



BUDGET ALLOTMENT ENTRY

POLICIES AND PROCEDURES

PBCS USER MANUAL

Introduction to PBCS

Budget allotments will be submitted electronically using the on-line Planning and Budget Cloud Services application. PBCS will be the official record of budget information for all state agencies and programs for FY 2018 and beyond.

REQUESTING PBCS ACCESS

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

To add a user, agencies should:

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

SYSTEM OVERVIEW

PBCS is designed to work at the lowest point of entry. All data entry will be at the subprogram level, including allotment requests.

Logging In

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

PBCS Navigation to Allotments

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

To enter Amendments in the system:

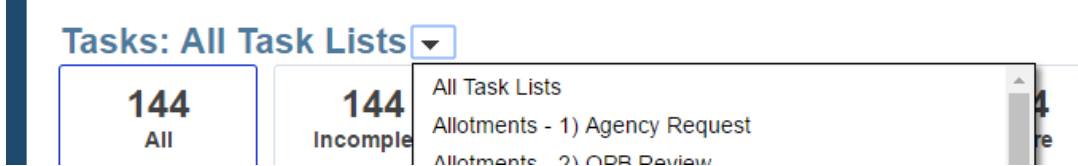
1. Click on the green Tasks button.



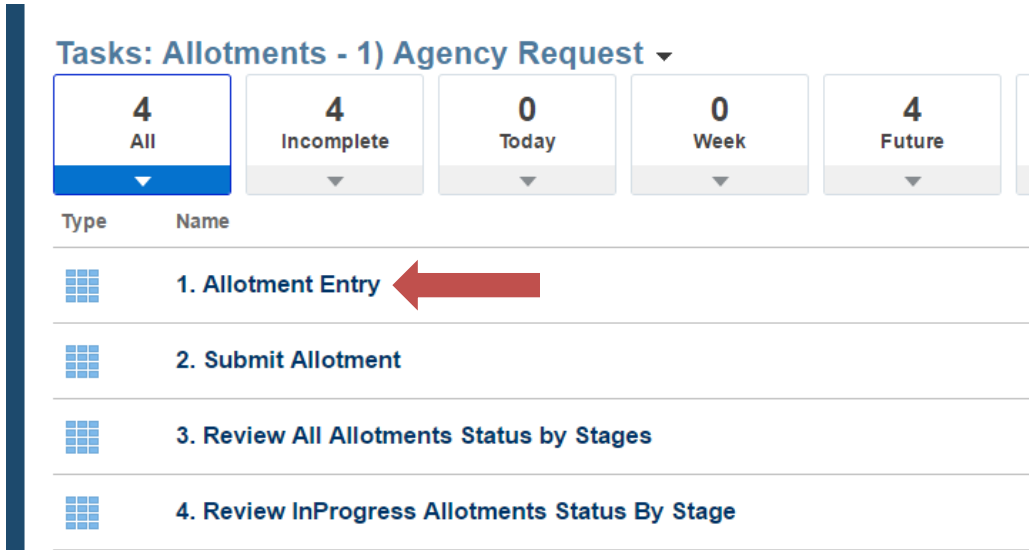
2. The main task list screen will appear. Click the drop down triangle to the right of Tasks: All Task Lists.

Tasks: All Task Lists ▼

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



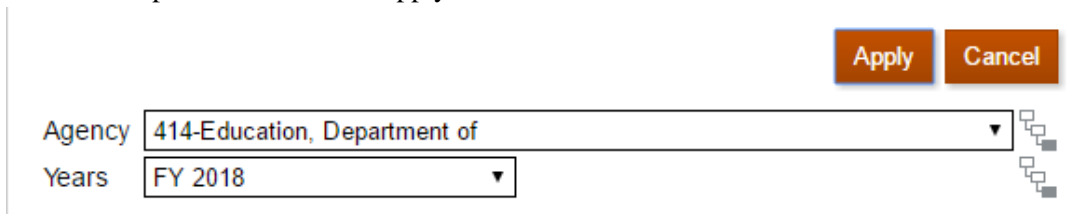
- To create an allotment or return to an allotment not yet submitted, select Task: **1. Allotment Entry**.



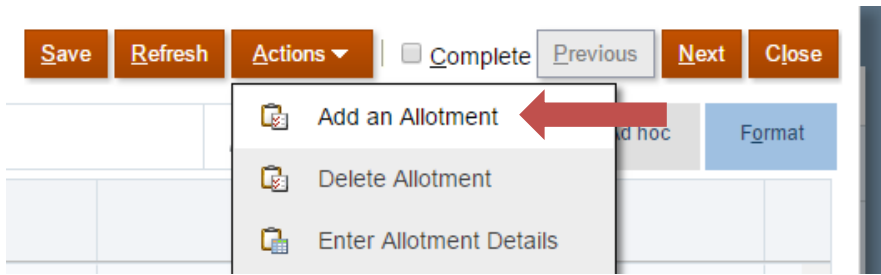
- On the screen that appears, a single agency and fiscal year will already be selected and appear in the top left of the window. To select a different agency or fiscal year for the amendment, click on the pencil icon on the far right hand side of the screen to select the fiscal year and agency in which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



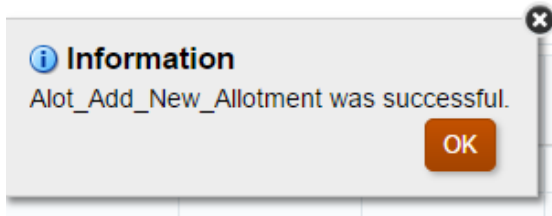
- Click the drop down arrow next to the field for Agency and Years and select the desired selections from the drop down list. Click Apply.



- Click the orange **Actions** button and select **Add an Allotment** from the drop down menu.



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

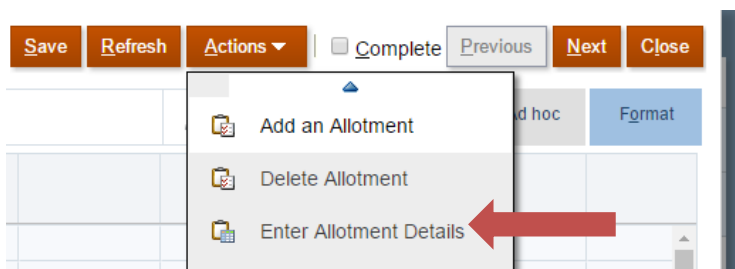


- You should see on the screen any previous approved allotments along with a newly created Allotment Agency Request. The second column will show the current sequence number for the newly created allotment. For example, Allotment #4 for the year will show as Allotment4. Under Allotment Warrant #, the system will have generated a warrant number for the allotment. There will no longer be a separate allotment number and warrant number. These are the same number in the new system. The number will be in the format of fiscal year, business unit number, and allotment sequence: For example, 2018414001 for the first allotment for the Department of Education for FY 2018.

Click on the cell in the second column labeled Allotment and then click on the Actions menu on the upper right side of the screen. Select Enter Allotment Details from the drop down menu.

1. Allotment Entry i

Scenario	Agency	Years	
Budget_Allotment	414-Education, Department of	FY 2018	
		Allotment Warrant #	
Allotment Agency Request	Allotment1		1



- On the next screen, there will a schedule showing each program and subprogram for the agency, it's most recent approved state funds budget, any amounts already allotted to date and as a percent of the budget allotted to date, and the amount of budget remaining available to allot. The last two columns, Requested Amount and Requested Percent are for request entry.

1. Allotment Entry ↓

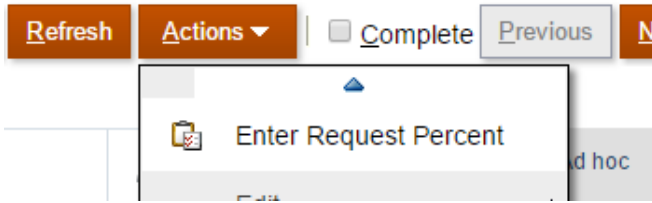
01_General Allotment_Entry_Setup > 02_General Allotment Details_Entry

Years			Agency			
FY 2018			414-Education, Department of			
No_Account	Requested Amount	Percent Allotted to Date	Amount Available	Requested Amount	Requested Percent	
New Total	Total_Allotment	No_Request	No_Request	Allotment1	Allotment1	
1560100-Agricultural Education	1560101-Extended Day/Year	State General Funds	3,510,282		3,510,282	
	1560102-Youth Camps	State General Funds	525,904		525,904	
	1560103-Young Farmers	State General Funds	3,268,355		3,268,355	
	1560106-Area Teacher Program	State General Funds	1,488,231		1,488,231	
	1560108-Agriculture Education Administration	State General Funds	611,917		611,917	
1564200-Audio-Video Technology and Film Grants	1564201-Audio-Video Technology and Film Gra	State General Funds	2,500,000		2,500,000	
1564100-Business and Finance Administration	1564101-Business and Finance Administration	State General Funds	5,697,985		5,697,985	
	1564102-Facilities Administration	State General Funds	1,584,033		1,584,033	
	1564103-Transportation Administration	State General Funds	396,532		396,532	
1560400-Central Office	1560401-Central Operations Admin	State General Funds	4,204,730		4,204,730	
1560700-Charter Schools	1560704-Facilities/Operations Grants	State General Funds	1,500,736		1,500,736	
	1560706-Charter Schools Administration	State General Funds	659,206		659,206	
1560600-Communities in Schools	1560601-Communities in Schools	State General Funds	1,203,100		1,203,100	
1560200-Curriculum Development	1560201-Curriculum Development Administratic	State General Funds	3,742,097		3,742,097	
1562600-Georgia Network for Educational and Thera	1562601-Severely Emotional Disturbed (SED)	State General Funds	63,926,561		63,926,561	
1561500-Georgia Virtual School	1561501-Georgia Virtual School	State General Funds	3,000,277		3,000,277	
1561600-Information Technology Services	1561602-Internet Access	State General Funds	4,810,208		4,810,208	
	1561603-Administrative Technology	State General Funds	11,082,460		11,082,460	
	1561604-Data Collection and Technical Service	State General Funds	3,466,221		3,466,221	

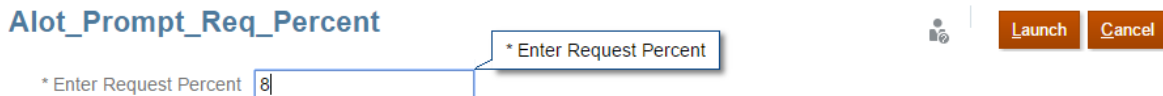
- Users may either enter dollar amounts on a subprogram by subprogram basis in the blank cells under the Requested Amount column or may enter a percentage of the budget to be applied to all subprograms of the agency.
- To enter a requested percent, click the column header for the Requested Percent column to highlight the column.

No_Account	Requested Amount	Percent Allotted to Date	Amount Available	Requested Amount	Requested Percent
New Total	Total_Allotment	No_Request	No_Request	Allotment1	Allotment1
3,510,282			3,510,282		
525,904			525,904		
3,268,355			3,268,355		
1,488,231			1,488,231		
611,917			611,917		

Click on the Actions menu at the top of the screen and select Enter Request Percent.



- A prompt form will appear allowing the user to enter a desired percent to allot. Click in the blank cell next to Enter Request Percent to enter an amount and click Launch.



- The allotment entry schedule will now be populated with a calculated requested percentage under Requested Amount for each subprogram.

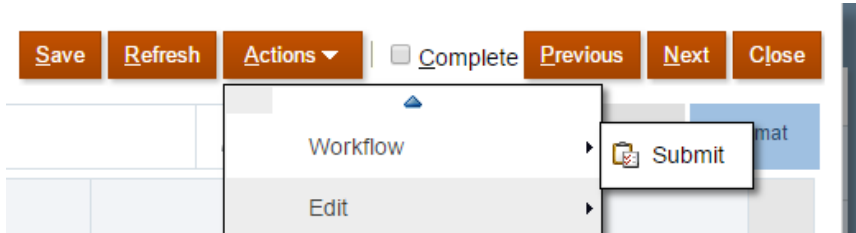
No_Account	Requested Amount	Percent Allotted to Date	Amount Available	Requested Amount	Requested Percent
New Total	Total_Allotment	No_Request	No_Request	Allotment1	Allotment1
3,510,282			3,510,282	280,823	8%
525,904			525,904	42,072	8%
3,268,355			3,268,355	261,468	8%
1,488,231			1,488,231	119,058	8%
611,917			611,917	48,953	8%
2,500,000			2,500,000	200,000	8%
5,697,985			5,697,985	455,839	8%
1,584,033			1,584,033	126,723	8%
396,532			396,532	31,723	8%
4,204,730			4,204,730	336,378	8%
1,500,736			1,500,736	120,059	8%
659,206			659,206	52,736	8%
1,203,100			1,203,100	96,248	8%

- Individual subprograms that require a different allotment level than the requested percent can be changed and saved prior to submission. Click the cell under Requested Amount for the appropriate subprogram and enter the desired amount. The amount will be highlighted in yellow until the user clicks Save at the top of the window.



No_Account	Requested Amount	Percent Allotted to Date	Amount Available	Requested Amount	Requested Percent
New Total	Total_Allotment	No_Request	No_Request	Allotment1	Allotment1
3,510,282			3,510,282	1,000,000	8%
525,904			525,904	42,072	8%
3,268,355			3,268,355	261,468	8%
1,488,231			1,488,231	119,058	8%

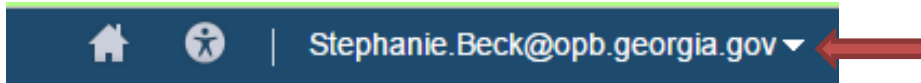
16. After all amounts have been entered and saved, click Next at the top right of the window.
17. On the Submit Allotment Screen, click the Allotment to be submitted on the left hand column. Next click the Action menu and select Workflow and then Submit from the drop down menu.



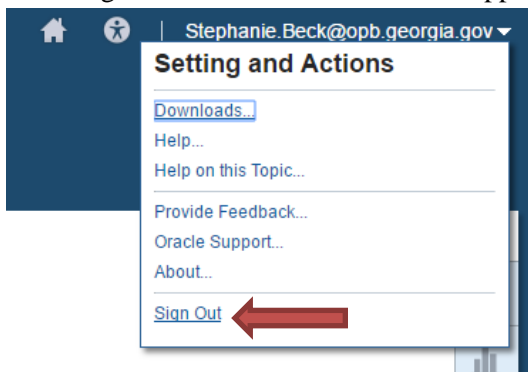
18. Enter any necessary comments in the pop up window and then click launch.



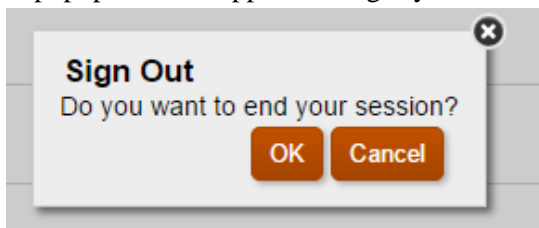
19. You should receive a success message. Click OK.
20. To sign out of the system, click the upside down triangle next to your username in the upper right hand corner of the screen.



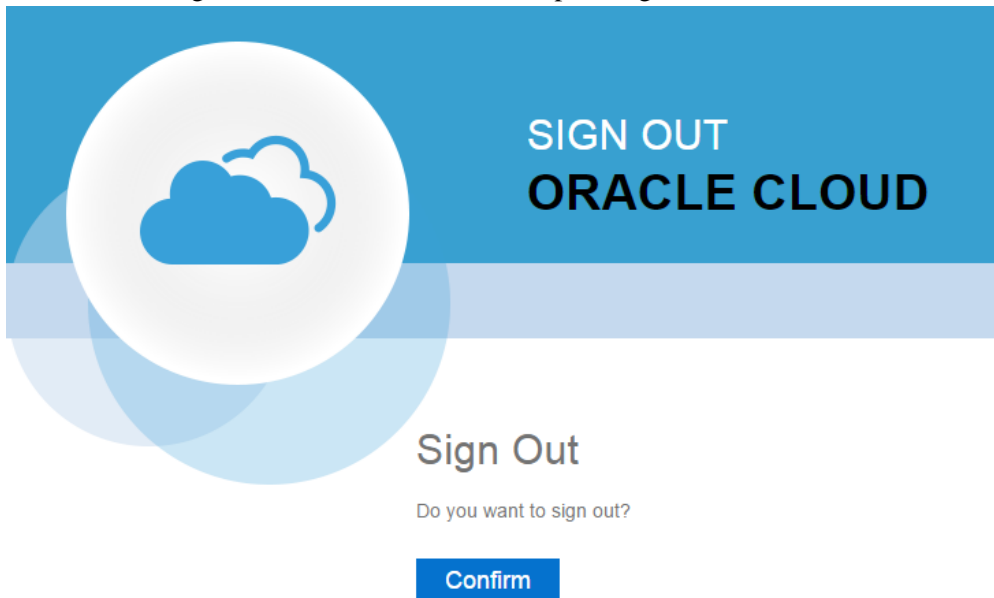
21. Click Sign Out on the action menu that appears.



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



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



Issues Tracking System (ITS)

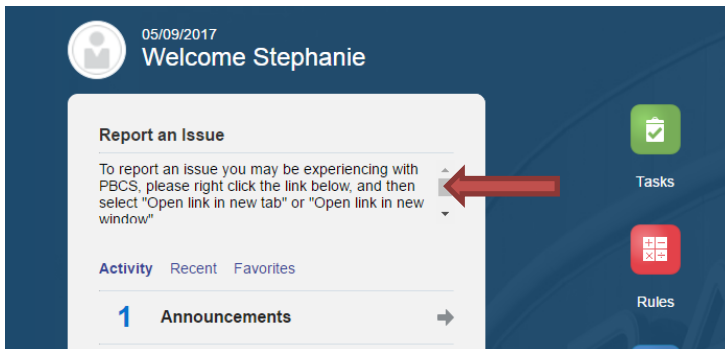
OPB ISSUES TRACKING SYSTEM

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.

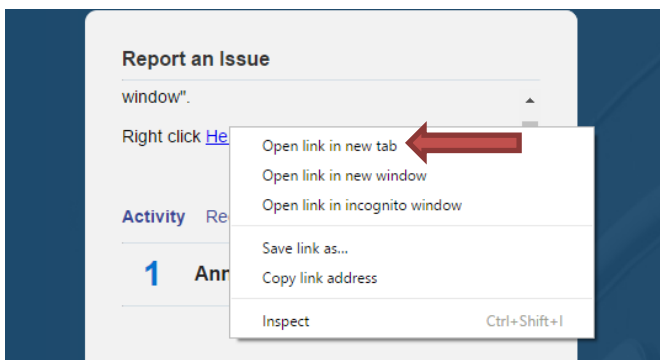
1. To generate a support ticket, click the home icon at the top of the screen to take you to the main PBCS home page from your current location in the system.



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.