



ANNUAL OPERATING BUDGET ENTRY

POLICIES AND PROCEDURES

AGENCY INSTRUCTIONS AND PBCS

USER MANUAL

Preparing the Annual Operating Budget

GETTING STARTED – PROGRAM STRUCTURE AND FUND SOURCES

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

Agencies should notify their OPB analyst regarding any required changes to subprogram structure based on the approved version of the appropriations act. The OPB analyst will submit a ticket through the electronic Issues Tracking System (ITS) identifying the changes so that they can be incorporated in the PBCS program structure for the appropriations act. There is no need to submit a separate ticket for PBCS to request the same change.

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

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

OBJECT CLASSES

If object class structure changes are needed, agencies should notify their OPB analyst as they are entering the AOB in PBCS. The OPB analyst will submit an ITS ticket identifying the changes.

STANDARD PROGRAM CODES

The program code structure in PBCS has been standardized to match the program structure used in TeamWorks. All programs in PBCS will have at least one subprogram in order to match the structure used in

TeamWorks. The first five numbers identify the program. The last two numbers (01-99) identify the subprogram (e.g., 1560100 = Agriculture Education program, 1560101 = Extended Day/Year subprogram, 1560102 = Youth Camps subprogram.)

STARTING DATA AOB REVIEW AND SUBMISSION IN PBCS

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

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

STATUS OF DATA SETS

To provide users with more information about the status of the AOB or an amendment, PBCS has a 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

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 any proposed salary increases;
- Request for authorization of any ongoing overtime compensation plans;
- Additional information as needed.

Introduction to PBCS

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

REQUESTING PBCS ACCESS

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

To add a user, agencies should:

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

SYSTEM OVERVIEW

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

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

Logging In

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

PBCS Navigation to AOB

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

To work on the AOB:

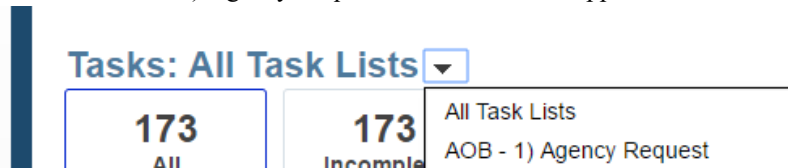
1. Click on the green Tasks button.



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. Agencies will first need to validate fund source information as loaded from the As Signed version of the budget.

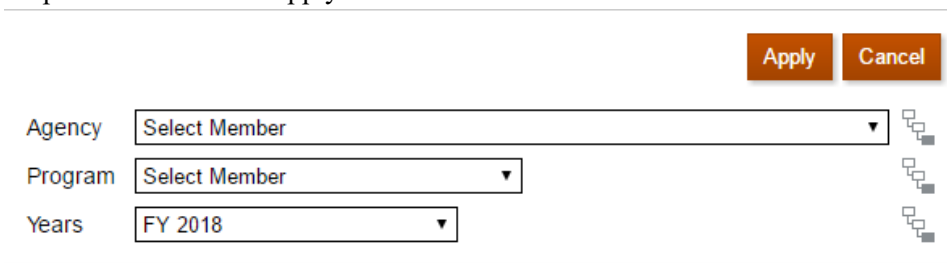
5. Click task **1. AOB Dataset Funds Distribution**



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 the applicable fiscal year from the drop down list. Click Apply.



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 loaded 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	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

11. In the Appropriations Act, verify that the Total_Subprogram row for State Funds matches the total State Funds as shown in the budget bill. If funds other than just State General Funds are included, ensure those funds match the bill as well.

134.100 Agricultural Education **Appropriation (HB 44)**

The purpose of this appropriation is to assist local school systems with developing and funding agricultural education programs, and to provide afterschool and summer educational and leadership opportunities for students.

TOTAL STATE FUNDS	\$9,404,689	\$9,404,689	\$9,404,689	\$9,404,689
State General Funds	\$9,404,689	\$9,404,689	\$9,404,689	\$9,404,689
TOTAL FEDERAL FUNDS	\$800,289	\$800,289	\$800,289	\$800,289
Federal Funds Not Itemized	\$800,289	\$800,289	\$800,289	\$800,289
TOTAL AGENCY FUNDS	\$906,000	\$906,000	\$906,000	\$906,000
Intergovernmental Transfers	\$906,000	\$906,000	\$906,000	\$906,000
Intergovernmental Transfers Not Itemized	\$906,000	\$906,000	\$906,000	\$906,000
TOTAL PUBLIC FUNDS	\$11,110,978	\$11,110,978	\$11,110,978	\$11,110,978



12. Agencies should notify their OPB analyst if changes are needed between subprograms for a program.

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

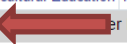
1. AOB Dataset Funds Distribution

▼ 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 State Recovery Funds | Schedule of Fed Recovery Funds | Schedule of SPY Funds

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



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

Schedule of State Funds | **Schedule of Federal Funds** | Schedule of State Recovery 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.

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



15. 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

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

16. The third column will automatically show a total for for the shown CFDA number. Agencies may have multiple lines within a given CFDA to reflect a lower level of detail to distinguish between projects, award years, or purpose of expense. These can be viewed by clicking 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

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

- 17. Compare the detailed federal funds schedule in PBCS to the lowest level of detail shown in the appropriations bill.
- 18. If the schedule in PBCS does NOT match the appropriations bill, agencies should notify their analyst of the program and subprogram where the error is found along with the fund source and information that is incorrect.
- 19. After you have validated the federal funds schedule for the program in PBCS, click the **Schedule of Other 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

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

20. As on the Schedule of Federal Funds tab, the first column on the schedule will show any subprograms containing Other Funds. Subprograms for which there are no Other Funds 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.

21. The second column shows the Appropriations Category of Other Funds.

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

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

22. 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

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

23. You should now see detail for each category of other funds.

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

24. Compare the totals of Other Funds to the totals shown in the appropriations bill and notify your analyst if there are any discrepancies.

25. After you have compared the Schedule of Other Funds to the amounts shown in the appropriations

act, 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 ?

AOB Data Set			
Scenario	Agency	Program	Years
Budget_Amendment	414-Education, Department of	1560100-Agricultural Education	FY 2018
<div style="display: flex; justify-content: space-between;"> 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 Operati
	FundCode_Number	Purpose/Description	No_Account
TOTAL			

26. 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 ?

AOB Data Set			
Scenario	Agency	Program	Years
Budget_Amendment	414-Education, Department of	1560300-Federal Programs	FY 2018
<div style="display: flex; justify-content: space-between;"> 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 Operati
	FundCode_Number	Purpose/Description	No_Account
1560322-Race to the Top	84.395 - State Fiscal Stabilization Fund (SFSF) - Race-to-the-Top Incentive Gran	<input type="checkbox"/> Total_FundCode	57,313,958
		TOTAL	73,387,612

27. 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.

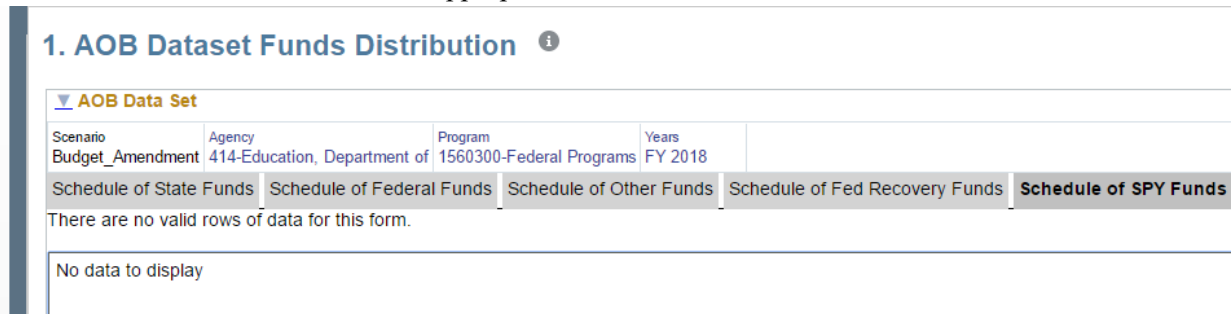
28. The second column will reflect the CFDA number and name of the federal recovery fund. As a reminder, all federal recovery funds must be listed with a specific CFDA number. No federal recovery funds are permitted to be entered as federal funds not specifically identified.

29. 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.

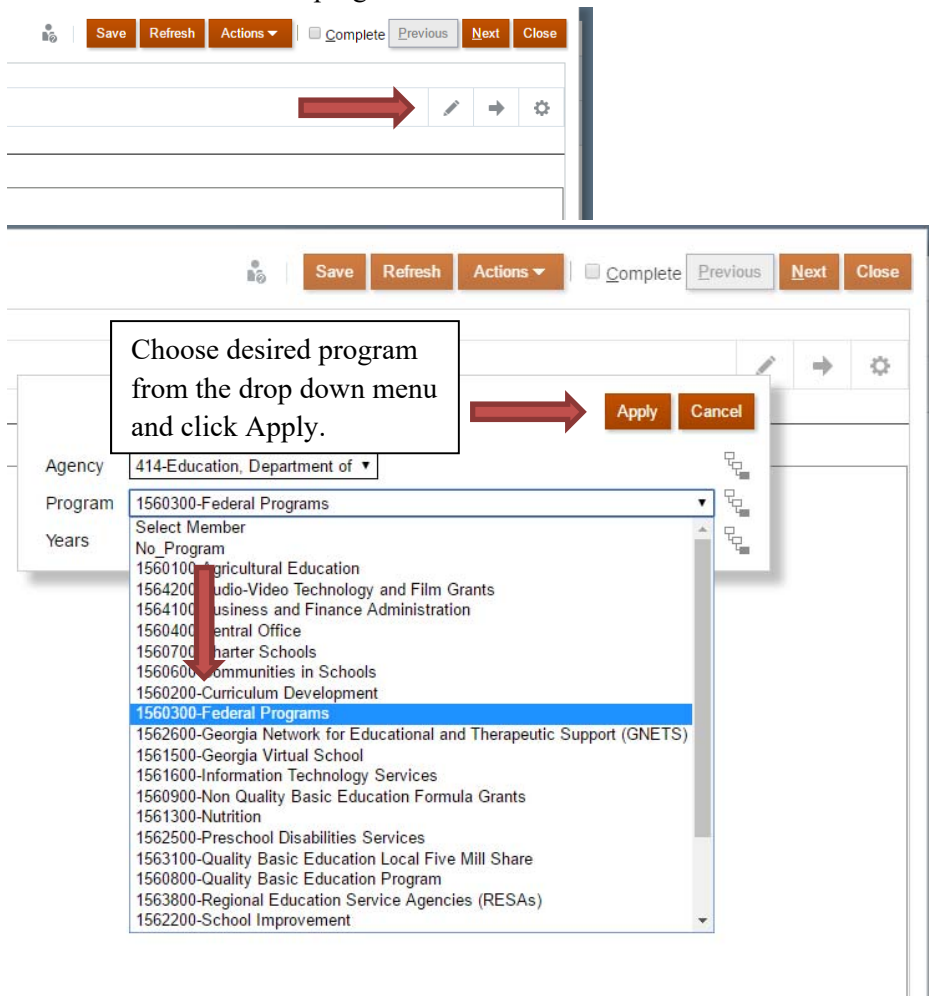
			Annual Operating Budget	Annual Operati
			FundCode_Number	Purpose/Description
1560322-Race to the Top	84.395 - State Fiscal Stabilization Fund (SFSF) - Race-to-the-Top Incentive Gran	FundCode_1		57,313,958
		<input type="checkbox"/> Total_FundCode		57,313,958
		TOTAL		73,387,612

30. Validate that program totals match the appropriations bill and accurately reflect your agency's spending plan by subprogram.

- After you have compared the Schedule of Fed Recovery Funds to the appropriations bill, 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 shown below as no Prior Year State Funds are included in the appropriations act.



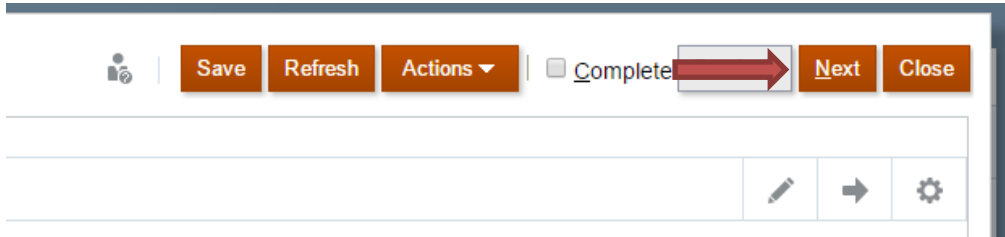
- Once the agency has validated the data for all five fund source tabs against the budget bill for the selected program, the agency should click the Edit Members pencil on the right-hand side of the screen and select the next program for review.



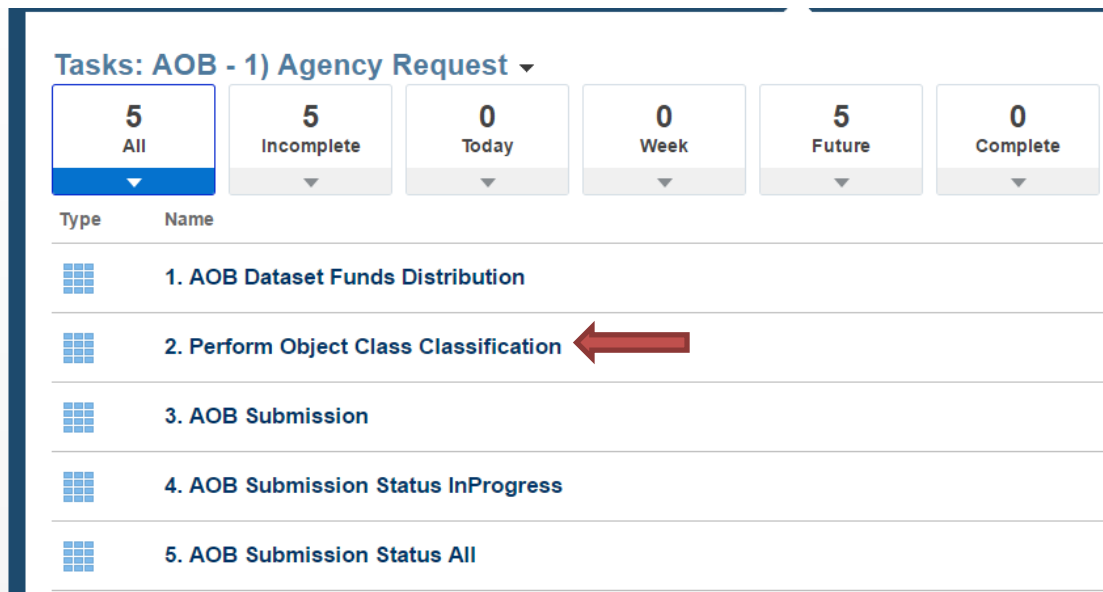
- Repeat steps 10 – 32 for each program within the agency until fund source information for all

programs and subprograms has been validated against the budget bill.

34. After validating fund source information, agencies will need to enter the object class data for each program and subprogram to reflect the agency’s spending plan for the fiscal year and tie to the fund source information imported from the As Signed version. Financial information for each subprogram must balance between fund sources and object classes.
35. 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 enter object class information 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**.



36. 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.



37. 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

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

38. 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	Business and Finance Administration	FY 2019		
Annual Operating Budget					
		1564101- Business and Finance Administration	1564102- Facilities Administration	1564103- Transportation Administration	Total_SubProgr
Common Object Class		7,236,946	1,636,223	19,729,846	28,603,015
Unique Object Class					
TOTAL OBJECT CLASS CLASSIFIED		7,236,946	1,636,223	19,729,846	28,603,015
TOTAL FUNDS DISTRIBUTED		7,236,946	1,636,223	19,729,846	28,603,015
DIFFERENCE		0	0	0	0
MotorVehicleCount					
PositionCount		46	13	3	62

39. 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 enter the detail for these object classes, click the plus sign to the left of Common Object Class or Unique Object Class.

2. Perform Object Class Classification 1

Scenario	Agency	Program	Years	
Budget_Amendment	414-Education, Department of	Business and Finance Administration	FY 2019	
Annual Operating Budget				
	1564101- Business and Finance Administration	1564102- Facilities Administration	1564103- Transportation Administration	Total_SubProgr
<input checked="" type="checkbox"/> Common Object Class	7,236,946	1,636,223	19,729,846	28,603,015
<input checked="" type="checkbox"/> Unique Object Class				
TOTAL OBJECT CLASS CLASSIFIED	7,236,946	1,636,223	19,729,846	28,603,015
TOTAL FUNDS DISTRIBUTED	7,236,946	1,636,223	19,729,846	28,603,015
DIFFERENCE	0	0	0	0
MotorVehicleCount				
PositionCount	46	13	3	62



Note, when expanding a view, the view expands UP with object classes appearing above the group header rather than below as shown below.

Scenario	Agency	Program	Years	
Budget_Amendment	414-Education, Department of	Business and Finance Administration	FY 2019	
Annual Operating Budget				
	1564101-Business and Finance Administration	1564102- Facilities Administration	1564103- Transportation Administration	Total_SubProgram
300-Personal Services	6,464,550	1,432,403	371,496	8,268,449
301-Regular Operating Expenses	100,956	53,784	43,690	198,430
303-Motor Vehicle Purchases				
304-Equipment				
305-Computer Charges	225,706	94,455	14,420	334,581
306-Real Estate Rentals	258,604	45,057	6,437	310,098
307-Telecommunications	58,485	10,524	3,894	72,903
309-Capital Outlay				
312-Contractual Services	128,645		2,805	131,450
314-Transfers				
315-Grants and Benefits			19,287,104	19,287,104
<input checked="" type="checkbox"/> Common Object Class	7,236,946	1,636,223	19,729,846	28,603,015
<input checked="" type="checkbox"/> Unique Object Class				
TOTAL OBJECT CLASS CLASSIFIED	7,236,946	1,636,223	19,729,846	28,603,015
TOTAL FUNDS DISTRIBUTED	7,236,946	1,636,223	19,729,846	28,603,015
DIFFERENCE	0	0	0	0
MotorVehicleCount				
PositionCount	46	13	3	62

40. For each subprogram and object class, agency's may make any adjustments necessary to the prepopulated data to reflect their budget for the fiscal year by clicking in any white cell and entering the updated amount. Data that has been changed but not yet saved will be colored yellow. Click Save to update new totals at the bottom of the schedule.

	Annual Operating Budget			
	1564101-Business and Finance Administration	1564102-Facilities Administration	1564103-Transportation Administration	Total_SubProgram
300-Personal Services	6,000,000	1,432,403	371,496	8,268,449
301-Regular Operating Expenses	100,956	53,784	43,690	198,430
303-Motor Vehicle Purchases				
304-Equipment				
305-Computer Charges	225,706	94,455	14,420	334,581
306-Real Estate Rentals	258,604	45,057	6,437	310,098
307-Telecommunications	58,485	10,524	3,894	72,903
309-Capital Outlay				
312-Contractual Services	128,645		2,805	131,450
314-Transfers				
315-Grants and Benefits			19,287,104	19,287,104
Common Object Class	7,236,946	1,636,223	19,729,846	28,603,015
Unique Object Class				
TOTAL OBJECT CLASS CLASSIFIED	7,236,946	1,636,223	19,729,846	28,603,015
TOTAL FUNDS DISTRIBUTED	7,236,946	1,636,223	19,729,846	28,603,015
DIFFERENCE	0	0	0	0

41. The current total object class budget for each subprogram will show on the line TOTAL OBJECT CLASS CLASSIFIED. The line below that, TOTAL FUNDS DISTRIBUTED, will show the fund source amounts entered on the previous schedules. If there is a difference between fund source and object class totals, it will show on the DIFFERENCE line after clicking Save.

TOTAL OBJECT CLASS CLASSIFIED	6,772,396	1,636,223	19,729,846	28,138,465
TOTAL FUNDS DISTRIBUTED	7,236,946	1,636,223	19,729,846	28,603,015
DIFFERENCE	(464,550)	0	0	(464,550)

42. Object class and fund source amounts MUST balance by subprogram. If a difference is shown, please revise the object class spread for the subprogram and resave to validate the new total against the total fund source amounts.

TOTAL OBJECT CLASS CLASSIFIED	7,236,946	1,636,223	19,729,846	28,603,015
TOTAL FUNDS DISTRIBUTED	7,236,946	1,636,223	19,729,846	28,603,015
DIFFERENCE	0	0	0	0

43. Finally, agencies should validate the position and motor vehicle counts for each program to ensure they accurately reflect the current counts for the agency.

44. After entering the budget for all subprograms for a given program in PBCS, click the Edit Members pencil to select the next program for object class entry.



45. Under the Program drop down, click on the next program for which to enter 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

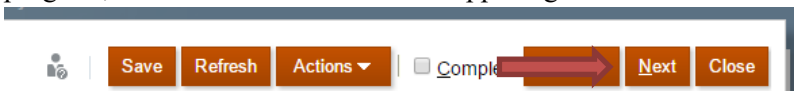
1560800-Quality Basic Education Program

1563800-Regional Education Service Agencies (RESAs)

1562200-School Improvement

Apply Cancel

46. Repeat steps 38-44 to enter object class information for each program for the agency.
47. After validating that all fund source and object class information matches the appropriations bill by program, click the Next button on the upper right hand side of the task screen.



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 ▾

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

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

48. 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. The totals for fund sources and object classes must balance.

3. AOB Submission

Period Input	Scenario Budget_Amendment	Version AOB_Amendment	Agency Request 414-Education, Department of	Years FY 2018				
		State Funds	Federal Funds Group	Other Funds Group	Federal Recovery Funds	Prior Year Funds	Total_Funds	No_Fund
		No_Account	No_Account	No_Account	No_Account	No_Account	No_Account	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

49. 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. 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.

3. AOB Submission

Period Input	Scenario Budget_Amendment	Version AOB_Amendment	Agency Request 414-Education, Department of	Years FY 2018
Annual Operating Budget		State Funds	Federal Funds Group	Other Funds Group
		No_Account	No_Account	No_Account
		8,911,091,964	1,982,964,757	46,753,543

Review AOB Dataset Views

- Workflow
- Edit
- Adjust
- Supporting Detail

50. 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.

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-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](#)

51. 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.

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





- Click on the second tab, Review Agency Program View. This will show the total amounts entered for each Program and Subprogram in PBCS.

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](#)

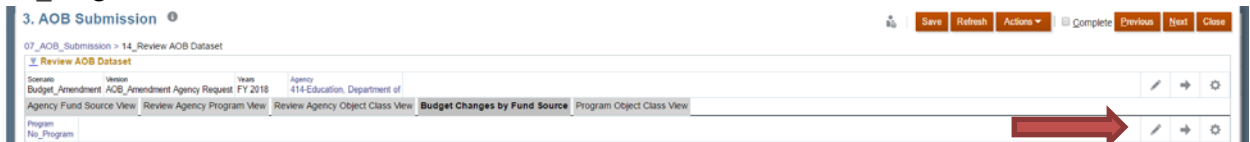
		Annual Operating Budget
1560100-Agricultural Education	1560101-Extended Day/Year	5,002,282
	1560102-Youth Camps	525,904
	1560103-Young Farmers	3,268,355
	1560106-Area Teacher Program	1,488,231
	1560108-Agriculture Education Administration	980,190
1564200-Audio-Video Technology and Film Grants	1564201-Audio-Video 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	1,203,100
1560200-Curriculum Development	1560201-Curriculum Development Administration	7,566,304

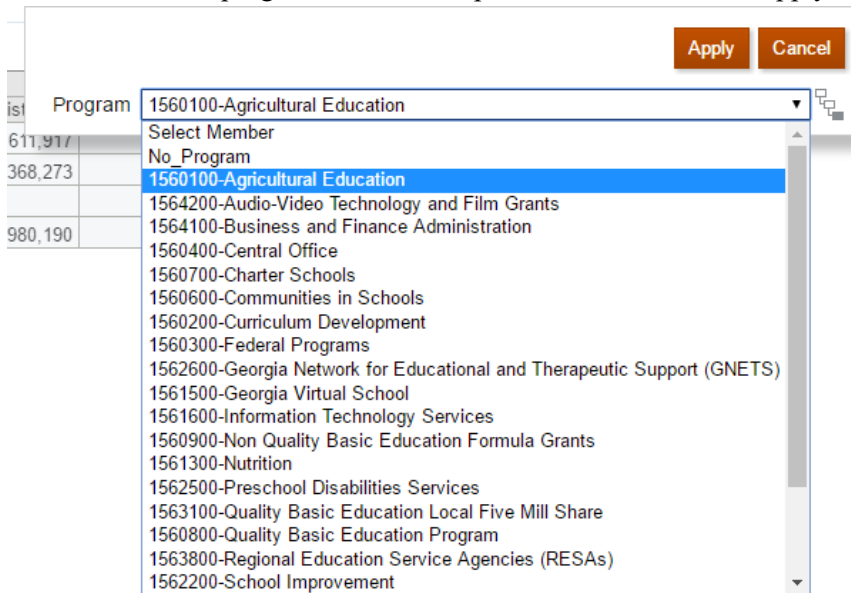
52. Click the **Review Agency Object Class View** tab in PBCS.

Scenario	Version	Years	Agency
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	333,490,953		
<input type="checkbox"/> Common Object Class	507,059,313		

53. Click the **Budget Changes by Fund Source** tab in PBCS. 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.



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



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			
1560100-Agricultural Education			

	Annual Operating Budget					Total_SubPr
	1560101-Extended	1560102-Youth Camps	1560103-Young Farmers	1560106-Area Teach	1560108-Agriculture Educ	
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

55. Click the **Program Object Class View** tab in PBCS. 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: 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

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

Apply Cancel

Program: 1560100-Agricultural Education

- 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

57. Verify the totals by object class for each subprogram.

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

58. Repeat steps 49 – 57 for each agency program to validated fund source and object class totals by subprogram.

59. 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 ⓘ

07_AOB_Submission > ← Review AOB Dataset


Review AOB Dataset

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

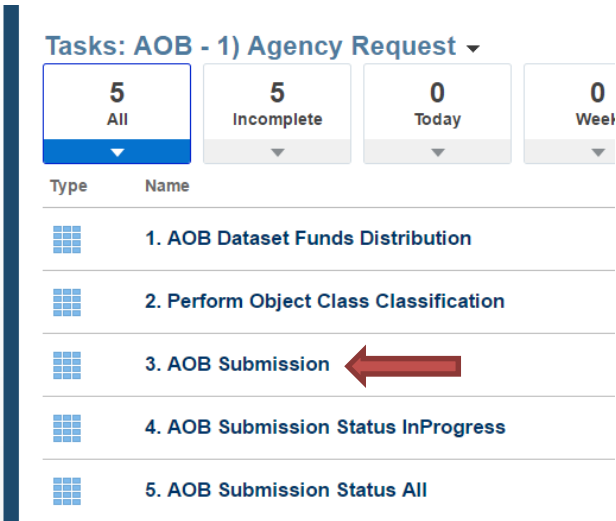
Agency Fund Source View | Review Agency Program View | Review Agency Object Class View | Budget Changes by Fund Source

Program
1560100-Agricultural Education

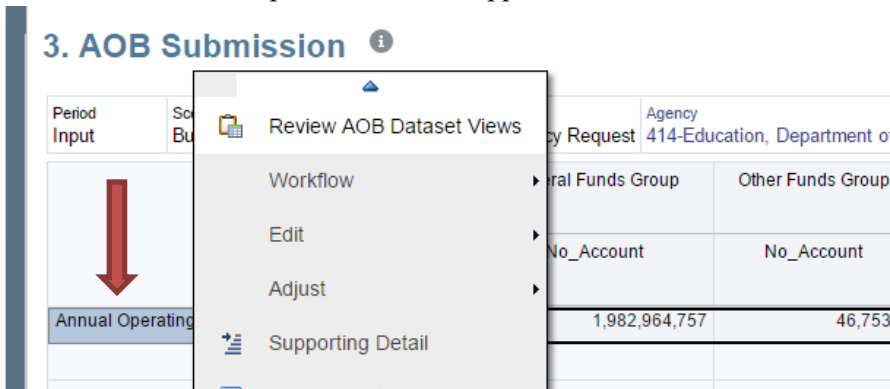
Alternatively, you may click Close at the top right of the window to return to the main **Tasks: AOB – 1) Agency Request** task menu and then select **3. AOB Submission**.

 |
 Save Refresh Actions ▼ |
 Complete Previous Next Close

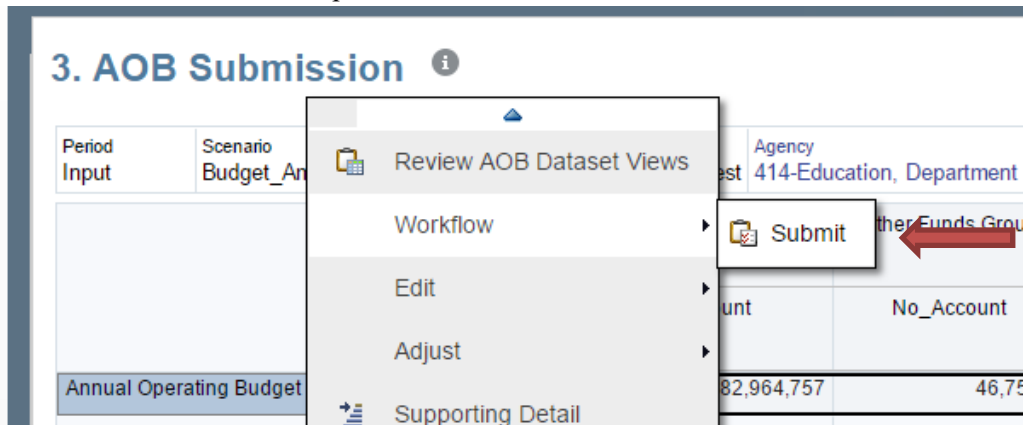
↑



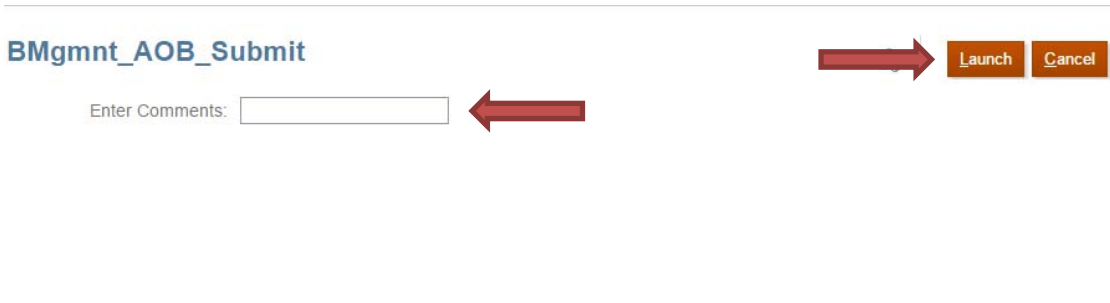
60. To submit your AOB to OPB, right click over Annual Operating Budget in the first row of the AOB Submission form. A separate menu will appear.



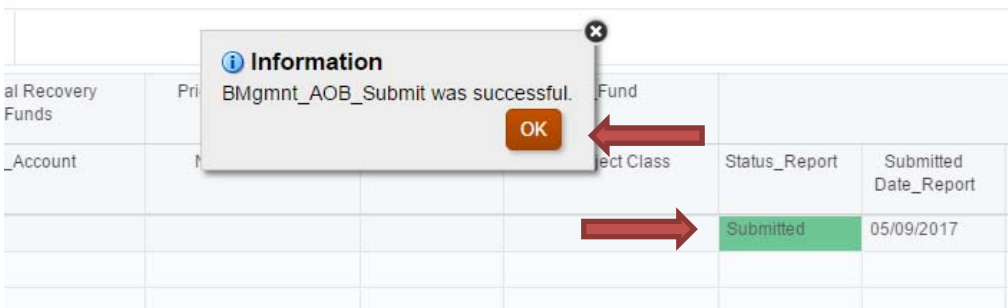
61. Mouse over the **Workflow** option on the menu shown above and then click **Submit**.



62. 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.

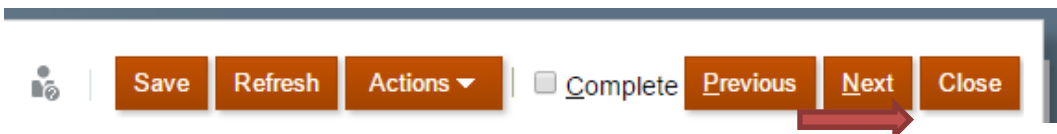


63. A popup notification window will appear stating that the submission was a success. Click OK. You will also see a green box showing submitted under the Submitted Date_Report Column.



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

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



65. 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.
66. 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
	<u>4. AOB Submission Status InProgress</u> ←
	5. AOB Submission Status All

67. 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			

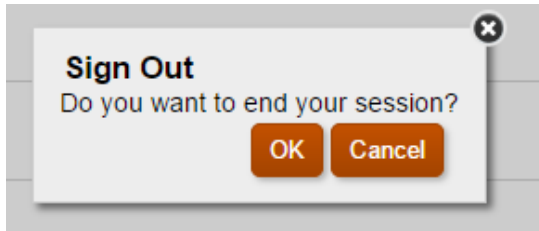
Parent agencies with attached agencies will see the status of both on this screen.

68. Click Close to return to the Tasks: AOB – 1) Agency Request task menu.

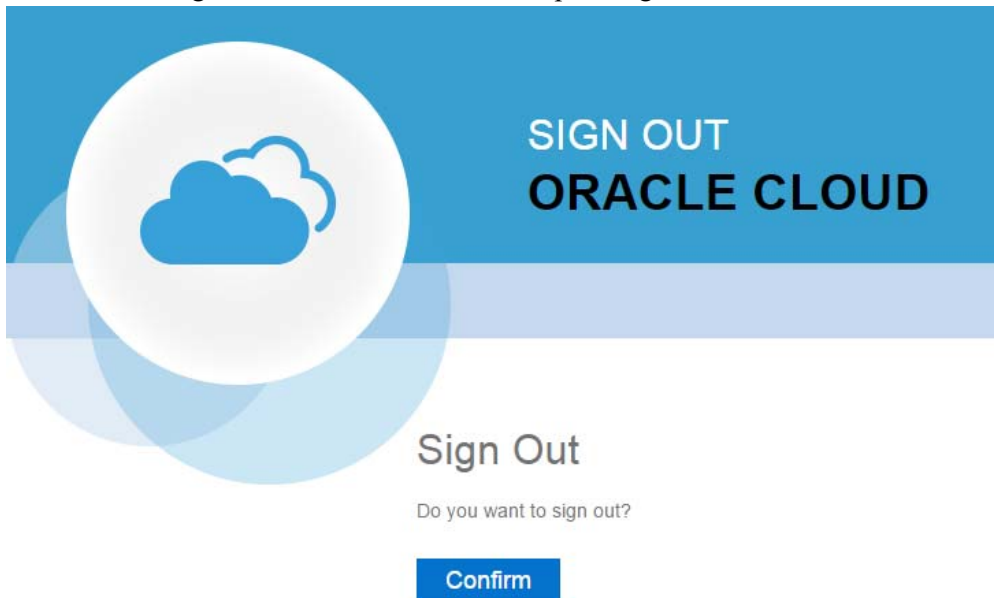
69. To sign out of the system, click the upside down triangle next to your username in the upper right hand corner of the screen.

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

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



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



Issues Tracking System (ITS)

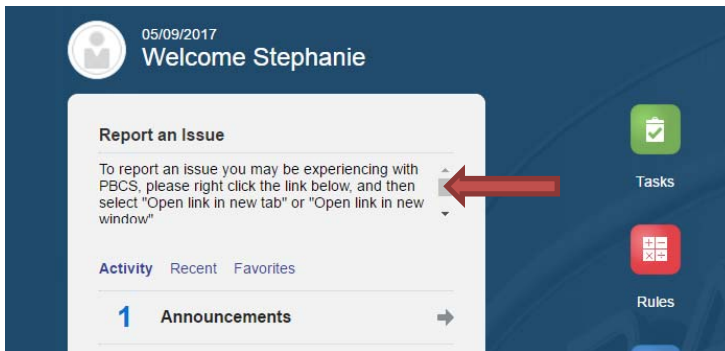
OPB ISSUES TRACKING SYSTEM

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.

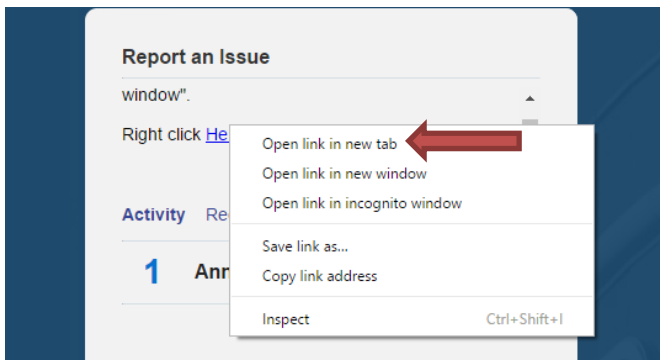
1. To generate a support ticket, click the home icon at the top of the screen to take you to the main PBCS home page from your current location in the system.



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.



- 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.