the drop down menu in BudgetNet when entering their FY 2018 AOB into BudgetNet. The OPB analyst will submit a ticket through the electronic Issues Tracking System (ITS) identifying the changes. There is no need to submit a separate ticket for PBCS to request the same change.

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 BudgetNet. The OPB analyst will submit an ITS ticket identifying the changes. For FY 2018 amendments, any additions for object classes will be made in PBCS only.

STANDARD PROGRAM CODES

The program code structure in FY 2018 in PBCS has been standardized to match the program structure used in TeamWorks. While BudgetNet allowed for standalone programs with no subprograms, all programs will have at least one subprogram in PBCS 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 FY 2018 AOB dataset in BudgetNet will serve as the starting point for loading the PBCS application. All FY 2018 AOB information should be entered in accordance with HB 44 in BudgetNet. Once data is entered, agencies should notify their OPB analyst that the data is ready for review. OPB will conduct its analysis of the AOB and, upon validation that the information entered complies with the appropriations act, will submit an ITS ticket to request that the FY 2018 AOB data be loaded into PBCS.

Agencies will not enter any additional information into the AOB dataset in PBCS. Data should be loaded into PBCS exactly as entered in BudgetNet. Agencies will be responsible for verifying that all information is present and accurate 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 task under each task group to show the current status of the AOB or any amendments. The task status items are located in the following places:

1. AOB – 1) Agency Request
 - 4. AOB Submission Status InProgress

- 5. AOB Submission All
2. Amendments – 1) Agency Request
 - 4. Review Amendment Workflow Status for In Progress
 - 5. Review Amendment Workflow Status by Stage
 3. Allotments – 1) Agency Request
 - 3. Review All Allotments Status by Stages
 - 4. Review InProgress Allotments by Stage

As in BudgetNet, 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:

- Spending plan for the merit pay increase;
- Additional information as needed.

Introduction to PBCS

The AOB will be submitted electronically using the on-line Planning and Budget Cloud Services application after first entering AOB data for FY 2018 in BudgetNet. PBCS will be the official record of budget information for all state agencies and programs for FY 2018 and beyond.

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. For FY 2018 only, agencies will enter all AOB information in BudgetNet from a selected starting data set. AOB data for both fund sources and object classes will be imported into PBCS. Agencies will need to validate that all information loaded properly. No data entry is necessary in the FY 2018 AOB in PBCS.

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 tasks and reports.

To work on the FY 2018 AOB:

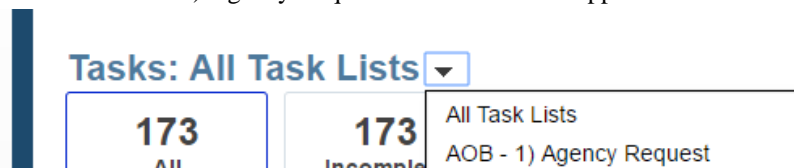
1. Click on the green Tasks button.



2. The main task list screen will appear. Click the drop down triangle to the right of Tasks: All Task Lists.

Tasks: All Task Lists ▼

3. Click on AOB – 1) Agency Request on the menu that appears under All Task Lists.



4. To reconcile the data in PBCS to BudgetNet, agencies will need to compare fund source and object class data to the corresponding entry in BudgetNet.

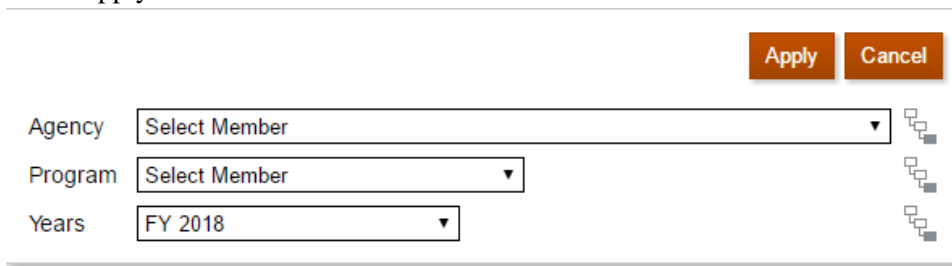
5. Click task **1. AOB Dataset Funds Distribution**



6. Click on the pencil icon on the far right hand side of the screen to select the fiscal year, agency, and program in which you wish to work.



7. Click the drop down arrow next to the field for Years and select FY 2018 from the drop down list. Click Apply.



Agency	Select Member ▼
Program	Select Member ▼
Years	FY 2018 ▼

Apply Cancel

8. Click the drop down arrow next to the field for Agency and select the agency you need from the drop down list. Click Apply.

Apply Cancel

Agency

Program

Years

9. Click on the pencil icon again and then select the Program from the dropdown field. Click Apply.

Apply Cancel

Agency

Program

Years

10. Click the Schedule of State Funds tab. On the left hand column, there will be a list of any subprograms for the selected program. The second column shows any state fund sources associated with that subprogram. The final column, Annual Operating Budget, will show any amounts that were entered for each subprogram in the AOB.

1. AOB Dataset Funds Distribution i

AOB Data Set

Scenario	Agency	Program	Years
Budget_Amendment	414-Education, Department of	1560100-Agricultural Education	FY 2018

Schedule of State Funds | Schedule of Federal Funds | Schedule of Other Funds | Schedule

	Annual Operating Budget
1560101-Extended Day/Year	3,510,282
1560102-Youth Camps	525,904
1560103-Young Farmers	3,268,355
1560106-Area Teacher Program	1,488,231
1560108-Agriculture Education Administration	611,917
Total_SubProgram	9,404,689

11. In BudgetNet, log in and select Annual Operating Budget/Amendments under AOB/Amendment Options.

AOB / Amendment Options

- [Annual Operating Budget/Amendments](#)

12. On the screen that appears, select Budget Year: FY 2018, your agency, Data Set: FY18 AOB, and the corresponding program to match your current point of view in PBCS. Click the Fund Distribution tab.

Select Agency Department of Education ▼
 Select Data Set FY17 AOB ▼
 Select Program 1560100 - Agricultural Education ▼

Fund Distribution			
Program/SubProgram	Total Funds	State General Funds	
Current Program Base	0	0	
Changes to the Base			
1560100 - Agricultural Education			
1560106 - Area Teacher Program	1,488,231	1,488,231	0
1560101 - Extended Day/Year	5,002,282	3,510,282	0
1560103 - Young Farmers	3,268,355	3,268,355	0
1560102 - Youth Camps	525,904	525,904	0
1560108 - Agriculture Education Administration	980,190	611,917	3
Sub Total	11,264,962	9,404,689	
New Total	11,264,962	9,404,689	

13. Compare the amounts listed by subprogram under State General Funds or any other state funds columns as applicable to the amounts shown in PBCS.

Scenario	Agency	Program	Years	
Budget_Amendment	414-Education, Department of	1560100-Agricultural Education	FY 2018	
Schedule of State Funds Schedule of Federal Funds Schedule of Other Funds Schedule				
			Annual Operating Budget	
1560101-Extended Day/Year	State General Funds		3,510,282	
1560102-Youth Camps	State General Funds		525,904	
1560103-Young Farmers	State General Funds		3,268,355	
1560106-Area Teacher Program	State General Funds		1,488,231	
1560108-Agriculture Education Administration	State General Funds		611,917	
Total_SubProgram	State Funds		9,404,689	

Program/SubProgram	Total Funds	State General Funds	
Current Program Base	0	0	
Changes to the Base			
1560100 - Agricultural Education			
1560106 - Area Teacher Program	1,488,231	1,488,231	0
1560101 - Extended Day/Year	5,002,282	3,510,282	0
1560103 - Young Farmers	3,268,355	3,268,355	0
1560102 - Youth Camps	525,904	525,904	0
1560108 - Agriculture Education Administration	980,190	611,917	3
Sub Total	11,264,962	9,404,689	
New Total	11,264,962	9,404,689	

14. Verify that all subprograms appear correctly in PBCS and that totals for each subprogram match what

was entered into BudgetNet.

15. In PBCS, click the **Schedule of Federal Funds** tab.

1. AOB Dataset Funds Distribution ⓘ

▼ **AOB Data Set**

Scenario	Agency	Program	Years
Budget_Amendment	414-Education, Department of	1560100-Agricultural Education	FY 2018

[Schedule of State Funds](#)
[Schedule of Federal Funds](#)
[Schedule of Other Funds](#)
[Schedule of Fed Recovery Funds](#)
[Schedule of SPY Funds](#)

		Annual Operating Budget		Annual Operating
		FundCode_Number	Purpose/Description	No_Account
1560108-Agriculture Education Administration	99.999 - Federal Funds Not Itemized	⊞ Total_FundCode		368,273
		TOTAL		368,273

16. In the Federal Funds schedule in PBCS, the first column will show any subprograms for which there are federal funds. Subprograms that do NOT have federal funds entered in BudgetNet will not be displayed. These may be added in a subsequent amendment should you need to amend in federal funds to that subprogram.

1. AOB Dataset Funds Distribution ⓘ

▼ **AOB Data Set**

Scenario	Agency	Program	Years
Budget_Amendment	414-Education, Department of	1560100-Agricultural Education	FY 2018

[Schedule of State Funds](#)
[Schedule of Federal Funds](#)
[Schedule of Other Funds](#)
[Schedule of Fed Recovery Funds](#)
[Schedule of SPY Funds](#)

Note only one subprogram appears on this schedule as no other subprograms have associated federal funds.

		Annual Operating Budget		Annual Operating
		FundCode_Number	Purpose/Description	No_Account
1560108-Agriculture Education Administration	99.999 - Federal Funds Not Itemized	⊞ Total_FundCode		368,273
		TOTAL		368,273

17. The second column will show the CFDA and Title of the federal grant.

1. AOB Dataset Funds Distribution ⓘ

▼ **AOB Data Set**

Scenario	Agency	Program	Years
Budget_Amendment	414-Education, Department of	1560100-Agricultural Education	FY 2018

[Schedule of State Funds](#)
[Schedule of Federal Funds](#)
[Schedule of Other Funds](#)
[Schedule of Fed Recovery Funds](#)
[Schedule of SPY Funds](#)

		Annual Operating Budget		Annual Operating
		FundCode_Number	Purpose/Description	No_Account
1560108-Agriculture Education Administration	99.999 - Federal Funds Not Itemized	⊞ Total_FundCode		368,273
		TOTAL		368,273

18. The third column will default to showing a total for any lines entered for the shown CFDA number in BudgetNet. As BudgetNet will allow agencies to enter multiple lines for the same CFDA code in order to distinguish between fund source numbers or purpose/description of the funds, PBCS will reflect these funds the same way. To see the detail of the CFDA, click the plus box next to

Total_FundCode.

1. AOB Dataset Funds Distribution ⓘ

▼ AOB Data Set

Scenario	Agency	Program	Years
Budget_Amendment	414-Education, Department of	1560100-Agricultural Education	FY 2018

Schedule of State Funds	Schedule of Federal Funds	Schedule of Other Funds	Schedule of Fed Recovery Funds	Schedule of SPY Funds
-------------------------	----------------------------------	-------------------------	--------------------------------	-----------------------

		Annual Operating Budget		Annual Operating
		FundCode_Number	Purpose/Description	No_Account
1560108-Agriculture Education Administration	99.999 - Federal Funds	⊕ Total_FundCode		368,273
		TOTAL		368,273

19. After clicking the plus sign, the individual detail lines will be displayed which should match the entry detail included in BudgetNet.

1. AOB Dataset Funds Distribution ⓘ

▼ AOB Data Set

Scenario	Agency	Program	Years				
Budget_Amendment	414-Education, Department of	1560100-Agricultural Education	FY 2018				
Schedule of State Funds				Schedule of Federal Funds	Schedule of Other Funds	Schedule of Fed Recovery Funds	Schedule of SPY Funds
				Annual Operating Budget		Annual Operati	
				FundCode_Number	Purpose/Description	No_Account	
1560108-Agriculture Education Administration	99.999 - Federal Funds Not Itemized	FundCode_1	1322X	Voc-Ed Leadership		368,273	
				Total_FundCode		368,273	
				TOTAL		368,273	

20. Compare the detailed federal funds schedule in PBCS to the corresponding schedule in BudgetNet. While PBCS will show all subprograms which include federal funds on one screen, you will need to select each individual subprogram in BudgetNet for comparison.

Department of Education
FY17 AOB
1560108 - Agriculture Education Administration

Note that Agriculture Education Administration is selected in the program dropdown in BudgetNet.

Federal Funds

Schedule of Federal Funds

CFDA and Federal Grant Title *	Fund Code	Purpose/Description	Current
99.999-Federal Funds Not Itemized *	1322X	Voc-Ed Leadership	368,273

21. All data details entered in BudgetNet should be reflected in PBCS. Agencies should select each subprogram in BudgetNet for comparison to PBCS. CFDA, Fund Code, Purpose/Description, and the amounts by subprogram should be shown in PBCS as entered in BudgetNet.

1. AOB Dataset Funds Distribution

AOB Data Set

Scenario: Budget_Amendment
 Agency: 414-Education, Department of
 Program: 1560100-Agricultural Education
 Years: FY 2018

Schedule of State Funds | **Schedule of Federal Funds** | Schedule of Other Funds | Schedule of Fed Recovery Funds | Schedule of SPY Funds

		Annual Operating Budget		Annual Operating
	FundCode_Number	Purpose/Description	No_Account	
1560108-Agriculture Education Administration	99.999 - Federal Funds Not Itemized	FundCode_1	1322X	Voc-Education Leadership
				368,273
	Total_FundCode			368,273
				368,273

In this example, PBCS correctly reflects the Fund Code 1322X, Purpose of Voc-Education Leadership, and amount of \$368,273 in the Agriculture Education Administration subprogram to match the detail in BudgetNet.

Object Classes: **Federal Funds** | Other Funds

Schedule of Federal Funds

CFDA and Federal Grant Title*	Fund Code	Purpose/Description	Current
99.999-Federal Funds Not Itemized	1322X	Voc-Education Leadership	368,273

22. If the schedule in PBCS does NOT match the data as entered in BudgetNet, agencies should submit a ticket through ITS notifying OPB of the agency, program, and subprogram where the error occurred along with the fund source and information that did not load properly (e.g. missing purpose/description, incorrect CFDA, missing fund source, or missing subprogram).
- Note: If in reviewing the data load, you are noticing numerous errors and issues in the data load, please notify your OPB analyst so that we may determine if we need to reimport the data to correct the issues.
23. After you have compared the federal funds schedule for each subprogram in BudgetNet and validated the data shown in PBCS, click the **Schedule of Other Funds** tab in PBCS.

1. AOB Dataset Funds Distribution

AOB Data Set

Scenario: Budget_Amendment
 Agency: 414-Education, Department of
 Program: 1560100-Agricultural Education
 Years: FY 2018

Schedule of State Funds | Schedule of Federal Funds | **Schedule of Other Funds** | Schedule of Fed Recovery Funds | Schedule of SPY Funds

		Annual Operating Budget		Annual Operating
	FundCode_Number	Purpose/Description	No_Account	
1560101-Extended Day/Year	02 - Other Funds - Not Specifically Identified	Total_FundCode		1,492,000
	TOTAL			1,492,000

24. As on the Schedule of Federal Funds tab, the first column on the schedule will show any subprograms containing Other Funds. Subprograms for which no Other Funds were entered in BudgetNet will not

be displayed. If Other Funds are needed in these subprograms later in the fiscal year, they may be added during the amendment process.

25. The second column shows the Appropriations Category of Other Funds as selected in BudgetNet.

1. AOB Dataset Funds Distribution ⓘ

AOB Data Set

Scenario	Agency	Program	Years
Budget_Amendment	414-Education, Department of	1560100-Agricultural Education	FY 2018

☐ Schedule of State Funds
 ☐ Schedule of Federal Funds
 ☒ **Schedule of Other Funds**
☐ Schedule of Fed Recovery Funds
 ☐ Schedule of SPY Funds

		Annual Operating Budget		Annual Operating
		FundCode_Number	Purpose/Description	No_Account
1560101-Extended Day/Year	02 - Other Funds - Not Specifically Identified	<input type="checkbox"/> Total_FundCode		1,492,000
	TOTAL			1,492,000

26. As on the Schedule of Federal Funds, the third column will show a total for the selected appropriations category of other funds. To view the detail of those funds, including FundCode_Number and Purpose/Description information, click the plus sign to the left of Total_FundCode.

1. AOB Dataset Funds Distribution ⓘ

AOB Data Set

Scenario	Agency	Program	Years
Budget_Amendment	414-Education, Department of	1560100-Agricultural Education	FY 2018

☐ Schedule of State Funds
 ☐ Schedule of Federal Funds
 ☒ **Schedule of Other Funds**
☐ Schedule of Fed Recovery Funds
 ☐ Schedule of SPY Funds

		Annual Operating Budget		Annual Operating
		FundCode_Number	Purpose/Description	No_Account
1560101-Extended Day/Year	02 - Other Funds - Not Spec	<input checked="" type="checkbox"/> Total_FundCode		1,492,000
	TOTAL			1,492,000

27. You should now see the same level of detail as entered into BudgetNet.

		Annual Operating Budget		Annual Operating
		FundCode_Number	Purpose/Description	No_Account
1560101-Extended Day/Year	02 - Other Funds - Not Specifically Identified	FundCode_1	4059X	1,492,000
		<input checked="" type="checkbox"/> Total_FundCode		1,492,000
	TOTAL			1,492,000

28. Select a subprogram to compare in BudgetNet and then click on the Other Funds tab.

Select Data Set

Select Program

Fund Distribution **Object Classes** **Federal Funds** **Other Funds**

29. Compare the detail shown in BudgetNet with the detail shown in PBCS for EACH subprogram in BudgetNet.

		Annual Operating Budget		Annual Operating
		FundCode_Number	Purpose/Description	No_Account
1560101-Extended Day/Year	02 - Other Funds - Not Specifically Identified	FundCode_1	4059X	1,492,000
		Total_FundCode		1,492,000
		TOTAL		1,492,000

In this example, PBCS correctly reflects the Fund Code 4059X and amount of \$1,492,000 in the Extended Day/Year subprogram. Data entered in Name of Other Fund will not be imported to PBCS. Only data entered in Purpose/Description will be imported.

Subject Classes	Federal Funds	Other Funds			
ove All	* Appropriations Category	Fund Code	Name of Other Fund	Purpose/Description	
	02-Other Funds - Not Specifica	40597	2007 Vocational GO Bonds		0
	02-Other Funds - Not Specifica	4059X	Vocational GO Bonds		1,492,000

Note: As shown above, PBCS will NOT load lines entered as \$0 amounts in BudgetNet. Only those fund sources for which there is an associated amount will be imported. Additional fund sources may be amended in at a later date as needed.

30. If the schedule in PBCS does NOT match the data as entered in BudgetNet, agencies should submit a ticket through ITS notifying OPB of the agency, program, and subprogram where the error occurred along with the fund source and information that did not load properly. If Purpose/Description is missing because source data was entered in Name of Other Fund in BudgetNet, this detail can be added in by the agency in a subsequent amendment.
- Note: If in reviewing the data load, you are noticing numerous errors and issues in the data load, please notify your OPB analyst so that we may determine if we need to reimport the data to correct the issues.
31. After you have compared the Schedule of Other Funds for each subprogram in BudgetNet and validated the data shown in PBCS, click the **Schedule of Fed Recovery Funds** tab in PBCS. If no subprograms for your selected program contain Federal Recovery Funds, no information will be populated on the schedule as shown below:

1. AOB Dataset Funds Distribution i

▼ AOB Data Set				
Scenario	Agency	Program	Years	
Budget_Amendment	414-Education, Department of	1560100-Agricultural Education	FY 2018	
<div> Schedule of State Funds Schedule of Federal Funds Schedule of Other Funds Schedule of Fed Recovery Funds Schedule of SPY Funds </div>				
		Annual Operating Budget	Annual Operating	
		FundCode_Number	Purpose/Description	No_Account
TOTAL				

32. If your selected program does have subprograms containing federal recovery funds, you will see a schedule similar to that shown on the Schedule of Federal Funds and Schedule of Other Funds tabs.

1. AOB Dataset Funds Distribution i

▼ AOB Data Set				
Scenario	Agency	Program	Years	
Budget_Amendment	414-Education, Department of	1560300-Federal Programs	FY 2018	
<div> Schedule of State Funds Schedule of Federal Funds Schedule of Other Funds Schedule of Fed Recovery Funds Schedule of SPY Funds </div>				
		Annual Operating Budget	Annual Operating	
		FundCode_Number	Purpose/Description	No_Account
1560322-Race to the Top	84.395 - State Fiscal Stabilization Fund (SFSF) - Race-to-the-Top Incentive Gran	+ Total_FundCode		57,313,958
		TOTAL		73,387,612

33. As on the previous schedules, any subprograms for which federal recovery funds were entered in BudgetNet will be displayed in the first column. Subprograms that do NOT contain federal recovery funds will not be shown but can be amended in at a later date.
34. The second column will reflect the CFDA number and name of the federal recovery fund. As a reminder, all federal recovery funds must be listed with a specific CFDA number. No federal recovery funds are permitted to be entered as federal funds not specifically identified.
35. The third column will again default to showing the total entered for that federal recovery fund for that subprogram. Clicking on the plus sign to the left of Total_FundCode will display the corresponding detail information for that fund source.

		Annual Operating Budget	Annual Operating	
		FundCode_Number	Purpose/Description	No_Account
1560322-Race to the Top	84.395 - State Fiscal Stabilization Fund (SFSF) - Race-to-the-Top Incentive Gran	FundCode_1		57,313,958
		+ Total_FundCode		57,313,958
		TOTAL		73,387,612

36. Select a subprogram in BudgetNet, and click on the Federal Funds tab. Scroll down to the schedule titled Schedule of Federal Recovery Funds.

Schedule of Federal Recovery Funds			
CFDA and Federal Grant Title*	Fund Code	Purpose/Description	Current
84.395-State Fiscal Stabilization Fun			\$
*			57,313,958
Select One: *			\$
Select One: *			\$
Select One: *			\$
Select One: *			\$
Select One: *			\$
TOTAL			\$57,313,958
ACCUMULATED TOTAL			\$57,313,958
DIFFERENCE BETWEEN TOTAL AND ACCUMULATED TOTAL			\$0

37. Compare the amounts shown for each subprogram in BudgetNet with the amounts and detail shown in PBCS.

		Annual Operating Budget		Annual Operatin
		FundCode_Number	Purpose/Description	No_Account
1560322-Race to the Top	84.395 - State Fiscal Stabilization Fund (SFSF) - Race-to-the-Top Incentive Gran	FundCode_1		57,313,958
		Total_FundCode		57,313,958
		TOTAL		73,387,612

Schedule of Federal Recovery Funds			
CFDA and Federal Grant Title*	Fund Code	Purpose/Description	Current
84.395-State Fiscal Stabilization Fun			\$
*			
Select One: *			\$
Select One: *			\$
Select One: *			\$
Select One: *			\$
Select One: *			\$
TOTAL			\$57,313,958
ACCUMULATED TOTAL			\$57,313,958
DIFFERENCE BETWEEN TOTAL AND ACCUMULATED TOTAL			\$0

In this example, PBCS correctly reflects the CFDA and Federal Grant title and amount in the selected subprogram. **However, the total in the Schedule of Federal Recovery Funds in PBCS is INCORRECT.** Agencies should notify OPB of the error through an ITS ticket.

38. After you have compared the Schedule of Fed Recovery Funds for each subprogram in BudgetNet and validated the data shown in PBCS, click the **Schedule of SPY Funds** tab in PBCS. This tab shows any Prior Year State Funds for the selected program. This schedule should be blank for all agencies and programs as no Prior Year State Funds were included in the appropriations act as shown below.

1. AOB Dataset Funds Distribution i

AOB Data Set

Scenario	Agency	Program	Years
Budget Amendment	414-Education, Department of	1560300-Federal Programs	FY 2018

[Schedule of State Funds](#) |
 [Schedule of Federal Funds](#) |
 [Schedule of Other Funds](#) |
 [Schedule of Fed Recovery Funds](#) |
 [Schedule of SPY Funds](#)

There are no valid rows of data for this form.

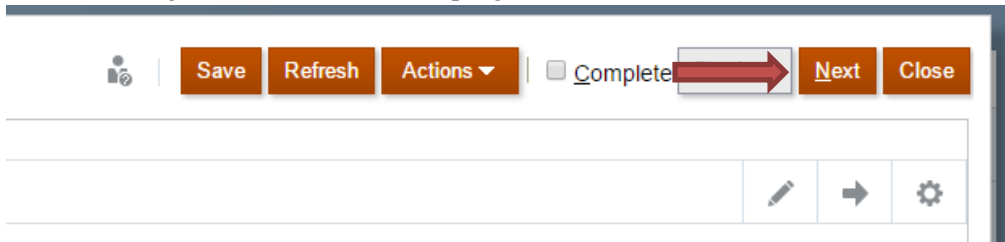
No data to display

39. Once the agency had validated that the data for all five fund source tabs matches the data as entered in BudgetNet for each subprogram for the selected program, the agency should click the Edit Members pencil on the right-hand side of the screen and select the next program for review.

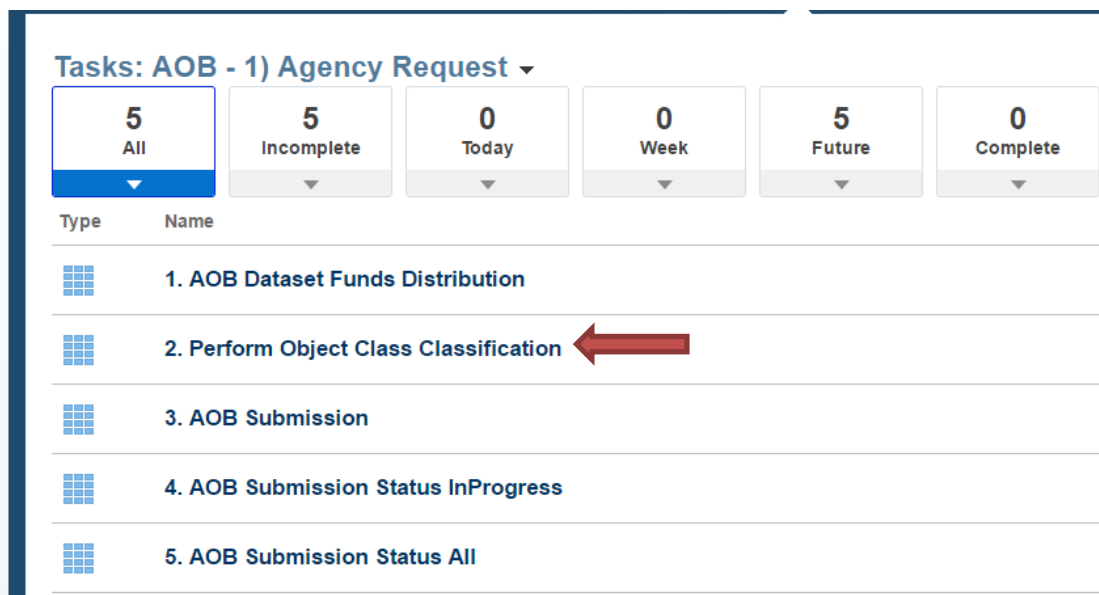
The screenshot shows the AOB Dataset Funds Distribution interface. At the top, there are buttons for 'Save', 'Refresh', 'Actions', and a 'Complete' checkbox. Below these are 'Previous', 'Next', and 'Close' buttons. A red arrow points to the 'Edit Members' pencil icon. Below the pencil icon, a dropdown menu is open, showing a list of programs. A text box with an arrow points to the dropdown menu, stating: 'Choose desired program from the drop down menu and click Apply.' The dropdown menu lists various programs, with '1560300-Federal Programs' selected. To the right of the dropdown menu are 'Apply' and 'Cancel' buttons.

40. Repeat steps 10 – 40 for each program within the agency until fund source information for all programs and subprograms has been validated against data entered in BudgetNet.
41. After validating fund source information, agencies will need to validate that all object class data loaded correctly for each subprogram. To do so, from the 1. AOB Dataset Funds Distribution task,

click the orange **Next** button on the top right of the task screen.



At any point, if you wish to exit the system and return to the object class validation tasks at a later point, you may select **2. Perform Object Class Classification** from the **AOB – 1) Agency Request** task menu directly without having to go back through the **1. AOB Dataset Funds Distribution Task**.



42. In moving between Tasks, PBCS will default the view to whichever fiscal year, agency, and program you had selected on the prior task. To select a different program to begin with than you had been viewing on the previous task, select the Edit Members pencil on the right hand side of the screen.



43. Select the desired program from the drop down menu and click Apply.

Agency: 414-Education, Department of

Program: 1560300-Federal Programs

Years: Select Member
No_Program

income: 1560100-Agricultural Education

1564200-Audio-Video Technology and Film Grants

1564100-Business and Finance Administration

1560400-Central Office

1560700-Charter Schools

6,027,2 1560600-Communities in Schools

6,027,2 1560200-Curriculum Development

6,027,2 1560300-Federal Programs

1562600-Georgia Network for Educational and Therapeutic Support (GNETS)

1561500-Georgia Virtual School

1561600-Information Technology Services

1560900-Non Quality Basic Education Formula Grants

1561300-Nutrition

1562500-Preschool Disabilities Services

1563100-Quality Basic Education Local Five Mill Share

1560800-Quality Basic Education Program

1563800-Regional Education Service Agencies (RESAs)

1562200-School Improvement

Apply Cancel

44. On the Object Class Schedule that appears after selecting the desired program, note that unlike the fund source schedules in which subprograms are listed vertically in the first column on the screen, on the Object Class Schedule, subprograms will be listed as individual columns horizontally across the top of the schedule.

2. Perform Object Class Classification i

Scenario	Agency	Program	Years
Budget_Amendment	414-Education, Department of	1560100-Agricultural Education	FY 2018

	Annual Operating Budget					
	1560101- Extended Day/Year	1560102- Youth Camps	1560103- Young Farmers	1560106- Area Teacher Program	1560108- Agriculture Education Administration	Total_SubProgra
Common Object Class					980,190	980,190
Unique Object Class	5,002,282	525,904	3,268,355	1,488,231		10,284,772
TOTAL OBJECT CLASS CLASSIFIED	5,002,282	525,904	3,268,355	1,488,231	980,190	11,264,962
TOTAL FUNDS DISTRIBUTED	5,002,282	525,904	3,268,355	1,488,231	980,190	11,264,962
DIFFERENCE	0	0	0	0	0	0
MotorVehicleCount						
PositionCount					6	6

45. Object class information is displayed vertically in the first column on the schedule. The view will default to showing a total of the Common Object classes (personal services, regular operating expenses, contracts, etc.) and Unique Object classes (those associated with only one or a few agencies). To view the detail on these object classes, click the plus sign to the left of Common Object Class or Unique Object Class.

2. Perform Object Class Classification

Scenario Budget_Amendment	Agency 414-Education, Department of	Program 1560100-Agricultural Education	Years FY 2018				
		Annual Operating Budget					
		1560101- Extended Day/Year	1560102- Youth Camps	1560103- Young Farmers	1560106- Area Teacher Program	1560108- Agriculture Education Administration	<div><div></div>Total_SubProgra</div>
<div><div></div>Common Object Class</div>					980,190	980,190	
<div><div></div>Unique Object Class</div>	5,002,282	525,904	3,268,355	1,488,231		10,284,772	
TOTAL OBJECT CLASS CLASSIFIED	5,002,282	525,904	3,268,355	1,488,231	980,190	11,264,962	
TOTAL FUNDS DISTRIBUTED	5,002,282	525,904	3,268,355	1,488,231	980,190	11,264,962	
DIFFERENCE	0	0	0	0	0	0	
MotorVehicleCount							
PositionCount					6	6	

46. After expanding the object class views in PBCS, select the first program you wish to compare in BudgetNet in the Program drop down, then click the Object Classes tab.

Select Budget Year

Select Agency

Select Data Set

Select Program

Fund Distribution	Object Classes	Federal Funds	Other Funds
Schedule of Object Classes			
Object Class		Current	
300-Personal Services		\$0	
314-Transfers		\$0	
315-Grants and Benefits		\$0	
642-High School Program - Ag Ed		\$5,002,282	
TOTAL		\$5,002,282	
Position Count			
Motor Vehicle Count			

47. Compare the amounts and object classes shown for the subprogram in BudgetNet with those in PBCS.

	1560101- Extended Day/Year	1560102- Youth Camps	1560103- Young Farmers	1560106- Area Teacher Program	1560108- Agriculture Education Administration	Total_ SubProgra
628-Title I-C Migrant Education						
629-Title I-D Neglected and Delinquent						
630-Title II-A Improving Teacher Quality						
631-Title II-D Enhancing Education thru Quality						
632-Title III-A English Language						
634-Title IV-B 21st Century Communication						
635-Title VI-A State Assessment						
636-Title VI-B Rural and Low Income						
637-Reading First						
639-Temporary QBE Reduction						
642-High School Program - Ag Ed	5,002,282					
921-Title V						
Unique Object Class	5,002,282	525,904	3,268,355	1,488,231		10,284,772
TOTAL OBJECT CLASS CLASSIFIED	5,002,282	525,904	3,268,355	1,488,231	980,190	11,264,962
TOTAL FUNDS DISTRIBUTED	5,002,282	525,904	3,268,355	1,488,231	980,190	11,264,962
DIFFERENCE	0	0	0	0	0	0
MotorVehicleCount						
PositionCount						

Note the amount of \$5,002,282 shown for object class 642 – High School Program – Ag Ed for the Extended Day/Year subprogram matches the amount shown on the same object class in BudgetNet screenshot above.

48. Select each subprogram in BudgetNet for the program selected in PBCS to compare each column to the data originally entered in BudgetNet.

49. After reviewing all subprograms for a given program in PBCS, click the Edit Members pencil to select the next program for review.



50. Under the Program drop down, click on the next program to be reviewed for object class information. Click Apply.

Agency: 414-Education, Department of

Program: 1560100-Agricultural Education

Years: Select Member

No_Program

1560100-Agricultural Education

1564200-Audio-Video Technology and Film Grants

1564100-Business and Finance Administration

1560400-Central Office

1560700-Charter Schools

1560600-Communities in Schools

1560200-Curriculum Development

1560300-Federal Programs

1562600-Georgia Network for Educational and Therapeutic Support (GNETS)

1561500-Georgia Virtual School

1561600-Information Technology Services

1560900-Non Quality Basic Education Formula Grants

1561300-Nutrition

1562500-Preschool Disabilities Services

1563100-Quality Basic Education Local Five Mill Share

1560800-Quality Basic Education Program

1563800-Regional Education Service Agencies (RESAs)

1562200-School Improvement

Apply Cancel

51. Repeat steps 45-50 to review each program for the agency to compare with each subprogram shown in BudgetNet. Any discrepancies between information entered in BudgetNet and information shown in PBCS should be addressed through submission of an ITS ticket detailing the discrepancy.
52. After validating that all fund source and object class information matches the data entered in BudgetNet, click the Next button on the upper right hand side of the task screen.

Save Refresh Actions ☐ Complete Next Close

Alternatively, if you have left this screen and returned the system at a later point, you can also select **3. AOB Submission** directly from the **Tasks: AOB – 1) Agency Request** menu.

Tasks: AOB - 1) Agency Request

Type	Name
5	All
5	Incomplete
0	Today
0	Week
5	Future
0	Complete

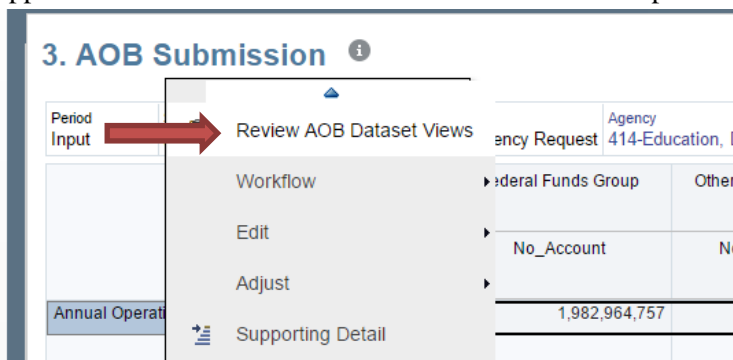
1. AOB Dataset Funds Distribution
2. Perform Object Class Classification
3. AOB Submission
4. AOB Submission Status InProgress
5. AOB Submission Status All

53. The AOB Submission screen shows the total amounts by fund source group in PBCS for the selected agency along with the total entered for object classes. These amounts should match the totals for the agency in BudgetNet and as reflected in the appropriations act. Additionally, the totals for fund sources and object classes should be balanced.

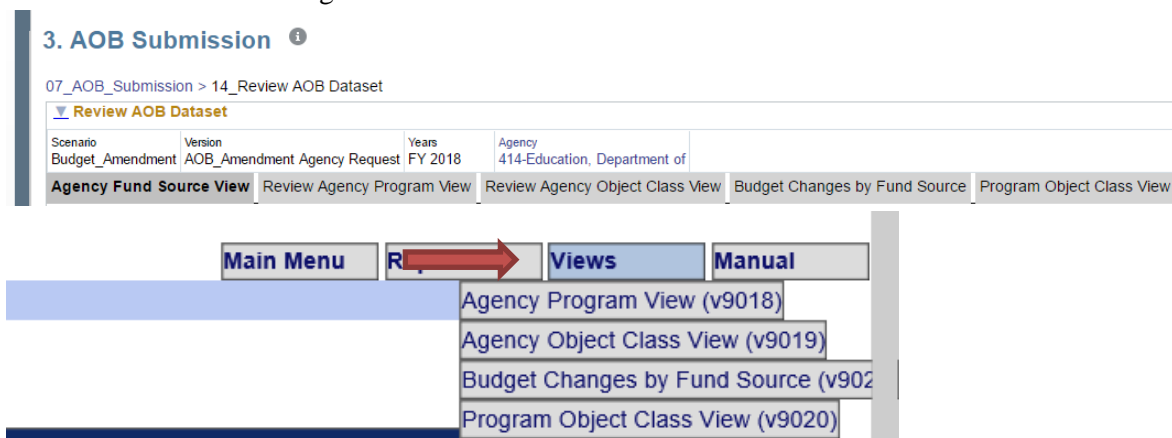
3. AOB Submission

Period Input	Scenario	Version	Agency Request	Agency	Years		
	Budget_Amendment	AOB_Amendment	Agency Request	414-Education, Department of	FY 2018		
		State Funds	Federal Funds Group	Other Funds Group	Federal Recovery Funds	Prior Year Funds	Total_Funds
		No_Account	No_Account	No_Account	No_Account	No_Account	No_Fund
							Total Object Class
Annual Operating Budget		8,911,091,964	1,982,964,757	46,753,543	74,758,193		11,015,568,457
							11,015,568,457

54. Prior to submitting the AOB, agencies may review or print selected views of the data to further compare and confirm the data entered in PBCS with that in BudgetNet. To access those views, mouse over “Annual Operating Budget” and right click with your mouse. A separate menu will appear. Click on **Review AOB Dataset Views** at the top of the menu.



55. There are five view options presented in the system to assist in validating information loaded for the AOB: Agency Fund Source View, Agency Program View, Agency Object Class View, Budget Changes by Fund Source, Program Object Class View. These views are comparable to those shown on the Views menu in BudgetNet.



56. Click on the first tab, Agency Fund Source View. The screen will display the totals for each fund source group for the agency as a whole as well as the total budget for the agency. Compare this view to the Budget Changes by Fund Source View of All Programs in BudgetNet.

3. AOB Submission

07_AOB_Submission > 14_Review AOB Dataset

[Review AOB Dataset](#)

Scenario	Version	Years	Agency
Budget_Amendment	AOB_Amendment Agency Request	FY 2018	414-Edu

Agency Fund Source View | Review Agency Program View | Review A

	Annual Operating Budget
State Funds	8,911,091,964
Federal Funds	1,982,964,757
Other Funds	46,753,543
Federal Recovery Funds	74,758,193
TOTAL FEDERAL & OTHER FUNDS	2,104,476,493
TOTAL NON GENERAL STATE FUNDS	
TOTAL FUNDS	11,015,568,457

←

Amounts between PBCS and BudgetNet tie at the fund source group level and for Total Funds.

Fund Sources	FY17 AOB
State General Funds	8,911,091,964
Federal Funds	1,982,964,757
Other Funds	46,753,543
Federal Recovery Funds	74,758,193
RSR for K-12	0
Total Funds	11,015,568,457

←

57. Click on the second tab, Review Agency Program View. This will show the total amounts entered for each Program and Subprogram in PBCS. This can be compared to the Agency Program View in BudgetNet. Verify that the amounts for each subprogram in PBCS match those shown in BudgetNet.

Scenario	Version	Years	Agency
Budget_Amendment	AOB_Amendment Agency Request	FY 2018	414-Education, Department of

Agency Fund Source View | **Review Agency Program View** | Review Agency Object Class View | Budget Changes by Fund

		Annual Operating Budget
1560100-Agricultural Education	1560101-Extended Day/Year	5,002,282
	1560102-Youth Camps	525,904
	1560103-Young Farmers	3,268,355
	1560106-Area Teacher Program	1,488,231
	1560108-Agriculture Education Administration	980,190
1564200-Audio-Video Technology and Film Grants	1564201-Audio-Video Technology and Film Grants	2,500,000
1564100-Business and Finance Administration	1564101-Business and Finance Administration	5,832,315
	1564102-Facilities Administration	1,584,033
	1564103-Transportation Administration	22,739,472
1560400-Central Office	1560401-Central Operations Admin	4,630,430
	1560412-Special Education Admin	24,187,822
1560700-Charter Schools	1560704-Facilities/Operations Grants	1,500,736
	1560706-Charter Schools Administration	812,628
1560600-Communities in Schools	1560601-Communities in Schools	
1560200-Curriculum Development	1560201-Curriculum Development Adm	

←

Amounts between PBCS and BudgetNet tie at the subprogram level.

Program	Current	Change	New Total
1560100 - Agricultural Education	11,264,962	0	11,264,962
1560108 - Agriculture Education Administration	980,190	0	980,190
1560106 - Area Teacher Program	1,488,231	0	1,488,231
1560101 - Extended Day/Year	5,002,282	0	5,002,282
1560103 - Young Farmers	3,268,355	0	3,268,355
1560102 - Youth Camps	525,904	0	525,904
1564200 - Audio-Video Technology and Film Grants	2,500,000	0	2,500,000
1564201 - Audio-Video Technology and Film Grants	2,500,000	0	2,500,000
1564100 - Business and Finance Administration	30,155,820	0	30,155,820
1564101 - Business and Finance Administration	5,832,315	0	5,832,315
1564102 - Facilities Administration	1,584,033	0	1,584,033
1564103 - Transportation Administration	22,739,472	0	22,739,472
1560400 - Central Office	28,818,252	0	28,818,252
1560401 - Central Operations Admin	4,630,430	0	4,630,430
1560412 - Special Education Admin	24,187,822	0	24,187,822
1560700 - Charter Schools	2,313,364	0	2,313,364
1560706 - Charter Schools Administration	812,628	0	812,628
1560704 - Facilities/Operations Grants	1,500,736	0	1,500,736



58. Click the **Review Agency Object Class View** tab in PBCS. This view should be compared to the Agency Object Class view in BudgetNet. Compare the total shown for each object class in PBCS to the total shown in BudgetNet.

Scenario	Version	Years	Agen
Budget_Amendment	AOB_Amendment Agency Request	FY 2018	414-
Agency Fund Source View Review Agency Program View Review			
		Annual Operating Budget	
300-Personal Services		110,248,294	
301-Regular Operating Expenses		11,926,804	
303-Motor Vehicle Purchases		30,036	
304-Equipment		40,002	
305-Computer Charges		2,866,690	
306-Real Estate Rentals		1,870,143	
307-Telecommunications		632,425	
312-Contractual Expense		45,953,966	
315-Grants and Benefits		333,490,9	
Common Object Class		507,059,3	



Amounts between PBCS and BudgetNet tie at the object class level.

Object of Expenditure	Current	Change	New Total
300 - Personal Services	110,248,294	0	110,248,294
301 - Regular Operating Expenses	11,926,804	0	11,926,804
303 - Motor Vehicle Purchases	30,036	0	30,036
304 - Equipment	40,002	0	40,002
305 - Computer Charges	2,866,690	0	2,866,690
306 - Real Estate Rentals	1,870,143	0	1,870,143
307 - Telecommunications	632,425	0	632,425
309 - Capital Outlay	0	0	0
312 - Contractual Services	45,953,966	0	45,953,966
312 - Contractual Expense	0	0	0
314 - Transfers	0	0	0
315 - Grants and Benefits	333,490,953	0	333,490,953

59. Click the **Budget Changes by Fund Source** tab in PBCS. This view should be compared to the Budget Changes by Fund Source View in BudgetNet. PBCS will default to No_Program for this view. To select an individual program, click the Edit Members pencil icon on the same row as No_Program.

60. Select the desired program from the drop down menu and click Apply.

61. Verify that totals by fund source for each subprogram match the data shown in BudgetNet.

Scenario: Budget_Amendment, Version: AOB_Amendment Agency Request, Years: FY 2018, Agency: 414-Education, Department of

Agency Fund Source View | Review Agency Program View | Review Agency Object Class View | **Budget Changes by Fund Source** | Program Object Class View

Program: 1560100-Agricultural Education

	1560101-Extended	1560102-Youth Camps	1560103-Young Farmers	1560106-Area Teacher	1560108-Agriculture Education	Total_SubProgram
State General Funds	3,510,282	525,904	3,268,355	1,488,231	611,917	9,404,689
99.999 - Federal Funds Not Itemized					368,273	368,273
02 - Other Funds - Not Specifically Identified	1,492,000					1,492,000
Total_Funds	5,002,282	525,904	3,268,355	1,488,231	980,190	11,264,962

Select a Program : 1560108-Agriculture Education Administration

Status	Approved
Fund Sources	
State General Funds	611,917
Federal Funds	368,273
Other Funds	0
Federal Recovery Funds	0
RSR for K-12	0
Total Funds	980,190

Amounts between PBCS and BudgetNet tie at the subprogram level.

62. Click the **Program Object Class View** tab in PBCS. This view should be compared to the Program Object Class View in BudgetNet. PBCS will default to No_Program for this view. To select an individual program, click the Edit Members pencil icon on the same row as No_Program.

3. AOB Submission

07_AOB_Submission > 14_Review AOB Dataset

Review AOB Dataset

Scenario: Budget_Amendment, Version: AOB_Amendment Agency Request, Years: FY 2018, Agency: 414-Education, Department of

Agency Fund Source View | Review Agency Program View | Review Agency Object Class View | Budget Changes by Fund Source | **Program Object Class View**

Program: No_Program

	Annual Operating Budget
Common Object Class	980,190
Unique Object Class	10,284,772
TOTAL OBJECT CLASS CLASSIFIED	11,264,962
TOTAL FUNDS DISTRIBUTED	11,264,962
DIFFERENCE	0

63. Select the desired program from the drop down menu and click Apply.

Apply Cancel

ist Program 1560100-Agricultural Education

611,917 Select Member

368,273 No Program

980,190 1560100-Agricultural Education

1564200-Audio-Video Technology and Film Grants

1564100-Business and Finance Administration

1560400-Central Office

1560700-Charter Schools

1560600-Communities in Schools

1560200-Curriculum Development

1560300-Federal Programs

1562600-Georgia Network for Educational and Therapeutic Support (GNETS)

1561500-Georgia Virtual School

1561600-Information Technology Services

1560900-Non Quality Basic Education Formula Grants

1561300-Nutrition

1562500-Preschool Disabilities Services

1563100-Quality Basic Education Local Five Mill Share

1560800-Quality Basic Education Program

1563800-Regional Education Service Agencies (RESAs)

1562200-School Improvement

64. Verify that totals by object class for each subprogram match the data shown in BudgetNet.

07_AOB_Submission > 14_Review AOB Dataset

Review AOB Dataset

Scenario	Version	Years	Agency
Budget_Amendment	AOB_Amendment Agency Request	FY 2018	414-Education, Department of

Agency Fund Source View Review Agency Program View Review Agency Object Class View Budget Changes by Fund Source Program Object Class

Program 1560100-Agricultural Education

	Annual Operating Budget				
	1560101-Extended Da	1560102-Youth Camps	1560103-Young Farmers	1560106-Area Teacher	1560108-Agriculture E
300-Personal Services					936,378
301-Regular Operating Expenses					19,699
305-Computer Charges					15,074
306-Real Estate Rentals					4,592
307-Telecommunications					4,447
Common Object Class					980,190
642-High School Program - Ag Ed	5,002,282	525,904	3,268,355	1,488,231	
Unique Object Class	5,002,282	525,904	3,268,355	1,488,231	
TOTAL OBJECT CLASS CLASSIFIED	5,002,282	525,904	3,268,355	1,488,231	980,190
TOTAL FUNDS DISTRIBUTED	5,002,282	525,904	3,268,355	1,488,231	980,190
DIFFERENCE	0	0	0	0	0

Select a Program : 1560108-Agriculture Education Administration

Object of Expenditure	Current	Change	New Total
300 - Personal Services	936,378	0	936,378
301 - Regular Operating Expenses	19,699	0	19,699
305 - Computer Charges	15,074	0	15,074
306 - Real Estate Rentals	4,592	0	4,592
307 - Telecommunications	4,447	0	4,447
312 - Contractual Services	0	0	0
570 - Federal Programs	0	0	0
642 - High School Program - Ag Ed	0	0	0
331 - Utilities	0	0	0
314 - Transfers	0	0	0
315 - Grants and Benefits	0	0	0
Total Expenditures	980,190	0	980,190

65. Repeat steps 59 – 64 for each agency program to validated fund source and object class totals by subprogram.
66. After validating fund source and object class information for the agency, click **07_AOB_Submission** at the top left of the task window to return to the AOB Submission form.

3. AOB Submission i

07_AOB_Submission > w AOB Dataset

Review AOB Dataset

Scenario	Version	Years	Agency
Budget_Amendment	AOB_Amendment Agency Request	FY 2018	414-Education, Department of

Agency Fund Source View | Review Agency Program View | Review Agency Object Class View | Budget C

Program
1560100-Agricultural Education

Alternatively, you may click Close at the top right of the window to return to the main **Tasks: AOB – 1) Agency Request** task menu and then select **3. AOB Submission**.


Save
Refresh
Actions ▼
☐ Complete
 Previous
Next
Close

Tasks: AOB - 1) Agency Request ▾

5 All	5 Incomplete	0 Today	0 Week
-----------------	------------------------	-------------------	------------------

Type	Name
	1. AOB Dataset Funds Distribution
	2. Perform Object Class Classification
	3. AOB Submission
	4. AOB Submission Status InProgress
	5. AOB Submission Status All

67. To submit your AOB to OPB, right click over Annual Operating Budget in the first row of the AOB Submission form. A separate menu will appear.

3. AOB Submission

Period Input	Scenario Budget	Agency Request	Agency
			414-Education, Department o
		ral Funds Group	Other Funds Group
		No_Account	No_Account
		1,982,964,757	46,753

- Review AOB Dataset Views
- Workflow
- Edit
- Adjust
- Supporting Detail

68. Mouse over the **Workflow** option on the menu shown above and then click **Submit**.

3. AOB Submission

Period Input	Scenario Budget	Agency Request	Agency
			414-Education, Department
		ral Funds Group	Other Funds Group
		unt	No_Account
		82,964,757	46,75

- Review AOB Dataset Views
- Workflow
 - Submit**
- Edit
- Adjust
- Supporting Detail

69. 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.

BMgmt_AOB_Submit

Enter Comments:

[Launch](#) [Cancel](#)

70. 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.

al Recovery Funds	Pri	Fund	Status_Report	Submitted Date_Report
_Account	N	Object Class	Submitted	05/09/2017

Information

BMgmt_AOB_Submit was successful.

[OK](#)

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.

71. You have completed submission of your AOB. Click Close in the upper right corner of the task window to exit.

[Save](#) [Refresh](#) [Actions](#) ☐ [Complete](#) [Previous](#) [Next](#) [Close](#)

72. 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, if you return to either the **1. AOB Dataset Funds Distribution** or **2. Perform Object Class Classification** tasks after submission, you will not be able to view any AOB data.
73. To view data after submission, please run the 329 report from the reports menu. You will need to know the current version or stage of your AOB's review. This information is available at any time by clicking on task **4. AOB Submission Status InProgress**. This form will show you the current point of review for your data. You will need to select that version when running Report 329 in order to view your data. You may also view this task to track the progress of your AOB's review.

Tasks: AOB - 1) Agency Request ▾

5 All	5 Incomplete	0 Today	0 Week	5 Future
-----------------	------------------------	-------------------	------------------	--------------------

Type	Name
	1. AOB Dataset Funds Distribution
	2. Perform Object Class Classification
	3. AOB Submission
	4. AOB Submission Status InProgress ←
	5. AOB Submission Status All

74. As shown below, the status screen will show the current version of your AOB data by a yellow InProgress box under the current version.

4. AOB Submission Status InProgress ⓘ

Scenario	Years	AOB_Amendment Agency Request			AOB_Amendment OPB Review		
		Status	Submitted Date	Un-Submitted Date	Status	Submitted Date	Un-Submitted Date
Budget_Amendment	FY 2018						
414-Education, Department of	Annual Operating Budget				InProgress	05/09/2017	

Parent agencies with attached agencies will see the status of both on this screen.

75. Click Close to return to the Tasks: AOB – 1) Agency Request task menu.
76. To sign out of the system, click the upside down triangle next to your username in the upper right hand corner of the screen.

| Stephanie.Beck@opb.georgia.gov ▾ ←

77. Click Sign Out on the action menu that appears.

| Stephanie.Beck@opb.georgia.gov ▾

Setting and Actions

[Downloads](#)

[Help...](#)

[Help on this Topic...](#)

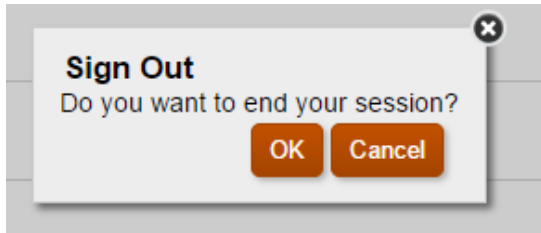
[Provide Feedback...](#)

[Oracle Support...](#)

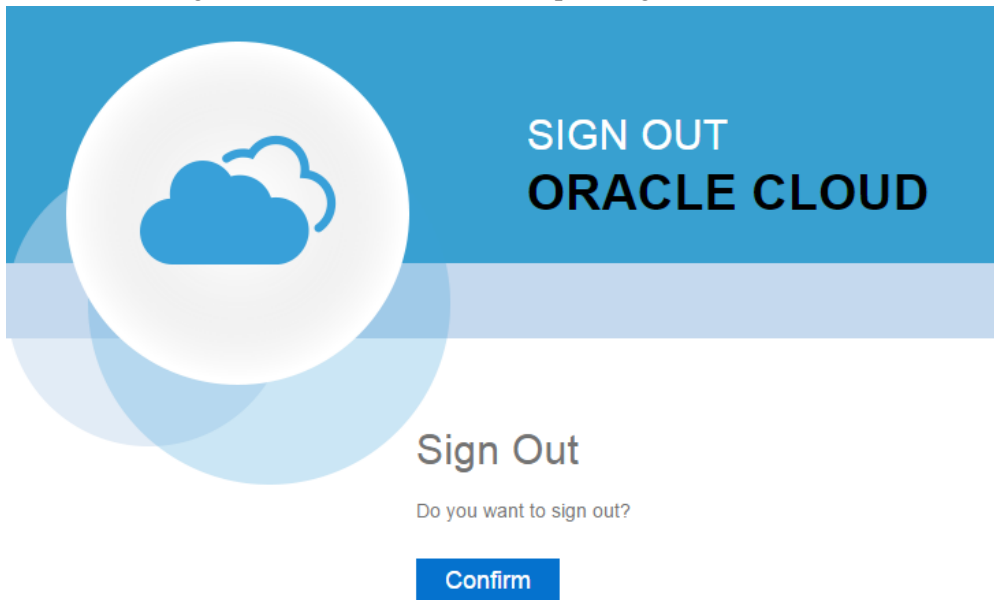
[About...](#)

[Sign Out](#) ←

78. A popup box will appear asking if you would like to end your session. Click OK.



79. On the following screen, click Confirm to complete sign out.



Issues Tracking System (ITS)

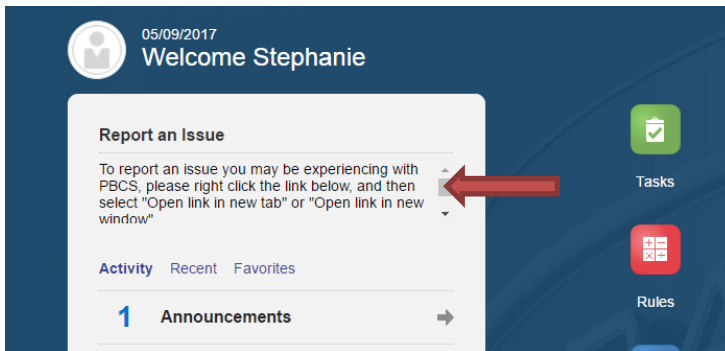
OPB ISSUES TRACKING SYSTEM

The Issues Tracking System (ITS) allows all users to create tickets to file trouble reports, ask questions, submit comments or raise issues about the PBCS System.

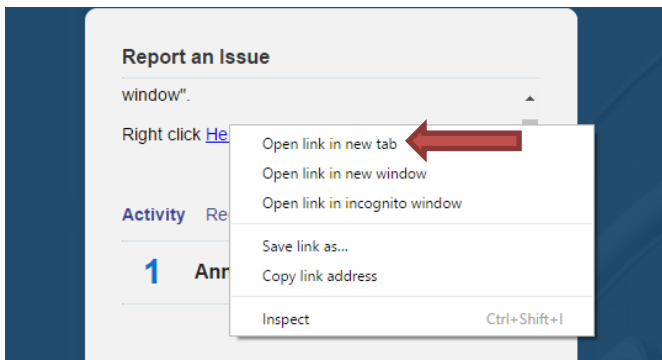
1. To generate a support ticket, click the home icon at the top of the screen to take you to the main PBCS home page from your current location in the system.



2. On the left hand side of the screen is a gray box for announcements. Under the header **Report An Issue**, scroll down until you see a highlighted link that says “Right click Here.”



3. Right click the highlighted blue link and select “Open link in new tab” on the popup menu.



4. A new tab will appear at the top of your browser. Click on the new tab to view the ticket submission screen.

The screenshot shows the ITS Issue Tracking System interface. At the top is a dark blue header with the ITS logo and text. Below the header is a white sidebar. The main content area features a dark blue box titled 'SUBMIT A NEW TICKET'. Inside this box, there is a section titled 'YOU ARE REPORTING AN ISSUE WITH THE FOLLOWING APPLICATION:' with 'OPB - PBCS' listed below it. To the right of this section is a red asterisk and the text '*Mandatory field'. Below this, there are four input fields: 'REPORTED BY:', 'YOUR EMAIL:', 'PHONE NUMBER:', and 'SUBJECT:'. The 'DESCRIPTION OF ISSUE:' field is a larger text area. At the bottom right of the dark blue box are two icons: a circle with a diagonal slash and a disk icon.

5. Complete the form as described below:

Field Name	Explanation
Reported By	Please enter your name, if not already populated, so that you can be contacted regarding this ticket if necessary.
Your email:	Enter your email address. It is a required field.
Subject (mandatory field)	Enter the subject of the ticket. For example – “Object Class Missing”
Description of Use	Type in your question, suggestion, or issue. Please provide the necessary information and explain the issue giving as many details as possible. If an error message appeared, please be sure to include it in its entirety. Required details include: agency name, budget year, and dataset.

6. Click the disk icon to submit the ticket. Click the slash icon to cancel the ticket.



7. As soon as the disk icon is clicked, a ticket number is assigned and an email is generated. The email will reference your ticket number and include a link that you can click on to see the current status of your ticket. You can also contact the Help Desk via email at (Helpdesk@opb.state.ga.us). Be sure to include your ticket number in the email. Please submit a separate ticket for each issue, question, or suggestion you may have.
8. You may now click the tab in your browser header to return to PBCS.