ANNUAL OPERATING BUDGET ENTRY

AGENCY INSTRUCTIONS AND BUDGETNET USER MANUAL

FISCAL YEAR 2018

Preparing the Annual Operating Budget

GETTING STARTED – PROGRAM STRUCTURE AND FUND SOURCES

The current budget structure in BudgetNet is based on the prior fiscal year's program and fund sources as stated in the appropriations act. Therefore, changes may be necessary in BudgetNet to accommodate program and fund sources as reflected in HB 44.

Agencies should notify their OPB analyst to change the program or subprogram structure or to add new fund sources to BudgetNet. The OPB analyst will submit a ticket through the electronic Issues Tracking System (ITS) identifying the changes.

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 correct structures are in place, the agency may begin input of the AOB into BudgetNet.

Once the AOB is approved, 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. The OPB analyst will submit an ITS ticket identifying the changes.

STANDARD PROGRAM CODES

The program code structure has been standardized to facilitate sharing of financial data by program among OPB, SAO, the House Budget and Research Office, and the Senate Budget and Evaluation Office. 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.)

In BudgetNet, programs without subprograms have a program code that ends in 01. In TeamWorks, they will also have a parent program ending in 00 (e.g., BudgetNet program code = 1444501 is equivalent to TeamWorks program codes = 1444500 and 1444501). As of the FY 2014 AOB, any new programs created in BudgetNet must have at least one subprogram. For the new PBCS system, all programs will have at least one subprogram, matching the current TeamWorks structure.

STARTING DATA SET FOR BUDGETNET DATA ENTRY

Each agency will select a starting point for entering the FY 2018 AOB into the OPB budget database, BudgetNet. There are four starting data set options:

- FY 2017 Cutoff Amendment;
- FY 2017 AOB;
- An alternative FY 2017 approved amendment; or
- No data pre-loaded – all data must be entered manually.

The OPB analyst will submit an ITS ticket identifying the data set each agency will use prior to entering the AOB in BudgetNet. Once the data set has been advanced, the agency may begin making modifications to this dataset so that it conforms to HB 44.

If there are any changes to the state chart of accounts, program structures, and/or fund sources, not all schedules may be populated with prior-year data. In those cases, all data must be entered manually.

Introduction to BudgetNet

The AOB will be entered electronically using the on-line application BudgetNet for FY 2018 prior to loading that data into the new Planning and Budget Cloud Services (PBCS) application. For the remainder of FY 2018 and future fiscal years, all amendments will be entered directly into the PBCS application.

REQUESTING BUDGETNET ACCESS

Each agency should have in place an "Agency Agreement" authorizing access to BudgetNet. Agencies that do not have access should contact their OPB analyst. 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. Click on **BudgetNet** link under Applications on the right side of the screen.
3. Click **Accessing BudgetNet** under the **Documents** heading
4. Click **Request for Access** under the **Accessing BudgetNet** menu item. Print and complete the form for new users and user updates.
5. If this is the first time an agency is requesting access to BudgetNet an **Agency Agreement** must be completed. Click Agency Agreement under the **Accessing BudgetNet** menu item. Print and complete the form.
6. Fax form(s) to 404-656-7916.
7. Agencies/users will be notified by email when a password has been assigned.

Use an Issue Tracking System (ITS) ticket to address passwords and security questions, as well as requests regarding user access. Tickets can be submitted from the BudgetNet homepage without logging in to the application by clicking on "Generate a Support Ticket."

SYSTEM OVERVIEW

BudgetNet is designed to work at the lowest point of entry. All budget data must be entered in the object class schedule at the program or subprogram level. Fund sources are entered by program and subprogram on the fund distribution screen. Fund source detail is entered on the respective fund source detail screens.

BudgetNet is designed to minimize data entry. This is accomplished by allowing each agency the option to advance a data set forward as the starting point for AOB data entry. Once a data set has been rolled forward, agencies make modifications to the data set until it conforms to HB 44. NOTE: Agencies will not see their agency in FY 2018 until a starting dataset is selected and loaded.

Screen Resolution

BudgetNet was designed for a screen resolution of 1024 by 768 pixels to maximize the display area on the screen. Scroll bars have been added so that users who prefer larger print can set their screen resolution anywhere from 800 by 600 pixels to the recommended 1024 by 768. To adjust the screen resolution, click on the **Windows Start button**, open the **Control Panel,** click on **Display,** select **Settings** and adjust the screen resolution.

Logging In

1. Go to **opb.georgia.gov.**
2. Click on **BudgetNet** link under Applications on the right side of the screen.
3. Click on **BudgetNet**.
4. Click on **Login** at the top right of the screen**.**
5. Enter your "Log-in ID" and password.
6. Click on **Login** or press **ENTER** on keyboard.

BudgetNet Homepage

After log-in, the BudgetNet homepage appears. This screen provides access to an options menu, a reports menu, an allotments menu, an issue tracking system menu, a documents menu, and several links to other applications and websites.

To work on the FY 2018 AOB:

1. Under AOB/Amendment Options, click on Annual Operating Budgets/Amendments.
2. You may also choose the following actions under AOB/Amendment Options: Submit to

OPB / Pre-check, or Add Next Amendment.

Agency AOB Homepage

This screen appears after the user selects **Annual Operating Budget/Amendments** from the BudgetNet Homepage. It is the starting point for data entry.

To begin data entry:

1. From the drop-down box in the top left corner, select **budget year**. FY 2018 will be pre-populated in this filter. (Users must have security rights to access certain agencies.)
2. Select the **agency**. (Users must have security rights to access certain agencies.)
3. Select a **data set**.
4. Select a **program or sub-program**. Remember that data entry occurs at the lowest level; if a program has subprograms, data entry will only be possible at the subprogram level. (Note: The Fund Distribution screen is the only screen that allows a user to load the fund sources for all sub-programs associated with a specific parent program.)
5. Tabs appear across the top of the screen. To begin data entry, select the **Fund Distribution**. This tab has not changed.
6. Next select the **Object Classes** tab. Data for each class will be entered here. Account data is no longer required. Position and motor vehicle counts will be added here as well.
7. Next select the **Federal Funds** and **Other Funds** tabs. These tabs have not changed.

Links to the BudgetNet Homepage (Main Menu), Reports, Views, and Manual are in the top right corner of the page under the status bar. The Manual box will direct you to the AOB/Amendment instructions for the current year.

On-screen views allow users to see real-time snapshots of their summary data. The **Agency Program** View is new. The object class views provide Current Total ("Current"), Change, and New Total. For the AOB, users will see changes they make in the "Current" column. There are four on-screen views available for the AOB:

- **Agency Program View (V9018)** – shows changes at the agency level by program, subprogram, fund source, position count, and motor vehicle count.
- **Budget Changes by Fund Source View (V9021)** – Shows agency, program or subprogram amount changes by agency fund sources and data set (Data is pulled from the Fund Distribution screen by program or sub-program)
- **Agency Object Class View (V9019)** – shows changes at the agency level by object class, fund source, position count, and motor vehicle count.
- **Program Object Class View (V9020)** – shows changes at the program and subprogram level by object class, fund source, position count, and motor vehicle count.

On-screen views open in separate browser windows. Use the **minimize/maximize/close buttons** in the top corner of the screen to customize the view. You can keep a view open during data entry. To see updated numbers in the view, **save** your data, and then click on the **refresh button** on the Internet Explorer navigation bar.

Views can be copied into Microsoft Excel.

1. Click **Edit (**on the Internet Explorer toolbar)
2. **Select All (Ctrl+A) and then Copy (Ctrl+C)**
3. Open an Excel worksheet
4. Click **Edit**
5. Select **Paste Special**
6. Select **HTML**

Help/Reporting Problems

Report problems with your log-in process or screen/data entry errors to OPB using the electronic **Issues Tracking System (ITS).** ITS can be accessed from the ITS Menu on the BudgetNet Homepage.

When you click on **Generate a Support Ticket**, a screen pops up allowing you to generate a ticket where you provide details about the problem you encountered. The OPB development team will manage all issues reported through ITS. See the Issues Tracking System section of these instructions for more information**.**

AOB Schedules

ACCESSING THE SCHEDULES

Logging In

1. Go to **opb.georgia.gov.**
2. Click on **BudgetNet** link under Applications on the right side of the screen.
3. Click on **Login** at the top right of the screen**.**
4. Enter your "Log-in ID" and password.
5. Click on **Login** or press **ENTER** on keyboard.

Accessing Schedules

1. Under **AOB/Amendment Options** on the BudgetNet homepage, click on **Annual Operating Budget/ Amendments**.
2. Select the **Budget Year, Agency, Data Set (AOB), and Program** in which you wish to work.
3. Click on the **fund distribution, object class, or federal or other funds** tabs on the top of the screen to begin data entry.
4. All required data entry fields have a red asterisk. Hold your mouse over the blue triangle next to a data entry field and the name of the field will appear.
5. To access the object class, federal funds, or other funds schedules for a different program or subprogram, you must first select that program or subprogram from the program list. If a program has sub-programs you can only select a sub-program from the list.

Action Buttons/Boxes

Most schedules contain the following "action buttons" that serve important functions:

- **Remove All** – Check the remove all box to delete all detail records from the schedule. Click "Save" and then "Confirm" to delete the data.
- **Remove** – Click the box in front of the row you want to delete. Click "save" and then "confirm" to delete the data.

  (Remove and Remove All do not appear on the Object Class schedule.)

- **Recalculate** – Click to update calculated data on the screen. Note that ***clicking the Recalculate button does not save the data***.
- **Save** – Click to recalculate and save data. ***If you do not click the "save" button prior to accessing another screen/schedule, you will lose your data.*** Always remember to frequently save your data.

Note that availability of action buttons varies from schedule to schedule. Once a data set is submitted to OPB, the "save" button no longer appears on the screen when viewing that particular data set.

REMINDER

The server will time-out your session and log you off within <u>45 minutes</u> if you do not communicate with it. Communication with BudgetNet means:

- Clicking "Save", "Recalculate," or one of the schedule tabs across the top of the screen
- Selecting a data set, program, or subprogram

Clicking any of these resets the 45 minute clock. If the server logs you off, you will not be notified that you have been logged off until you communicate with the server again. ***If the server logs you off, you will lose any data added since your last communication, so be sure to save your work often.***

REMEMBER TO SAVE DATA FREQUENTLY

Entering Budgeted Amounts

Agencies will use the "Current" column in the object class schedule to load the *total funds* for each object class or to load the total amount for each type of federal or other fund.

BudgetNet will automatically add five rows once the existing rows are populated and saved.

All sub-totals and totals are calculated fields. Click Recalculate **or** Save **to display updated amounts.**

PROGRAM FUND SOURCE

Policy

Initially, all fund sources are loaded when data sets are advanced; however, the AOB must reflect both program structure and fund sources as captured in HB 44. Submit an ITS ticket to add or remove any fund sources to comply with HB 44. Fund sources by program are captured on the program fund source screen.

OPB requires that all detail fund sources in the appropriations act be identified by agency and program in the agency budget. If you anticipate receiving federal funds not appropriated to your agency in HB 44, it is highly recommended that they be set up at the beginning of the fiscal year. (**Note:** Agencies using the enterprise TeamWorks Financials system should be sure to also set these up in their trees prior to loading their budgets to avoid errors in BudgetNet data transfers to TeamWorks.)

You can turn off fund sources not used by your agency by submitting an ITS Ticket. This will simplify your entry, views, and reports.

Data Entry

The **Program Fund Source** screens may be **accessed by** selecting the agency, data set, and program. Select a parent program that is comprised of sub-programs from the drop-down list. Click the **Fund Distribution** tab. Load fund source data on this screen for all sub-programs. Totals will appear at the program level.

Click on Recalculate to view updated totals and click on **Save** to save your data to the database.

Note: After completing the fund source entries for the AOB, run Report 317 to determine if the fund source entries are in balance with the appropriations bill by program and fund source. Next, complete all detailed entries for federal funds, federal recovery funds, and other funds. Run Report 316 to determine if the federal funds, federal recovery funds, and other funds detail match the appropriations bill at the legal level of budgetary control. Finally, enter your object class detail by program.

POSITION COUNTS

Although the Governor's Budget Report and HB 44 do not reflect an authorized position count, agencies must update the authorized position count to reflect the intent of HB 44 and anticipated staffing levels for FY 2018. Agencies should work with their OPB analyst to determine appropriate adjustments to authorized position count for FY 2018.

For budgetary purposes, attached agencies are essentially programs of a parent agency. Therefore, the total number of authorized positions for attached agencies must be included in the total number of authorized positions for the parent agency. Attached agencies that manage their BudgetNet datasets separately from their parent agency should include authorized positions within the personal services schedule submitted with their AOB.

MOTOR VEHICLES

A motor vehicle is defined as any motorized vehicle that carries an operator, and in most cases can carry passengers, regardless of price. Included in the motor vehicles definition are airplanes, helicopters, water craft, golf carts, ATVs, and other small motorized transportation.

For purposes of the Motor Vehicle Count, only road worthy, motorized vehicles that are licensed and carry passengers are included in the vehicle count and considered part of the state fleet. <u>All leased vehicles that meet the above criteria are included in the motor vehicle count.</u>

Any vehicle purchased and used by a state agency, regardless of the fund source used to purchase that vehicle, should be included in the Motor Vehicle Count.

Before the agency may purchase a vehicle, they must show sufficient funds in the Motor Vehicle Purchases object class under the program(s) for which the vehicle will be used.

On the object class schedule in BudgetNet, agencies should enter the total number of motor vehicles assigned to the program/sub-program as approved in the Governor's Budget Report and changed by the appropriations bill. If motor vehicles are not authorized enter "0."

For budgetary purposes, attached agencies are essentially programs of a parent agency. Therefore, the total number of authorized motor vehicles for attached agencies must be included in the total number of authorized motor vehicles for the parent agency. Attached agencies that manage their BudgetNet datasets separately from their parent agency should include authorized motor vehicles within their motor vehicle schedule submitted with their AOB.

UNIQUE OBJECT CLASSES

Policy

Capital outlay, transfers, grants and benefits, and other unique object classes are identified on the object class schedule. Contact your OPB analyst to add or delete any unique object classes. Additional information may be requested on the detailed budget plan for unique object classes.

Data Entry

Current – Enter the amounts budgeted for each object class listed on the schedule: Capital outlay, transfers, grants and benefits, or other unique object classes.

Capital Outlay, Major Maintenance and Repairs - 309

Enter the amount of cash funded capital outlay on the schedule provided. Complete a supplemental schedule to provide a description of each project funded. Each project should be identified as either Capital Outlay or Major Maintenance and Repairs.

Transfers (314)

Enter the expenditures that are budgeted for the purpose of being transferred to another state entity.

Grants and Benefits (315)

Enter the expenditures for payments outside of state government to individuals, communities, or other organizations.

Unique Object Classes

Enter the budgeted amount for each other unique object class. Complete a supplemental schedule for each unique object class to provide a brief description of the unique object class.

SCHEDULE OF FEDERAL FUNDS

The top half of the Federal Funds screen is for regular federal funds and has a drop-down menu of the federal fund sources and CFDA numbers that have typically been used by the agency in the past. If the CFDA number and name are not in the agency list, submit a ticket to request to add CFDA codes and names. The sum of all federal funds listed must balance with the total federal funds entered on the Funds Distribution screen.

Data Entry

CFDA and Federal Grant Title – Database Required Entry – Select the CFDA code from the drop-down menu.

Fund Code – Enter the five-digit TeamWorks/Fund Source Code. Multiple entries may be made against the same CFDA/Fund Source.

Purpose/Description – Describe the purpose of the federal fund.

Current – Data entry for the AOB. Enter the amount of the fund.

Change – Data entry for amendments only. Enter the change amount.

New Total – Calculated field (Current + Change = New Total).

Total – Displays the total federal funds entered on the Schedule of Federal Funds.

Accumulated Total - Displays the federal funds from the Program Fund Source screen.

Difference Between Total and Accumulated Total - "Total" should match "Accumulated Total." If not, the system will alert the user by displaying the difference in red. BudgetNet will not allow the agency to submit the AOB until the difference is resolved.

SCHEDULE OF FEDERAL RECOVERY FUNDS

The bottom half of the Federal Funds screen is for Federal Recovery Funds. The Federal Recovery Funds screen will have a drop-down menu of the federal recovery fund sources and CFDA number used by the agency. If the CFDA number and name are not in the agency list, submit a ticket to request to add CFDA codes and names. The sum of all federal recovery funds listed must balance with the total federal recovery funds entered on the Funds Distribution screen.

Note: OPB requires that all federal recovery fund sources be entered by specific CFDA number and name. Federal recovery funds may not be classified as "Federal Recovery Funds Not Specifically Identified."

Federal fund sources reflected in the Appropriations Act and not otherwise designated as ARRA in the fund source name but which will be received as a result of the American Recovery and Reinvestment Act of 2009 should be reflected under the Schedule of Federal Recovery Funds by their specific CFDA number and name. In some instances, a federal fund may be reflected partially under the Schedule of Federal Funds and partially under the Schedule of Federal Recovery Funds. The sum of both of lines for the federal program should equal the total shown in the Appropriations Act.

Data Entry

CFDA and Federal Grant Title – Database Required Entry – Select the CFDA code from the drop-down menu.

Fund Code – Enter the five-digit TeamWorks/Fund Source Code. Multiple entries may be made against the same CFDA/Fund Source.

Purpose/Description – Describe the purpose of the federal recovery fund.

Current – Data entry for the AOB. Enter the amount of the fund.

Change – Data entry for amendments only. Enter the change amount.

New Total – Calculated field (Current + Change = New Total).

Total – Displays the total federal recovery funds entered on the Schedule of Federal Recovery Funds.

Accumulated Total - Displays the federal recovery funds from the Program Fund Source screen.

Difference Between Total and Accumulated Total - "Total" should match "Accumulated Total." If not, the system will alert the user by displaying the difference in red. BudgetNet will not allow the agency to submit the AOB until the difference is resolved.

SCHEDULE OF OTHER FUNDS

Policy

The Schedule of Other Funds should be completed before all expenditures are allocated on the object class schedules.

Data Entry

Appropriations Category – Database Required Entry - Select the appropriate category that complies with HB 44 from the drop-down menu. To conform to HB 44 one of the following categories must be selected from the drop-down menu for each "Other Fund":

- Agency Funds
- Other Funds – Not Specifically Identified
- Research Funds
- Records Center Storage Fee
- Indigent Care Trust Fund - Public Hospital Authorities
- INGOV-Health Insurance Payments
- INGOV-Other Intra-State Government Transfers
- INGOV-Retirement Payments
- INGOV-Self Insurance Trust Fund Payments
- INGOV-Medical Services Payments - Other Agencies

Some fund sources may contain an INGOV prefix to identify the other fund sources that are intra-state government transfers in HB 44.

Note that Other Funds are composed of 'Total Agency Funds' and 'Total Intra-State Government Transfers'. As per the Appropriations Act the budgetary level of compliance for these funds is at the summary level.

Fund Code – Enter the five-digit TeamWorks/Fund Source Code. Multiple entries may be made against the same fund source using the fund code to distinguish the nature of the fund.

Use "Name of Other Fund" and "Purpose/ Description" to provide further clarification.

Name of Other Fund – If Other Funds or Agency funds is selected under Category, enter the name of the fund source.

Purpose/Description – Enter any additional information about the fund source.

Current – Data entry for the AOB. Enter the amount of the fund.

New Total – Calculated field

Total – Displays the total other funds entered on the schedule of other funds.

Accumulated Total - Displays the other funds from the Program Fund Source screen.

Difference Between Total and Accumulated Total - When the other funds schedule is complete, "Total" should match "Accumulated Total." If not, the system will alert the user by displaying the difference in red. BudgetNet will not allow the agency to submit the AOB until the difference is resolved.

BudgetNet users may submit the "pre-check" at any time to determine if programs are in balance. The "pre-check" validation process compares the total amounts on the Program Fund Source screen to the total amounts entered on the object class schedules and the federal funds, federal recovery funds, and other fund detail schedules. See Submitting the AOB section for instructions on running a pre-check.

Reports

ACCESSING AOB REPORTS

Reports can be accessed from the Reports menu on the BudgetNet Homepage and from the top right corner of the Agency AOB/Amendments data entry page. Reports associated with the Annual Operating Budget and Amendments are available from the "Reports Menu." Additionally, instead of using the menu, the user can also type in a report number and click the "Get Report" button. The filters screen then opens for the selected report.

Reports are typically available in three formats – PDF, Excel Spreadsheet - Report format, or Excel Spreadsheet - Raw format. To export data to Excel, use the Excel Spreadsheet – Report format. To manipulate data in the reports, select excel Spreadsheet – Raw format.

To access reports from the BudgetNet Homepage or the Agency AOB/Amendment data entry page:

1. Click **BudgetNet Reports.**
2. **AOB Reports** menu appears.
3. Select the desired report from the menu. Click (+) sign if a report has multiple options. Click on the desired report.
4. A filter screen appears. Please note that the filter screens can vary by report. What follows is a representative example. Each filter has a drop-down list. Follow the instructions and select the desired options from the drop-down lists:
    - **Select a Report Format** – Choose from PDF, Excel Spreadsheet - Report Format, or Excel Spreadsheet – Raw Format.
    - **Select an Agency** – If applicable, choose an agency. Note that this option only appears for users who work with multiple agencies.
    - **Select a Process (Budget Year)** – Select FY18 AOB/Amendment.
    - **Select a Data Set** – Select FY18 AOB.
    - **Select a Program** – Select the desired program from a list of the department's programs. (If applicable)
    - **Include Attached Agencies?** – If applicable, check the box.
    - Email Notification – should default to your email address on file in BudgetNet but can be changed to send the report notification to someone else.
    - Enter **desired finish date** and **desired finish time**.
    - Click **Schedule Batch Report** button.
5. The offline report submission confirmation screen appears. From this screen click on links to the report queue, report filters, BudgetNet Homepage or select a different report from the left-hand side of the screen.

You will be notified by email when the report is available in the **Report Queue**. You can access your report by clicking the link in the email notification or by going to the **Report Queue Status** on the BudgetNet Homepage. Click on the (+) sign and the following information about the report is displayed in a drop-down:

- Report Format, Agency, and Amendment Type (The last item can vary by report)

To return to the Agency AOB/Amendment data entry pagefrom reports, you will need to go back to the BudgetNet homepage ("Click **HERE** to return Home"), go to AOB/Amendment Options, and select Annual Operating Budget/Amendment.

List of Reports

The following reports are available for the FY 2018 AOB:

Schedule Reports:

- Federal Funds Schedule (321); Agency Federal Funds Data Export (340)
- Object Class Schedule (751); Agency Object Classes Data Export (752)
- Other Funds Schedule (322); Agency Other Funds Data Export (341)
- Agency Other & Unique Object Class Data Export (342)
- Motor Vehicle Funds by Programs (429)

Confirmation Reports

- AOB Data Set Confirmation Report (327)

Management Reports

- AOB Amendment Status Report – (331)
- Agency Program Purpose, Goals, and Measures (318)
- Program Structure by Agency (432)

Statewide Reports

- AOB Amendment Federal and Other Funds - Detail – (316)
- AOB Amendment -All Funds – (317)
- Statewide Fund Source Detail – (315)

Summary Reports

- Agency Program Report – (345)

Amendment Analysis Worksheet

- Agency Summary - Amend Analysis - AOB Agency Summary - Amendment Analysis Worksheet – Appropriation Bill Format (329)
- Program Summary - Amend Analysis - AOB Amendment Analysis Worksheet – Summary by Program (330)
- Changes by Object Class - Excel Data Export – (343)
- Fund Source Excel Data Export – (344)
- Appropriated Federal Funds Transfer – (328)

The number in parenthesis at the end of each report name is a unique report identifier. Use that number in the (parentheses) to communicate your questions regarding reports with OPB technical staff. The report numbers did not change from FY 2016.

All available views can be copied into Excel.

These and additional reports are also available for the amendment process.

Checking the AOB

PRECHECK PROCESS

Before you ask your analyst to load your AOB to PBCS, run a pre-check to verify that all schedules were completed accurately.

The pre-check verifies that:

1. Federal funds, federal recovery funds, and other funds totals from the fund distribution screen match totals on the federal funds, federal recovery funds, and other funds detail schedules.
2. Fund distribution totals by program/subprogram match the sum of total funds on all the object class schedules by program/subprogram; and.
3. Alerts you if there are any negative fund balances. However, it will not prevent you from submitting the AOB.

A message will appear to notify you that one or all of the verifications listed above are in error after you run a pre-check.

To run a pre-check:

1. Go to the **BudgetNet Homepage.**
2. Click **Submit to OPB/Pre-Check.**
3. A filter screen appears. Select the budget year.
4. Select your **agency.**
5. Select the **data set**.
6. From the option drop-down select **"Pre-Check".**
7. **Click "Run Submission/Pre-Check"**

The pre-check will result in one of the following two messages:

- "All programs have passed the validation process. Your data set may now be submitted to OPB; or

- "The programs listed below did not pass the "submit to OPB" validation. Please correct the problems and run this again. The submit process will not function if these discrepancies are not corrected. All errors must be corrected before the data set can be submitted to OPB."

If you receive the first message, you are ready to notify your analyst that data entry has been completed in BudgetNet or if you receive a message that reads, "The following programs have negative fund source balances" and those balances are correct you are ready to submit.

If you receive the second message, correct the problem and repeat steps 1-7.

After you have validated your entry through the pre-check process, notify your OPB analyst and division director that your dataset is ready for review and upload to PBCS. **DO NOT SUBMIT THROUGH BUDGETNET.**

Issues Tracking System (ITS)

The Issues Tracking System (ITS) allows all users to create tickets to file trouble reports, ask questions, submit comments, or raise issues about the BudgetNet System. To create a ticket click on the "Generate a Support Ticket" link on the BudgetNet Homepage or on the Agency AOB Homepage.

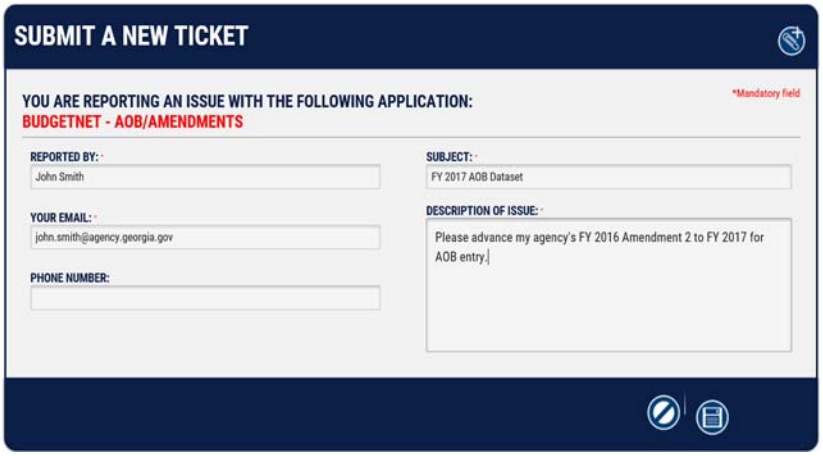

Table 1 contains a short explanation for each field in the ticket:

Field Name	Explanation
Reported By	Please enter your name 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 – "Report 328-17."
Description of Issue	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, dataset, and report number.
Attachments	Use the 'Browse' button (top right corner of the ticket box) to attach any reports or files that may help illustrate the problem being reported.

Table 2 contains a short explanation about the buttons:

Button Name	Action
Save/Exit	Saves the ticket and closes the window.
Cancel	Closes the ticket without saving it.

As soon as 'Save/Exit' 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.