



BUDGET AMENDMENT ENTRY

POLICIES AND PROCEDURES

PBCS USER MANUAL

Introduction to PBCS

Budget amendments 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 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.

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 Amendments

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

To enter Amendments in the system:

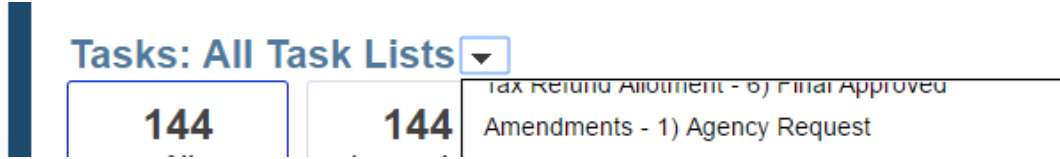
1. Click on the green Tasks button.



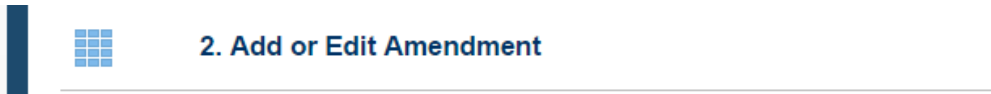
2. The main task list screen will appear. Click the drop down triangle to the right of Tasks: All Task Lists.

Tasks: All Task Lists ▾

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



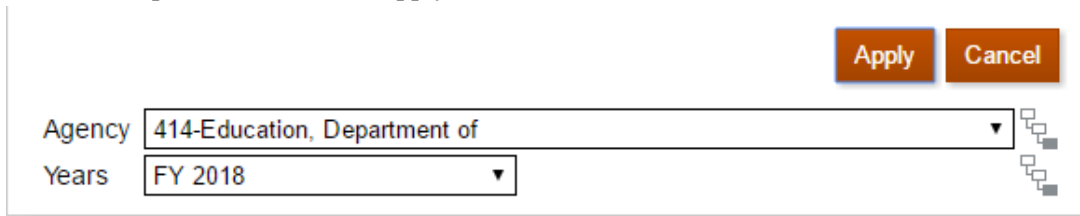
4. To create an amendment or return to an amendment, select Task: **2. Add or Edit Amendment**.



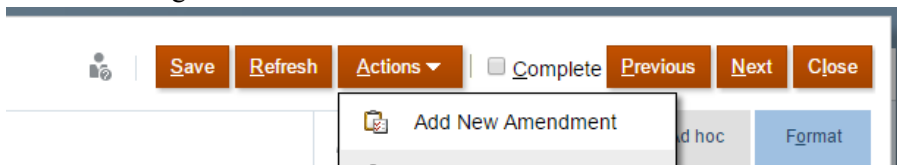
5. On the screen that appears, a single agency and fiscal year will be selected and appear in the top left of the window. To select a different agency or fiscal year for the amendment, click on the pencil icon on the far right hand side of the screen to select the fiscal year, agency, and program in which you wish to work.



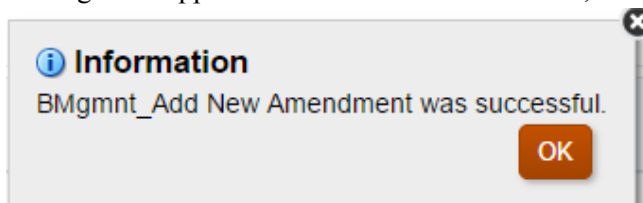
6. Click the drop down arrow next to the field for Agency and Years and select the desired selections from the drop down list. Click Apply.



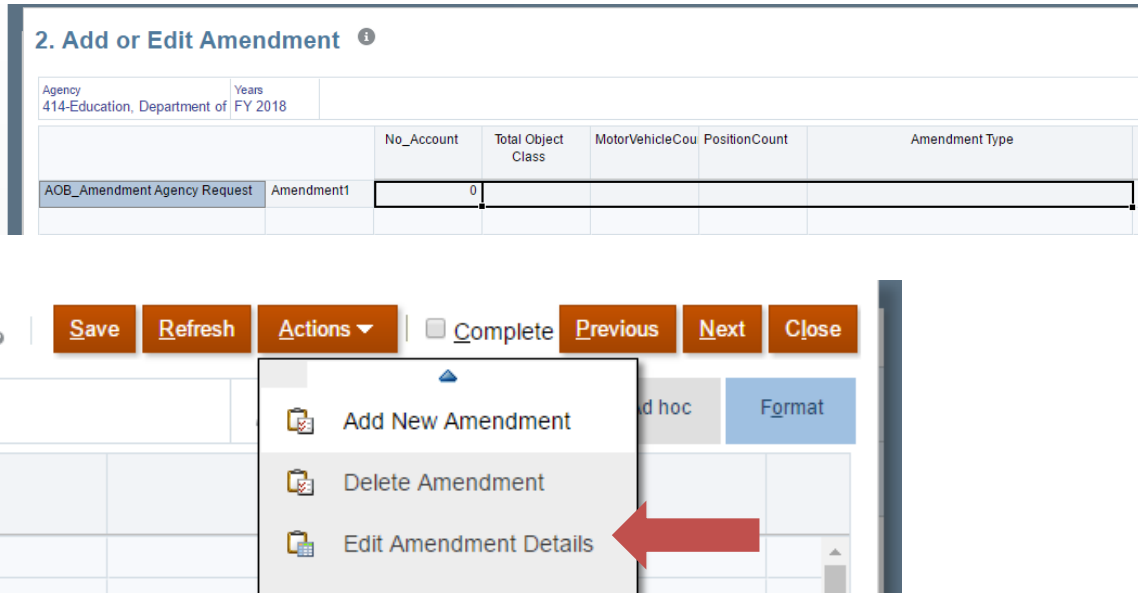
7. Click the orange **Actions** button and select **Add New Amendment** from the drop down menu.



8. Agencies will only be able to add amendments if an AOB has been previously approved and if there are no other outstanding amendments. If another amendment has already been created, an error message will appear. If an amendment is created, the user will receive a success message. Click ok.



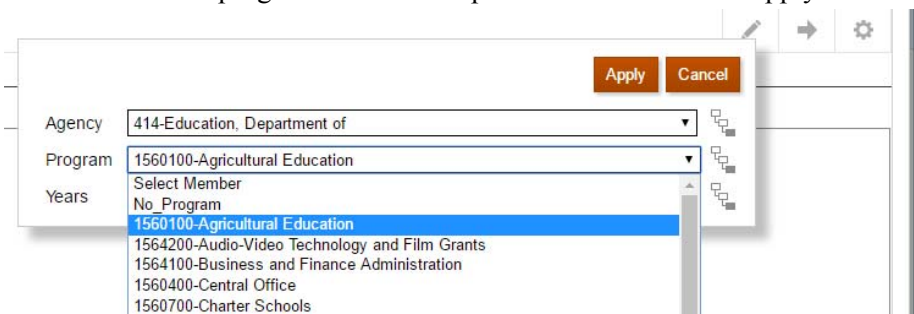
- Click on the line AOB_Amendment Agency Request to highlight the line, then click again on the Actions menu and select Edit Amendment Details from the drop down menu.



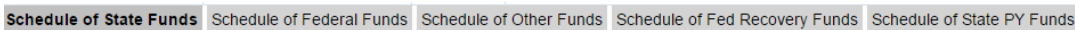
- On the next screen, there will be six tabs for entering amendment details. Click the pencil icon to select the program in which you wish to enter changes.



- Select the desired program from the drop down menu and click apply.



- Click the Fund Schedule tab for which budget adjustments are needed.



- On the Fund Schedule tabs, the first column will list any subprograms for that program that contain that fund source type. If, for example, a subprogram does not contain state funds but does contain federal funds, it will not appear on the Schedule of State Funds but will appear on the Schedule of Federal Funds. A subprogram can be added to any fund source schedule that it does not currently appear on.

Note, there are five subprograms shown on the Schedule of State Funds tab.

01_BMgmt_Add_Amendment > Amendment Tasks

Amendment Data Set

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 State PY Funds | Schedule of Object Classes

		Annual Operating AOB_Amendment	Amendment1 AOB_Amendment	New Total Budget AOB_An
1560101-Extended Day/Year	State General Funds	3,510,282		3,510,282
1560102-Youth Camps	State General Funds	525,904		525,904
1560103-Young Farmers	State General Funds	3,268,355		3,268,355
1560106-Area Teacher Program	State General Funds	1,488,231		1,488,231
1560108-Agriculture Education Administration	State General Funds	611,917		611,917
Total_SubProgram	State Funds	9,404,689		9,404,689

Note, there is only one subprogram shown on the Schedule of Federal Funds tab as only one subprogram currently has federal funds budgeted to it.

01_BMgmt_Add_Amendment > Amendment Tasks

Amendment Data Set

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 State PY Funds | Schedule of Object Classes

		No_Request AOB_Amendment Agency Request FundCode_Number Purpose/Description	Annual Operating Budget	Amendment1	New Total
			AOB_Amendment Final No_Account	AOB_Amendment Agenc No_Account	-
1560108-Agriculture Education Administration	99.999 - Federal Funds Not Itemized	Total_FundCode	368,273		368,273
		TOTAL	368,273		368,273

14. The second column of the Fund Schedule tabs will show the fund sources applicable to the each subprogram.

01_BMgmt_Add_Amendment > Amendment Tasks

Amendment Data Set

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 State PY Funds | Schedule of Object Classes

		Annual Operating AOB_Amendment	Amendment1 AOB_Amendment	New Total Budget AOB_An
1560101-Extended Day/Year	State General Funds	3,510,282		3,510,282
1560102-Youth Camps	State General Funds	525,904		525,904
1560103-Young Farmers	State General Funds	3,268,355		3,268,355
1560106-Area Teacher Program	State General Funds	1,488,231		1,488,231
1560108-Agriculture Education Administration	State General Funds	611,917		611,917
Total_SubProgram	State Funds	9,404,689		9,404,689

01_BMgmt_Add_Amendment > Amendment Tasks

Amendment Data Set

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 State PY Funds | Schedule of Object Classes

		No_Request AOB_Amendment Agency Request FundCode_Number Purpose/Description	Annual Operating Budget	Amendment1	New Total
			AOB_Amendment Final No_Account	AOB_Amendment Agenc No_Account	-
1560108-Agriculture Education Administration	99.999 - Federal Funds Not Itemized	Total_FundCode	368,273		368,273
		TOTAL	368,273		368,273

01_BMgmt_Add_Amendment > Amendment Tasks

Amendment Data Set

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 State PY Funds | Schedule of Object Classes

Account	FundCode_Num	Purpose/Descri	No_Request	Annual Operating Budget	Amendment1	New Total
			AOB_Amendment Agency Reque	AOB_Amendment Final	AOB_Amendment Agenc	-
			No_Account	No_Account	No_Account	-
1560101-Extended Day/Year	02 - Other Funds - Not Specifically Id	Total_FundCode		1,492,000		1,492,000
TOTAL				1,492,000		1,492,000

15. On the Schedule of Federal Funds, Schedule of Other Funds, Schedule of Federal Recovery Funds, and Schedule of State PY Funds, each fund source will default to show as a total (Total_FundCode) for each subprogram. To see the additional detail for these funds or to select a fund source to edit, click the plus sign next to Total_FundCode.

1560308-Title IV-B - 21st century schools	99.999 - Federal Funds	Total_FundCode	
1560310-Title VI-B Rural and Low Income	99.999 - Federal Funds Not Itemized	Total_FundCode	

1560308-Title IV-B - 21st century schools	99.999 - Federal Funds Not	Total_FundCode	114,400		
		FundCode_1	1232X	To support the development of Title IVB 21st Century	9,695,866
		FundCode_2			36,427,905
		Total_FundCode			46,123,771
1560310-Title VI-B Rural and Low	99.999 - Federal Funds Not	Total_FundCode	6,027,248		

16. On the Federal Funds, Other Funds, Federal Recovery Funds, and State PY Funds, agencies may enter fund source numbers and descriptive information to correlate with budget data entered into TeamWorks or to provide additional detail within the PBCS system. These are entered at the individual FundCode level under the columns labeled FundCode_Number and Purpose/Description.

Agency: 414-Education, Department of | Program: 1560300-Federal Programs | Years: FY 2018

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

SubProgram	FundCode_Num	Purpose/Description	No_Request	Annual Operati
			AOB_Amendment Agency Request	AOB_Amendm
			FundCode_Number	No_Acc
1560301-Title I-D Neglected & Del	99.999 - Federal Funds Not	FundCode_1	1106X	Neglected and Delinquent children
Total_FundCode				

17. The base budget for each fund source is reflected under the column labeled Annual Operating Budget. The next columns will show the detail of any previous amendment changes as well as entry blanks for the current amendment. The final column on the screen shows the new total for each fund source based on the data entered for the most recent amendment request.

	No Request		Annual Operating Budget	Amendment1	New Total
	AOB_Amendment Agency Request		AOB_Amendment Final	AOB_Amendment Agenc	-
	FundCode_Number	Purpose/Description	No_Account	No_Account	-
99.999 - Federal Funds Not Itemized	FundCode_1	1106X Neglected and Delinquent children	303,589	200,000	503,589
	Total_FundCode		303,589	200,000	503,589
99.999 - Federal Funds Not Itemized		1242X Education of			

18. To enter a change to an existing fund source, click on the white blank under the open amendment column for the row which you wish to change. Enter the change amount in the blank. Continue to do so for any other funds in that program requiring adjustment. Amounts entered will appear in yellow until saved.

Agency	Program	Years	No Request		Annual Operating Budget	Amendment1	New Total
414-Education, Department of	1560300-Federal Programs	FY 2018	AOB_Amendment Agency Request		AOB_Amendment Final	AOB_Amendment Agenc	-
			FundCode	Purpose/Description	No_Account	No_Account	-
1560301-Title I-D Neglected & Del	99.999 - Federal Funds		FundCode_1	1106X Neglected and Delinquent children	303,589	200,000	503,589
			Total_FundCode		303,589	200,000	503,589
1560303-Homeless Ed	99.999 - Federal Funds		FundCode_1	1242X Education of homeless children	2,257,380	50,000	2,257,380
			Total_FundCode		2,257,380		2,257,380
1560304-Title I	99.999 - Federal Funds		FundCode_1	1102X Grants to local educational	575,682,654	100,000	575,682,654
			Total_FundCode		575,682,654		575,682,654
1560305-Title I-C Migrant	99.999 - Federal Funds		FundCode_1	1104X Education of children from Migrant families	8,989,939	(250,000)	8,989,939
			Total_FundCode		8,989,939		8,989,939
1560306-Title II - Math/Science Pr	99.999 - Federal Funds		FundCode_1	1172X Funding to improve Math/Science	12,317,383		12,317,383
			Total_FundCode		12,317,383		12,317,383
1560307-Title II-D Enhancing Edu	99.999 - Federal Funds		FundCode_1	1062X Title II-D Ed Tech Grants	774,468		774,468
			Total_FundCode		774,468		774,468
1560308-Title IV-B - 21st century s	99.999 - Federal Funds		FundCode_1	1232X To support the development of	9,695,866		9,695,866

19. Click save at the top of the screen to save information entered. This will update calculated total fields as well. The fields previously shaded yellow will now be shaded white indicating the data has been saved but is still editable.

01_BMgmt_Add_Amendment > Amendment Tasks

Amendment Data Set

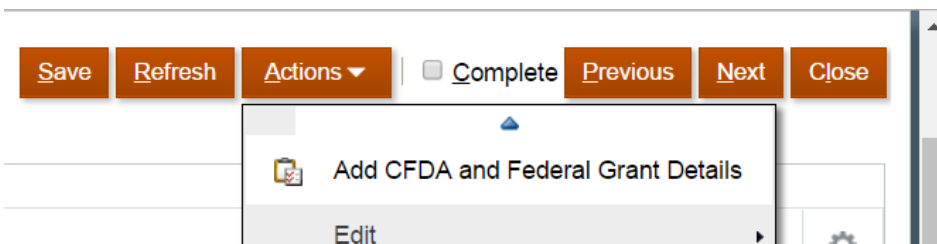
Agency: 414-Education, Department of 1560300-Federal Programs FY 2018

Schedule of State Funds | **Schedule of Federal Funds** | Schedule of Other Funds | Schedule of Fed Recovery Funds | Schedule of State PY Funds | Schedule of Object Classes

		FundCode_1	No_Request		Annual Operating Budget	Amendment1	New Total
			AOB_Amendment Agency Reques	Purpose/Description	AOB_Amendment Final	AOB_Amendment Agency	
			FundCod		No_Account	No_Account	-
1560301-Title I-D Neglected & Delinq	99.999 - Federal Funds	FundCode_1	1106X	Neglected and Delinquent children	303,589	200,000	503,589
		Total_FundCode			303,589	200,000	503,589
1560303-Homeless Ed	99.999 - Federal Funds	FundCode_1	1242X	Education of homeless children	2,257,380	50,000	2,307,380
		Total_FundCode			2,257,380	50,000	2,307,380
1560304-Title I	99.999 - Federal Funds	FundCode_1	1102X	Grants to local educational agencies	575,682,654	100,000	575,782,654
		Total_FundCode			575,682,654	100,000	575,782,654
1560305-Title I-C Migrant	99.999 - Federal Funds	FundCode_1	1104X	Education of children from Migrant families	8,989,939	(250,000)	8,739,939
		Total_FundCode			8,989,939	(250,000)	8,739,939

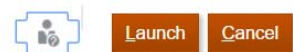
20. If a change is needed to a subprogram or fund source not already budgeted on the fund source schedule, either may be added through the amendment process. This includes adding additional lines for fund sources within the same CFDA or Other Funds group which require separate fund source number or descriptive information.

To add a fund source, click any entry cell for any fund source within the subprogram you wish to add the new fund source to. Then click the Action menu and select “Add CFDA and Federal Grant Details” from the drop down menu if on the Schedule of Federal Funds tab. On the Schedule of Other Funds tab, the menu item will be “Add Other Funds Detail.”



21. A menu will appear allowing the user to choose a fund source and subprogram to add to the Schedule of Federal Funds.

BMgmt_Add New Fed Details_Amendment



* Select Federal Fund "99.999 - Federal Funds"

* Select Sub-Program "PGM_1560301"

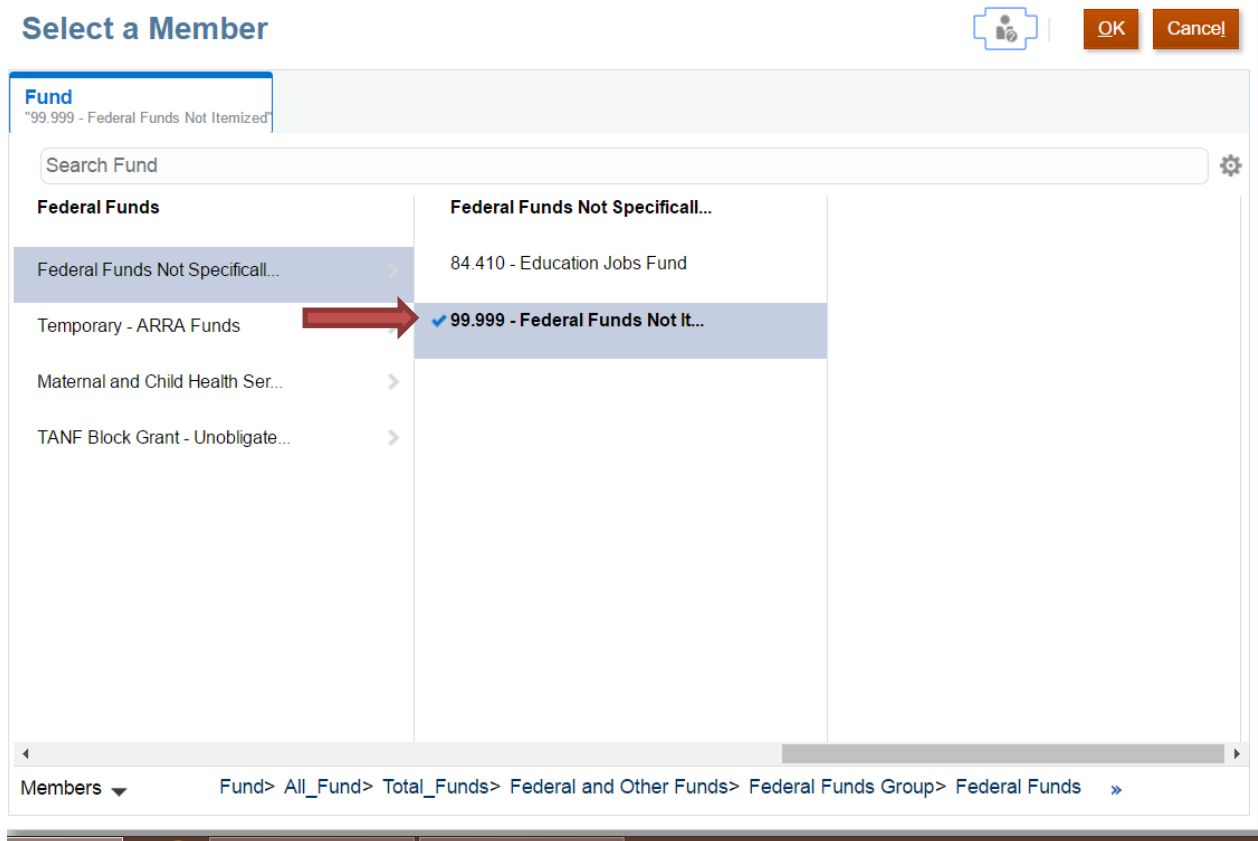
If adding a new “FundCode” line within the same CFDA and Subprogram in order to provide additional detail on a separate fund source number within the same CFDA, no changes are needed to this menu. The user can click Launch and a new blank FundCode line will be added to that subprogram and CFDA.

22. To add a new federal fund source, click the tree icon to the right of the Select Federal Fund box.

BMgmt_Add New Fed Details_Amendment



A menu will appear allowing you to select from any federal funds currently associated with your agency. If a federal fund required is not already associated with your agency, you can submit an ITS ticket to request that the fund source be made available.



Click the federal fund source group in the first column. These are shown at the level of budgetary compliance appropriated in the budget bill. After selecting the first federal fund source level, additional fund source options will appear in the column to the right. Click the blue check mark next to the fund source needed. Click Ok.


23. If a new or different subprogram is needed, it may also be selected from the screen shown below.

BMgmt_Add New Fed Details_Amendment



Click the tree icon to the right of the Select Subprogram option.

Select a Member



SubProgram
*1560301-Title I-D Neglected & Delinquent

Search SubProgram ⚙

All_SubProgram	1560301-Title I-D Neglected &...
Total_SubProgram	1560303-Homeless Ed
	1560304-Title I
	1560305-Title I-C Migrant
	1560306-Title II - Math/Scien...
	1560307-Title II-D Enhancing...
	1560308-Title IV-B - 21st cen...
	1560310-Title VI-B Rural and ...
	1560312-Title III-A English L...
	1560314-Title I-B Even Start

Members ▾ SubProgram> All_SubProgram> Total_SubProgram> 1560301-Title I-D Neglected & Delinquent

Click the blue check mark next to the desired subprogram and click Ok.

After the necessary fund source and subprogram has been selected from the BMgmt_Add New Fed Details_Amendment screen, click Launch.

BMgmt_Add New Fed Details_Amendment



* Select Federal Fund  * Select Sub-Program 

After clicking launch, the new fund source will appear within the selected subprogram. You may now enter any fund source or description information and appropriate amounts and click Save.

Schedule of State Funds	Schedule of Federal Funds	Schedule of Other Funds	Schedule of Fed Recovery Funds	Schedule of State PY Funds	Schedule of Object Classes	
			No_Request	Annual Operating Budget	Amendment1	New Total
			AOB_Amendment Agency Request	AOB_Amendment Final	AOB_Amendment A	-
			Account	No_Account	No_Account	-
1560301-Title I-D Neglected & Delinquent			FundCode_Numbr			
	84.410 - Education Jobs Fund	FundCode_1				
	99.999 - Federal Funds Not Item	Total_FundCode		303,589	200,000	503,589

24. Additional changes may be made within the same program to other fund schedules by clicking on the appropriate tab at the top of the screen.

25. Once all fund source changes have been entered for the selected program, click the final tab on the screen labeled Schedule of Object Classes.

Agency		Program		Years			
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 State PY Funds	Sc		
	Annual Operatin	Total_Amendment					
	Total_SubProgra	Total_SubProgram		1560301-Title I-I	1560303-Homel	1560304-Title I	1560305-Title I-I
	AOB_Amendme	AOB_Amendme	Budget AOB	AOB_Amendme	AOB_Amendme	AOB_Amendme	AOB_Amendme
Common Object Class	62,254,066						
Unique Object Class	1,171,128,898						
TOTAL OBJECT CLASS CLASSIFIED	1,233,382,964						
TOTAL FUNDS DISTRIBUTED	1,233,382,964	100,000	100,000	200,000	50,000	100,000	(250,000)
DIFFERENCE	0	(100,000)	(100,000)	(200,000)	(50,000)	(100,000)	250,000
MotorVehicleCount	3						
PositionCount	137						

While on the fund source schedules the subprograms were listed down the first column, on the object class schedule, subprograms are listed across the columns on the first row. Object classes are grouped by Common and Unique object classes and show at a rolled-up level initially on the schedule.

The blue lines at the bottom of the schedule will show the total amounts by subprogram for both the object class schedule and the totals from the fund source schedules. The Difference line will reflect the difference between the amounts entered on the fund source schedules and the object class schedule to assist in balancing each subprogram.

- To enter changes on the Schedule of Object Classes, click the plus sign next to the object class group where changes are needed. Individual object classes will be shown above the total for the object class group. Change amounts can be entered in the white cells under each subprogram. Amounts will be shown in yellow until the schedule is saved.

Agency		Program		Years			
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 State PY Funds	Sc		
	Annual Operatin	Total_Amendment					
	Total_SubProgra	Total_SubProgram		1560301-Title I-I	1560303-Homel	1560304-Title I	1560305-Title I-I
	AOB_Amendme	AOB_Amendme	Budget AOB	AOB_Amendme	AOB_Amendme	AOB_Amendme	AOB_Amendme
Account							
300-Personal Services	11,158,050						
301-Regular Operating Expenses	2,574,140						
303-Motor Vehicle Purchases							
304-Equipment							
305-Computer Charges	253,027						
306-Real Estate Rentals	210,818						
307-Telecommunications	105,555						
309-Capital Outlay							
312-Contractual Expense	20,838,754						
314-Transfers							
315-Grants and Benefits	27,113,722						
Common Object Class	62,254,066						
Unique Object Class	1,171,128,898						
TOTAL OBJECT CLASS CLASSIFIED	1,233,382,964						
TOTAL FUNDS DISTRIBUTED	1,233,382,964	100,000	100,000	200,000	50,000	100,000	(250,000)
DIFFERENCE	0	(100,000)	(100,000)	(200,000)	(50,000)	(100,000)	250,000
MotorVehicleCount	3						
PositionCount	137						

Amounts will be shown in yellow until the schedule is saved.

	Annual Operatin	Total_Amendr				
	Total_SubProgr	Total_SubProgr	1560301-Title I-	1560303-Homel	1560304-Title I	1560305-Title I-
	AOB_Amendme	Budget AOB	AOB_Amendme	AOB_Amendme	AOB_Amendme	AOB_Amendme
300-Personal Services	11,158,050		200,000			(125,000)
301-Regular Operating Expenses	2,574,140					
303-Motor Vehicle Purchases				25,000		
304-Equipment						
305-Computer Charges	253,027					(125,000)
306-Real Estate Rentals	210,818			25,000		
307-Telecommunications	105,555					
309-Capital Outlay						
312-Contractual Expense	20,838,754				100,000	
314-Transfers						
315-Grants and Benefits	27,113,722					
Common Object Class	62,254,066					
Unique Object Class	1,171,128,898					
TOTAL OBJECT CLASS CLASSIFIED	1,233,382,964					
TOTAL FUNDS DISTRIBUTED	1,233,382,964	100,000	200,000	50,000	100,000	(250,000)
DIFFERENCE	0	(100,000)	(200,000)	(50,000)	(100,000)	250,000
MotorVehicleCount	3					
PositionCount	137					

27. Click Save at the top right of the screen.



28. If the object class and fund source schedules balance, the Difference line will turn green.

Agency	Program	Years					
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 Stat			
	Annual Operatin	Total_Amendr					
	Total_SubProgr	Total_SubProgr	1560301-Title I-	1560303-Homel	1560304-Title I	1560305-Title I-	
	AOB_Amendme	Budget AOB	AOB_Amendme	AOB_Amendme	AOB_Amendme	AOB_Amendme	
300-Personal Services	11,158,050	75,000	200,000			(125,000)	
301-Regular Operating Expenses	2,574,140						
303-Motor Vehicle Purchases		25,000		25,000			
304-Equipment							
305-Computer Charges	253,027	(125,000)				(125,000)	
306-Real Estate Rentals	210,818	25,000		25,000			
307-Telecommunications	105,555						
309-Capital Outlay							
312-Contractual Expense	20,838,754	100,000			100,000		
314-Transfers							
315-Grants and Benefits	27,113,722						
Common Object Class	62,254,066	100,000	200,000	50,000	100,000	(250,000)	
Unique Object Class	1,171,128,898						
TOTAL OBJECT CLASS CLASSIFIED	1,233,382,964	100,000	200,000	50,000	100,000	(250,000)	
TOTAL FUNDS DISTRIBUTED	1,233,382,964	100,000	200,000	50,000	100,000	(250,000)	
DIFFERENCE	0	0	0	0	0	0	
MotorVehicleCount	3						
PositionCount	137						

- Once all changes have been entered for the selected program, click the pencil icon at the top right of the screen to select the next program in which adjustments are needed. Select the appropriate program from the drop down and click apply.

Agency

Program

Years

	No_Program
	1560100-Agricultural Education
	1564200-Audio-Video Technology and Film Grants
	1564100-Business and Finance Administration
(125,00	1560400-Central Office
	1560700-Charter Schools
	1560600-Communities in Schools

- Repeat steps 12-29 for all remaining programs.
- After all program changes have been entered, click Next at the top of the screen.
- The Amendment Submission screen is divided into two sections. The top section of the screen will allow the user to view summary level information to review the amendment entry and to select the amendment type for the submission. The bottom section of the screen allows for submission of the amendment.

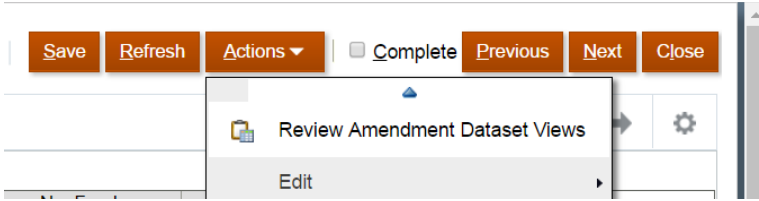
3. Amendment Submission Save Refresh Actions

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

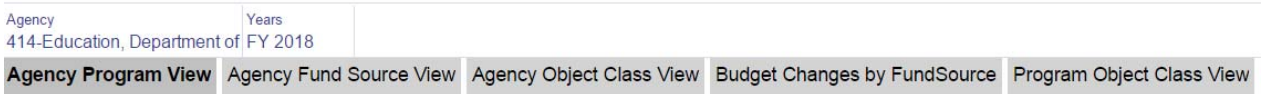
Fund	State Funds No_Account	Federal Funds Group No_Account	Other Funds Group No_Account	Federal Recovery Funds No_Account	Prior Year Funds No_Account	Total_Funds No_Account	No_Fund Total Object Cla	No_Fund Amendment Type	No_Fund Pre-Check Stati
Amendment1		100,000				100,000	100,000		

	No_Fund Status	No_Fund Submitted Date	No_Fund Submitted Commer	No_Fund Amendment Type	No_Fund Un-Submitted Date	No_Fund Un-Submitted Com
Amendment1	InProgress					

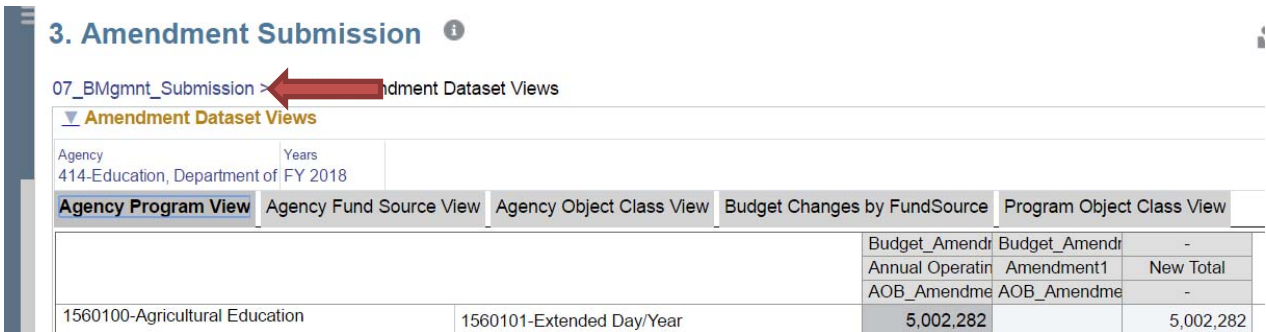
- In the top section of the Amendment Submission screen, click on the row for the working amendment. From the Actions menu, select Review Amendment Dataset Views.



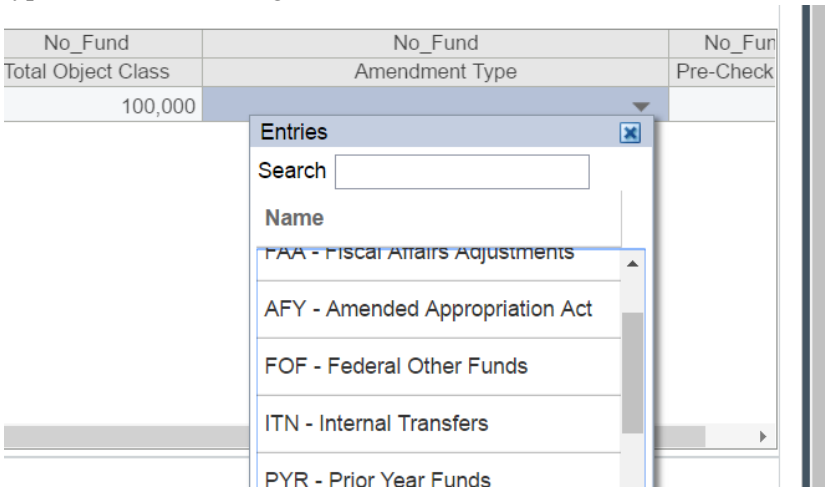
34. The Amendment Dataset Views screen includes five tabs with summary information on the Amendment request.



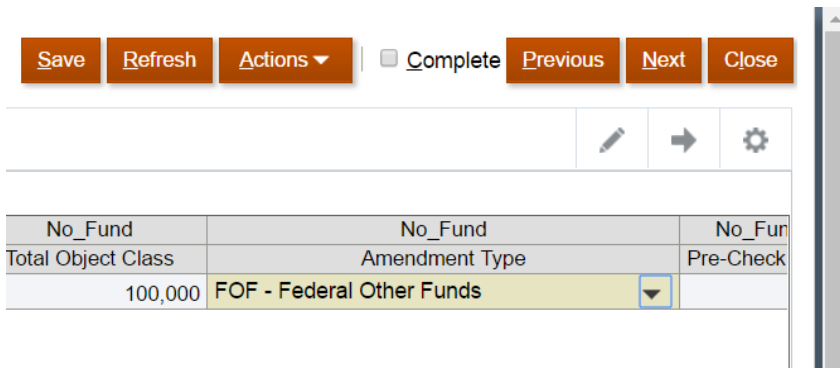
35. Click each tab to review the amendment information as entered. Once all information has been confirmed, click the 07_BMgmt_Submission link at the top left of the screen to return to the Amendment Submission screen.



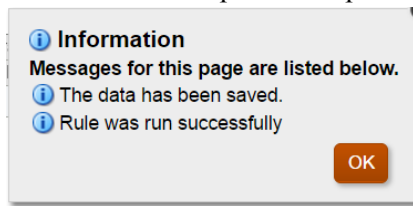
36. Click the cell underneath the column labeled Amendment Type and select the appropriate amendment type based on the changes entered for the amendment.



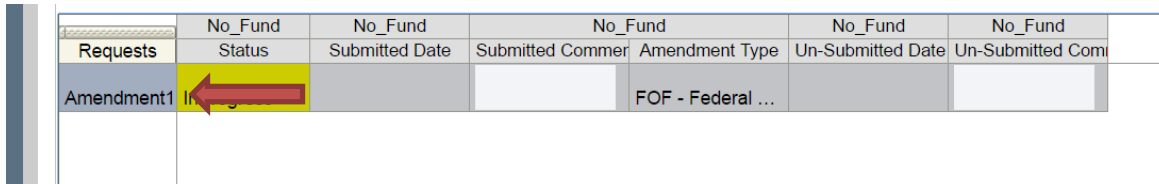
37. After selecting the amendment type, click Save at the top right of the screen to run a precheck on the amendment submission.



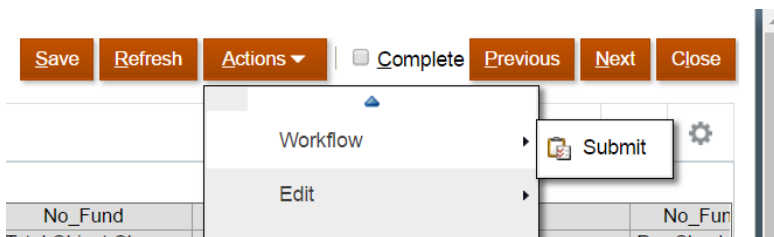
38. If the amendment passes the precheck, a success message will appear. Click Ok.



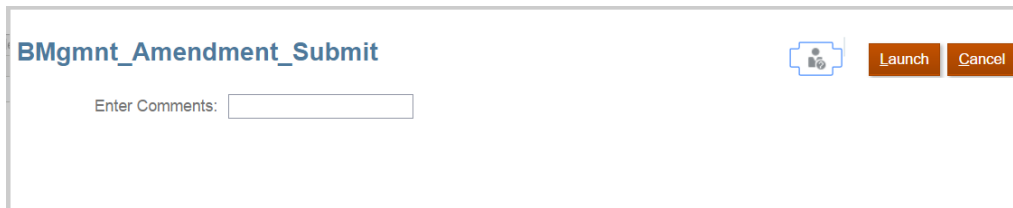
39. In the lower section of the Amendment Submission window, click the Amendment number of the working amendment.



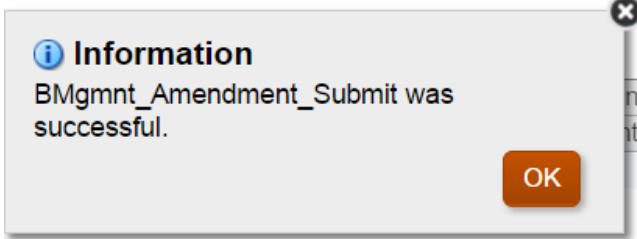
In the Actions menu, select Workflow and Submit from the dropdown menu.



40. In the submission window that appears, enter any supporting comments in the comments box. Then click Launch.



If the amendment is balanced, you will receive a success message that the amendment was submitted.



Click OK.

- Once the amendment is submitted, data will be moved from the Agency Request to the OPB Review stage. To view the status of the amendment, click Next. This screen can also be accessed from the main task page by clicking directly on Task 4.

4. Review Amendment Workflow Status for In Progress ?

Fund No_Fund	FundCode No_FundCode	Program No_Program	SubProgram No_SubProgram	Scenario Budget_Amendment	Years FY 2018	AOB_Amendment Agency Request		AOB_Amendment OPB Review			
						Status	Submitted Date	Un-Submitted Date	Status	Submitted Date	Un-Submitted Date
414-Education, Department of		Amendment1							InProgress	06/13/2017	

- To review the status of all amendments entered to date for the fiscal year, select Task 5 from the task menu.

Tasks: Amendments - 1) Agency Request ▾

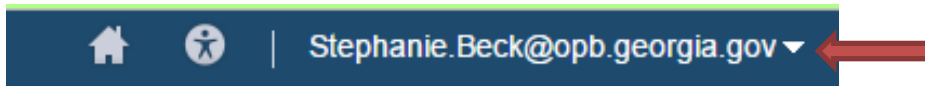
5 All	5 Incomplete	0 Today	0 Week	5 Futur
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Type	Name
	1. Read Amendment Type Instructions
	2. Add or Edit Amendment
	3. Amendment Submission
	4. Review Amendment Workflow Status for In Progress
	5. Review Amendment Workflow Status By Stage

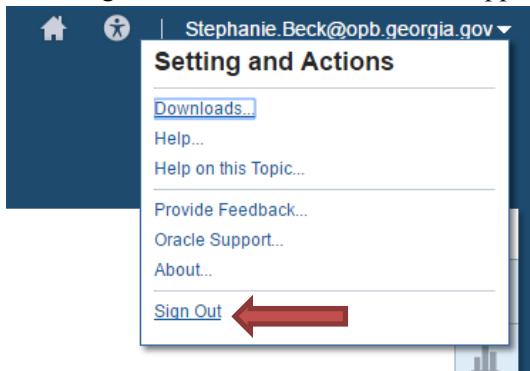
5. Review Amendment Workflow Status By Stage i

Fund No_Fund	FundCode No_FundCode	Program No_Program	SubProgram No_SubProgram	Scenario Budget_Amendment	Years FY 2018				
			AOB_Amendment Agency Request			AOB_Amendment OPB Review			
			Status_Report	Initial Submitted Date_Report	Submitted Date_Report	Un-Submitted Date_Report	Status_Report	Submitted Date_Report	Un-Submitted Date_Report
414-Education, Department of		Amendment1	Submitted	06/13/2017	06/13/2017		InProgress	06/13/2017	

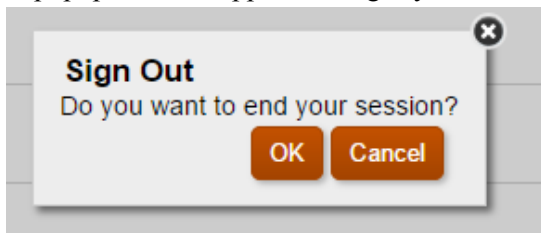
43. To sign out of the system, click the upside down triangle next to your username in the upper right hand corner of the screen.



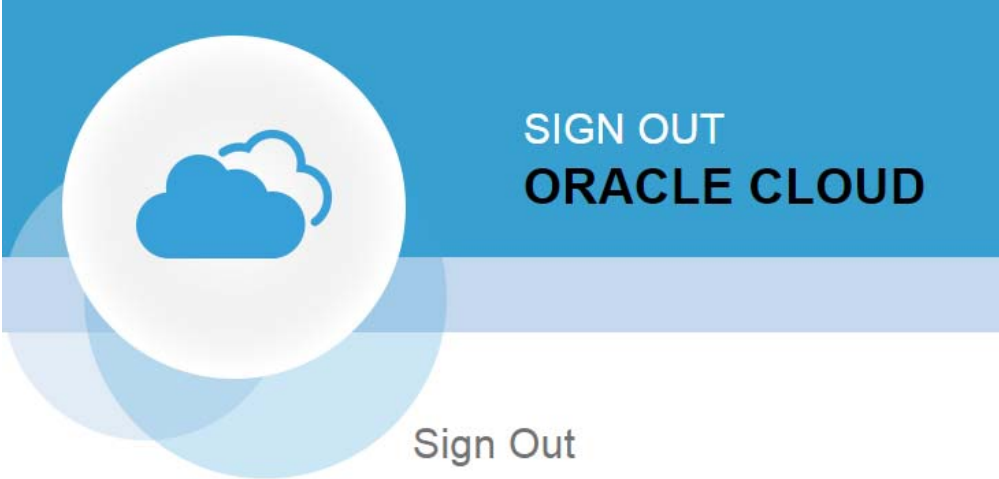
44. Click Sign Out on the action menu that appears.



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



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



SIGN OUT
ORACLE CLOUD

Sign Out

Do you want to sign out?

Confirm

Issues Tracking System (ITS)

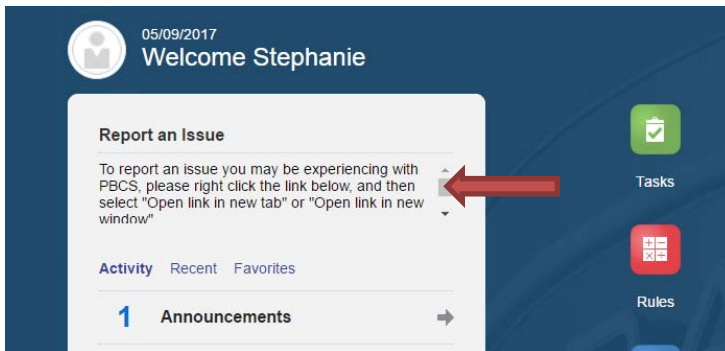
OPB ISSUES TRACKING SYSTEM

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.

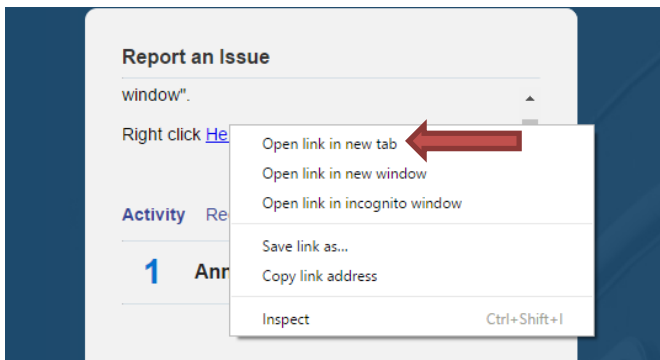
1. To generate a support ticket, click the home icon at the top of the screen to take you to the main PBCS home page from your current location in the system.



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.



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

- 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.

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



- 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.
- You may now click the tab in your browser header to return to PBCS.