ALLOTMENT REPORTING IN PBCS

PBCS USER MANUAL

Introduction to PBCS

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.

Running Allotment Reports

Allotment information is viewable either through exporting information available through task lists and forms to excel or running preformatted reports through the report selection menu.

WARRANTS APPROVED BY DATE

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 Allotments – 6) Final Approved on the menu that appears under All Task Lists.

4. Click the first task in the task list, **View Approved Allotments**.

   View Approved Allotments

5. The following screen will show all allotments approved by agency to date. Verify that the fiscal year shown under Years on the upper left reflects the year you wish to view.

Scenario	Version	Years
Budget_Allotment	Allotment Final	FY 2018

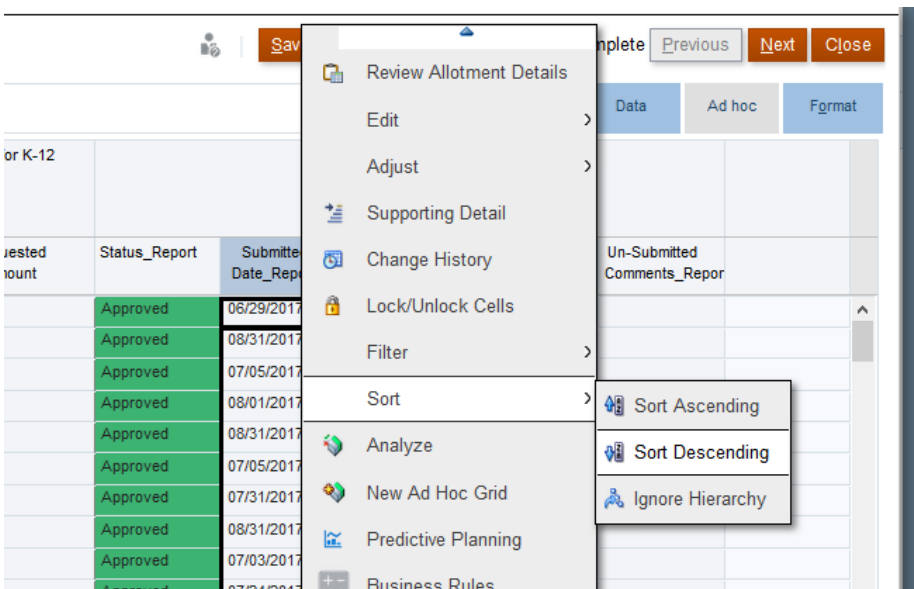   To change fiscal year if needed, click the pencil icon on the right hand side of the screen.

Click the drop down for Years and select the desired year. Click Apply.

6. To view the most recently approved warrants, right click on the column header labeled Submitted Date_Report.

A popup menu will appear. Mouse over the option for **Sort** and then select **Sort Descending**.
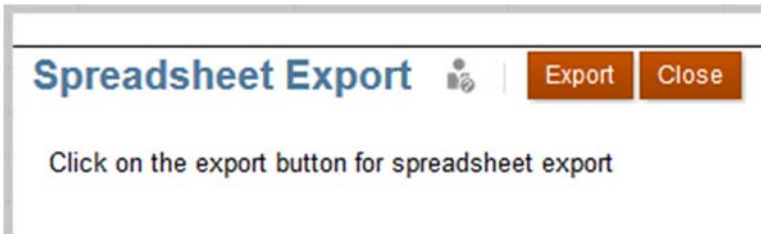

7. The form will now be reordered to show the most recently approved warrants first.

8. To export the warrants to excel in order to total warrants to date or to add up warrants by a particular agency, **right click** anywhere in the View Approved Allotments grid. From the pop up menu that appears, click the down triangle at the bottom of the menu until an option for **Spreadsheet Export** appears. Click **Spreadsheet Export**.
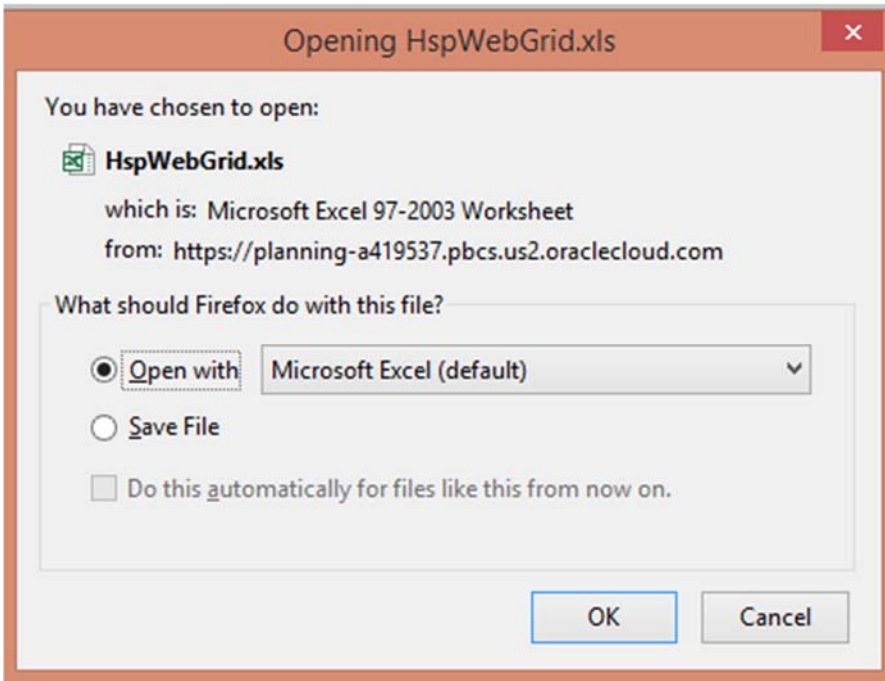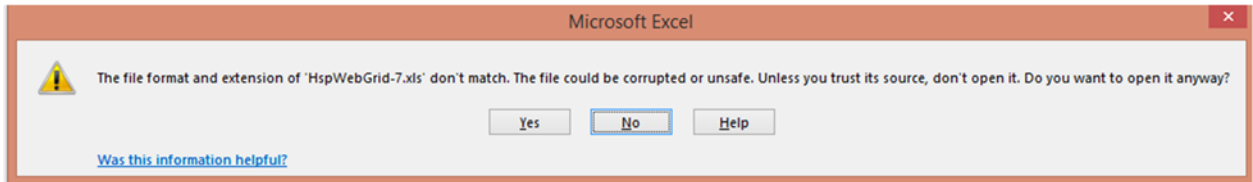
9. On the menu that appears, click Export.

10. On the next popup menu, the system will default to opening the file in Microsoft Excel. Click OK.

11. The file will open as an HTML web page file when exporting to Excel, so you may have a popup question appear before the file opens. Click Yes.

12. If the file opens in Protected View in Excel, click Enable Editing at the top of the screen.

13. Column A and Column B have no column headers as exported from PBCS. In order to effectively use pivot tables or filters, label Column A as Agency and Column B as Allotment#.

|	A	B	C
1			FY 2018
2			
3			No_Program
4			No_SubProgram
5			No_Fund
6	Agency	Allotment#	Allotment Warrant #
7	476-Student Finance Commission, Georgia	Allotment2	2018476002
8	403-Administrative Services, Department of	Allotment3	2018403003
9	465-Pardons and Paroles, State Board of	Allotment3	2018465003

14. Additionally, fund source names for columns D-M will be shown on Row 5. Highlight D5-M5 and past the fund source names into Row 6 below.

	A	B	C	D	E	
1			FY 2018	Budget_Allotment	Allotment Final	N
2						
3			No_Program	Total_Program	Total_Program	To
4			No_SubProgram	Total_SubProgram	Total_SubProgram	Tota
5			No_Fund	State General Funds	Lottery Funds	Tobacco
6	Agency	Allotment#	Allotme → #	State General Funds	Lottery Funds	Tobacco
7	476-Student Finance Commission, Georgia	Allotment2	2018476002		2000000	
8	403-Administrative Services, Department of	Allotment3	2018403003	39125		
9	465-Pardons and Paroles, State Board of	Allotment3	2018465003	1283198		

15. Delete Rows 1-5. The remaining table can be filtered, inserted into a pivot table, or have total rows added to the bottom.

1. From the home screen, click on the yellow button that says Reports.
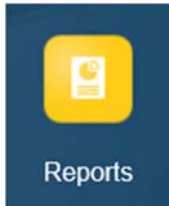
2. On the far right hand side of the screen, click the tree view icon to display reports by folder.

3. Click the plus sign next to Allotment Reports.

4. The Unallotted Funds Report will show the current budget by agency and state fund source, total amount allotted to date, and remaining funds available for allotment by state fund source. To run the report, click on one of the three export options on the right hand side of the screen next to the report name. The report can be run to a web browser, a pdf, or exported to Excel.

5. After clicking on the preferred output format, a window will appear to allow the user to select the fiscal year and agency required.

6. The fiscal year and agency will default to the last year and agency viewed on any other task or report by the user. To change the year, either type the desired year in the field in the format of FY and the last two digits of the fiscal year (ex. FY18) or click on the member selection icon next to the field.

On the member selection menu that appears, click the blue check mark next to the desired year and click OK.

7. The agency may be chosen as either individual agencies (BUA) or as State of Georgia to view all agencies included in the user's security settings in one report. To select an individual agency, type the BUA code in the agency field using the format BUA underscore and the three digit identifier for the agency (ex. BUA_414) or click the member selection icon to the right of the Agency field.

Agency [BUA_414]

On the member selection menu that appears, click the BU for the parent agency and then the blue checkmark for the appropriate BUA for the agency or attached agency associated with that business unit. To run for all agencies within the user's security settings, scroll to the top of the BU list, and click the blue check mark next to State of Georgia.

Click OK.

8. After selecting the desired fiscal year and agency, or State of Georgia, click Continue on the

Unallotted Funds Report popup selection menu.

Unalloted Funds Report   Back Continue

Years FY18   Agency State of Georgia

9. The report will generate in the format selected.

10. The Treasury Warrant Report will show all warrants issued for the current fiscal year by date and warrant number and amount for each allotment by state fund source for all agencies within a user's security settings. To run the report, click on one of the three export options on the right hand side of the screen next to the report name. The report can be run to a web browser, a pdf, or exported to Excel.
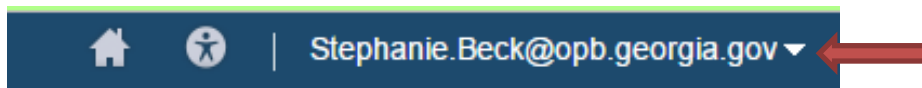
HTML PDF XLS

11. There is no selection criteria needed for the report. On the popup menu that appears, click Continue.

Treasury Warrant Report   Back Continue

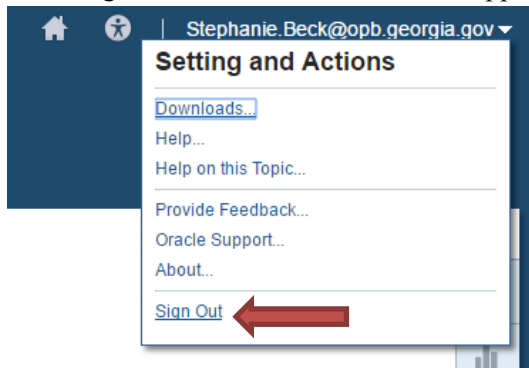The report has no POV. Click on the Continue button to proceed
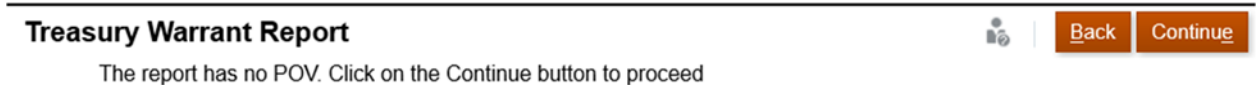
12. The report will generate in the format selected.

SIGNING OUT OF PBCS

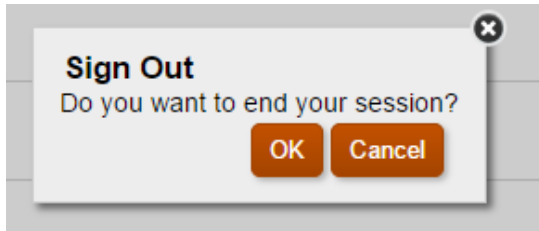1. To sign out of the system, click the upside down triangle next to your username in the upper right hand corner of the screen.
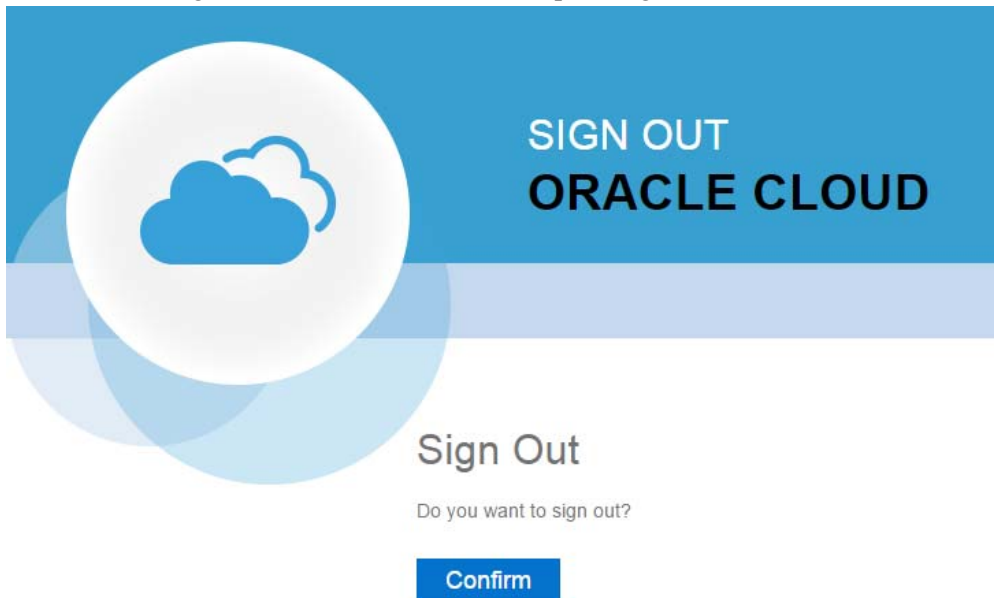
Stephanie.Beck@opb.georgia.gov ▼

2. 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

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

Sign Out
Do you want to end your session?

OK   Cancel

4. 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."
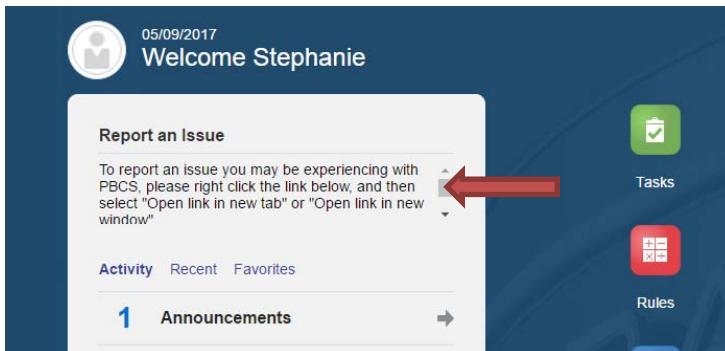
3. Right click the highlighted blue link and select "Open link in new tab" on the popup menu.
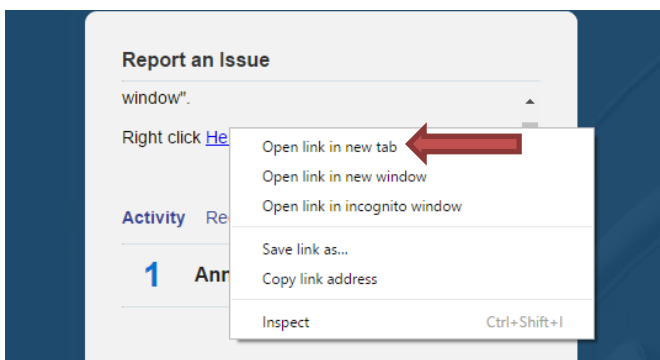
4. A new tab will appear at the top of your browser. Click on the new tab to view the ticket submission screen.

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.