

# **BUDGET DEVELOPMENT**

## **REQUEST AND PERFORMANCE MEASURE ENTRY**

**PBCS USER MANUAL** 

### **Introduction to PBCS**

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

#### **REQUESTING PBCS ACCESS**

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

To add a user, agencies should:

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

#### SYSTEM OVERVIEW AND LOGGING IN

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. While the system will work in any web browser, performance is most stable using Mozilla Firefox as the default browser for the application.

#### **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.

SIGN IN TO ORACLE CLOUD
Welcome a419537 change domain 🕐 stephanie.beck@opb.georgia.gov
Can't access your account?

6. Click on **Sign In** or press **ENTER** on keyboard.

#### ACCESSING BUDGET DEVELOPMENT TASKS

After log-in, the PBCS homepage appears. This screen provides access to budget tasks and reports. To enter access budget development processes in the system:

1. Click on the green Tasks button.



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

#### Tasks: All Task Lists -

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



4. The budget development process consists of selecting a cutoff amendment to serve as the base budget for both the amended and general budget requests, entering requested changes, entering performance measures for each budgetary program, and submitting both budget change items and performance measures.

	<b>B</b> (11	8 Incomplete	0 Today	0 Wee
	•	~		
Туре	Name			
	Cut-O	ff Amendment Sel	ection	
	Revie	w Base Budget		
	Enter	Program Changes	•	
	Revie	w Program Chang	es	
	Subm	it All Changes		
	Enter	KPI Information		
	Subm	it All KPI		
	Revie	w Status by Stage	s	

1. From the Budget Development – 1) Agency Request Entry task list menu, select the first option, Cutoff Amendment Selection.

	8	8 Incomplete	0 Today	0 Week	8 Futu
	•	T	~	~	
Туре	Name				
	Cut-O	ff Amendment Se	lection		
	Cut-O	ff Amendment Se	lection		

2. On the Cutoff Amendment Selection screen, first select the agency for which you are establishing a base budget. For agencies with no attached agencies, the system should default to your agency. For agencies with attached agencies, you will need to establish a cutoff amendment for **EACH** attached agency as well as the parent agency.

Click the pencil icon on the right hand side of the Cutoff Amendment Selection screen.

Period Version Input AOB_Amendme	Agenay ent Final 419-Comm	Years unity Health, Department of FV 2018								1
	Budget_Amendme		Budget_Amendment		Budget_Amendm	Selected CuIOII Amendment				
	Annual Operating Budget	Amendment1	Amendment2	Total_Amendment	Current Budget	5				
Cutoff-Amendment information		]								
State Funds	3,065,876,528				3,065,876,525					
Federal Funds Group	7,615,227,599	25,000		25,000	7,615,252,599					
Other Funds Group	4,056,522,309		100,000	100,000	4,056,622,309					
Federal Recovery Funds										
Prior Year Funds										
Amendment Type		FOF - Federal Other Funds	FOF - Federal Other Funda							

Click the drop down arrow next to the agency field to show all agencies available. Click on the agency for which you are establishing a base budget. Click **Apply**.

		<u>Save</u> <u>R</u> efresh <u>A</u> ctions <del>•</del>
		Apply Cancel
Agency	419-Community Health, Department of	
Years	419-Community Health, Department of	▲ 50
	953-Georgia Board for Physician Workforce	
	221-Georgia Composite Medical Board	419-Community Health, E
	301-Georgia Drugs and Narcotics Agency	

3. After selecting the desired agency, the screen will display the AOB along with any approved amendments for that entity for the fiscal year to date.

Period Input	Version AOB_Amendmen	Agency t Final 419-Commu	nity Health, Department of FY 2018				
		Budget_Amendme		Budget_Amendment		Budget_Amendme	Selected CutOff Amendment
		Annual Operating Budget	Amendment1	Amendment2	Total_Amendment	Current Budget	
Cutoff-Ame	endment Information						
State Funds	3	3,065,876,528				3,065,876,528	
Federal Fur	nds Group	7,615,227,599	25,000		25,000	7,615,252,599	
Other Fund	s Group	4,056,522,309		100,000	100,000	4,056,622,309	
Federal Red	covery Funds						
Prior Year F	unds						
Amendmen	t Type		FOF - Federal Other Funds	FOF - Federal Other Funds			

4. To select a cutoff amendment, mouse over the column of the desired amendment and right click. This will bring up a popup menu. Click the first option on the menu, **Select Cutoff Amendment.** 

					<b>A</b>				
Period Input	Version AOB Amendmer	Agency at Final 419-Commu	inity Health, Departm	Ç,	Select CutOff Amendme	nt 🧲			
	_	Budget_Amendme			Edit	•		Budget_Amendme	Selected
					Adjust	•			CutOff Amendment
		Annual Operating	mendm	*#	Supporting Detail		Total_Amendment	Current Budget	
		Budget		0	Change History				
Cutoff-Ame	ndment Information			Ô	Lock/Unlock Cells				
State Funds	6	3,065,876,528			Filter	•		3,065,876,528	
Federal Fur	ids Group	7,615,227,599			<b>.</b> .		25,00	0 7,615,252,599	
Other Fund	s Group	4,056,522,309			Sort	<b>*</b> •	100,00	0 4,056,622,309	
Federal Re	covery Funds			€	Analyze				
Prior Year F	unds								
Amendmen	Type		FOF - Federal Othe	- 🍫	New Ad Hoc Grid				

5. After selecting the cutoff amendment column, the system will calculate the base budget.

BMgmnt\_CutOff Amendment in Progress...

6. After the system has calculated the base budget. The far right column, Selected Cutoff Amendment,

will reflect the new base total.

Period Input	Version AOB_Amendmen	Agency t Final 419-Commu	nity Health, Department of FY				
		Budget_Amendme	E	Budget_Amendment		Budget_Amendme	Selected CutOff Amendment
		Annual Operating Budget	Amendment1	Amendment2	⊡ Total_Amendm	Current Budget	-
Cutoff-Am	endment Information						Amendment 1
State Fund	ls	3,065,876,528				3,065,876,528	3,065,876,52
Federal Fu	inds Group	7,615,227,599	25,000	)	25,000	7,615,252,599	7,615,252,59
Other Fund	ds Group	4,056,522,309		100,000	100,000	4,056,622,309	4,056,522,30
Federal Re	ecovery Funds						
Prior Year	Funds						
Amendmer	nt Type		FOF - Federal Other Funds	FOF - Federal Other Funds			

- 7. Validate that the Selected Cutoff Amendment column accurately reflects the totals for the AOB plus any amendment changes made through the chosen cutoff amendment.
- 8. Click the Next button at the top right of the Cutoff Amendment Selection screen.



- 9. The Review Base Budget screen will show the budget by subprogram and fund source as selected on the previous screen. Agencies should validate these amount against the amendment totals in the Final Approved Amendment task.
- 10. Click the Next button at the top right of the Review Base Budget screen.



#### ENTER BUDGET REQUEST ITEMS

1. To enter requested change items for budgetary programs, either click the Next button from the Review Base Budget screen as reflected above, or you can select the Enter Program Changes task directly from the Budget Development – 1)Agency Request Entry task menu.



2. Budget changes will be entered program by program. From the Enter Program Changes screen, click the pencil icon to select a program to begin entering request items.

Enter P	rogram Changes						Save	Refresh	Actions	- 0	Complete Pr
Period Input	Version Agency Agency Working 419-Community Health, Department of			mario dget					/ +	¢	Data
	Request Caption Input	No_Account	Total Object Class								
Request1	•										
Request2											
Request3											
Request4											
Request5											
Request6											

From the menu that appears, click the drop down arrow next to program to select the desired program. Click apply.

		Apply Cancel
Agency	419-Community Health, Department of	
Program	No_Program	
Years	Select Member	
Scenario	No_Program	
_	1073200-Departmental Administration (DC	_
	1073400-Georgia Board of Dentistry	
	1073300-Georgia State Board of Pharmacy	,
	1070200-Health Care Access and Improver	ment
	1073100-Healthcare Facility Regulation	
	1070300-Indigent Care Trust Fund	1073100-Healthcare Facility Regulation
	1070400-Medicaid- Aged Blind and Disabled	
	1070500-Medicaid- Low-Income Medicaid	
	1070600-PeachCare	
	1070200-State Health Renefit Dlan	

Budget Development Entry Instructions

3. After clicking apply, you will now see your selected program in the point of view bar on the top left.

Period Input		Agency 419-Community Health, Department of	Program 1073100-Health	care Facility Regula	tion	Scenario Budget
		Request Caption Input	No_Account	Total Object Class		
Request1	1					
Request2						
Request3						
Request4						
Request5						

4. To enter a change request, click on the first line that says Request1. You may then either right click or click on the actions menu in the top right. From the menu that appears, click on **Edit Unique Change.** 

4) (TA )	https://planning-test-a419537.pbcs.us2.oraclecloud.com	/idunation@lannit	n/facer/Structuralilor	naTE/EfrStnic	tureDSR2 addr	rl-state=b2sn32so1.78	africor 🕷	5 C	Q. Securit			☆ 自	1.4	
				nerryeissuuc	.urerso:_auto	The state - bestises y 1_7 or	Califord (		- Search			HU	· ·	
Most Visiter	d 📵 Getting Started 🛞 419-PROD 🛞 419-TEST 🤅	🖲 422-TEST 🛞	422-PROD											
	Dianning and Dudgating Claud: SOC	DEAN										🛎 🙈   Stonhania B	ock/Ront	noornia n
Enter P	Program Changes 0								10 S	ave <u>R</u> efresh	Action	ns 👻 🗌 🖸 Complete Previo	ous <u>N</u> e	ext Clos
	Version Agency Agency Working 419-Community Health, Department of	Program 1073100-Health	are Facility Regulation	Years FY 2019	Scenario Budget							Edit Unique Change		Format
			Total Object Class									Edit Unique Change Delete Unique Change Req	uest	Format
	Agency Working 419-Community Health, Department of	f 1073100-Health	Total Object								G		uest	Fgrmat
Period Input Request1 Request2	Agency Working 419-Community Health, Department of	f 1073100-Health	Total Object								G	Delete Unique Change Req Edit	uest	
Input Request1	Agency Working 419-Community Health, Department of	f 1073100-Health	Total Object								G	Delete Unique Change Req	uest	Fgrma

An Enter Program Changes screen will appear for you to enter the details of the change item.

Icenario Agency Sudget 419-Community Health, Dep	Version Program artment of Agency Working 1073100-Hea	athcare Facility R	regulation FY 201	19						1	-	•
Manage Unique Changes												
equests equest1										1	-	4
	Input						Total by Fund	Total by Object	t			
Request Caption Input					II Total_St	ubProgram						
Request Change Type												
Counties												
Request Comments												
Request Comments												
VIN_Change Expenses by Fund	Change Expenses by Obj Class 6d	UN_Counts										
V JN_Change Expenses by Fund	Change Expenses by Obj Class 6d	UN_Counts									· →	
<u>v</u>	Change Expenses by Obj Class 6d	_UN_Counts	Base	- Budget	Base Budget	Request	1			1	· →	. 0
T JN_Change Expenses by Fund Penod Poput		_UN_Counts		e Budget Inf Purpose/Descrij	Base Budget No_Account	Request' No_Accou				/		• •
T IN_Change Expenses by Fund UN and put	a		FundCode_Nu		No_Account					 1	· →	•
T IN_Change Expenses by Fund UN enod eput		_UN_Counts_	FundCode_Nu							1	•	, ¢
T JN_Change Expenses by Fund Penod Poput	rt State General Funds		FundCode_Nu 11417	rr Purpose/Descrip Clinical Laboratory	No_Account						•	•
V JN_Change Expenses by Fund	rt State General Funds	No_FundCode	FundCode_Nu 11417 29406	Clinical Laboratory Mammograph y Inspections	No_Account 898,809					 	· →	· ¢
T JN_Change Expenses by Fund Penod Poput	rt State General Funds	No_FundCode FundCode_1	FundCode_Nu 11417	rr Purpose/Descrip Clinical Laboratory Mammograph	No_Account 898,809 69,824					 	· →	•

5. Click in the field next to **Request Caption Input**. Type a sentence or title describing the change item to be requested. Ex. "Increase funds for 3 information technology positions and operating expenses." Or "Reduce one-time funds for information technology equipment."

Scenario Budget	Agency 419-Comm	nunity Health, Department of	Version Agency Working	Program 1073100-Healthcare Facility Regulation
V Manage	Unique Cl	hanges		
Requests Request1				
		Inpu	ut	
Request Ca	aption Input	Increase funds for three technology positions and operating expenses.		
Request Ch	nange Type			
Counties				

6. Next, click in the field next to **Request Change Type** to bring up a drop down menu. Click on the category of change for the current request item. If you are unsure as to which change type to select for a particular item, please refer to the budget development instructions or contact your OPB analyst.

		Input		
	Increase funds f	for three information		
Request Caption Input	technology posi	tions and associated		
Request Change Type				
Counties			Entries	×
			Search	
Request Comments			Name	
			Name	
<u>×</u>			Workload Adjustment	^
	s by Fund UN	_Change Expenses by Ob	j C Other Adjustments	
Period Input			% Reduction	
			Redistribution	
1073101-Direction and I	Program Support	t State General Funds	One Time Delete	_
		State General Funds		$\sim$

7. In the **Counties** field, click the field to bring up a drop down box listing all counties in the state.

If the requested budget change item will impact a specific county, select it from the dropdown box by either scrolling through the counties alphabetically or typing it in the search field. If no particular county will be directly impacted by the budget item or if it impacts multiple counties, select either Various or Statewide at the bottom of the list.

		Input			
Request Caption Input		for three information tions and associated			
Request Change Type	Other Adjustmen	its			
Counties			•		
Request Comments			Sea	arch	×
▼ UN_Change Expense	es by Fund UN_	_Change Expenses by Obj (	14/6	lkes County	^
Period Input	_		Wi	lkinson County	
			W	orth County	
1073101-Direction and	Program Support	State General Funds	Va	rious	
		99.999 - Federa	Sta	atewide	~

8. Click in the **Request Comments** field, enter any additional supporting information regarding the need for the requested item. The field will hold up to 2000 characters, so it may be helpful to type information in Microsoft Word or Notepad and copy and paste into the field for longer explanations.

Enter Program Changes								
5_Review Unique Changes > 6_UN_Edit Change								
Scenario Budget	Agency 419-Comm	Nunity Health, Department of Agency Working 107310						
▼ Manage	Unique C	hanges						
Requests Request1								
		Input						
Request Cap	tion Input	Increase funds for three information technology positions and associated						
Request Cha	ange Type	Other Adjustments	Row					
Counties		Statewide						
Request Cor	nments	These positions will support the ongoing implementation of an enterprise health information technology system. The						

9. Click **Save** in the upper right corner. Fields that are colored yellow reflect information that has not yet been saved. After clicking save, these field will turn white to reflect the information has been recorded in the database.

<u>S</u> ave	<	Actions 🗸	Complete	<u>P</u> revious	<u>N</u> ext	C <u>l</u> ose

10. After entering descriptive information in the upper grid, you will enter financial information at the subprogram level in the lower grid. There are three tabs for entering financial information, Changes by Fund, Changes by Object Class, and Position/Motor Vehicle Count Changes.

Change amounts must balance by fund source and object class at the subprogram level. i.e. A \$100 increase in a fund source must have a corresponding \$100 increase on the object class schedule of the same subprogram.

Period Input						
			Base Budget		Base Budget	Request1
			FundCode_Num	Purpose/Descrip	No Account	No Account
1073101-Direction and Program Support					_	
	State General Funds	No_FundCode			898,809	
	99.999 - Federal Funds Not Itemized		11417	Clinical		
		FundCode_1		Laboratory	69,824	
			29406	Mammograph		
		FundCode_2		y Inspections	39,647	
			13148	Medicare		
		FundCode_3		Title XVIII	1,534,663	
			12157	Medicaid Title		
	93.778 - Medical Assistance Program	FundCode 1		XIX	1,313,906	

11. On the Change Expenses by Fund tab, any subprograms for the selected program are listed vertically in the first column of the schedule. The second column will reflect the fund sources currently in the base for each subprogram at the lowest level of detail entered in the cutoff amendment. The next four columns will reflect additional detail information for individual specific fund sources, including the TeamWorks Fund Source number, a description of the fund source as included in the base budget, and the amount of the fund source included in the base.

<u> </u>						
UN_Change Expenses by Fund UN	Change Expenses by Obj Class 6d	_UN_Counts				
Period Input						
			Base I	Budget	Base Budget	Request1
			FundCode_Num	Purpose/Descrip	No_Account	No_Account
1073101-Direction and Program Support						
	State General Funds	No_FundCode			898,809	
	99.999 - Federal Funds Not Itemized		11417	Clinical		
		FundCode_1		Laboratory	69,824	
			29406	Mammograph		
		FundCode_2		y Inspections	39,647	
			13148	Medicare		
		FundCode_3		Title XVIII	1,534,663	
			12157	Medicaid Title		
	93.778 - Medical Assistance Program	FundCode_1		XIX	1,313,906	

Changes to fund sources should be entered for each impacted subprogram under the column labeled Request. Click on the white box next to the fund source you wish to use. Enter the amount desired. You may enter amounts in as many fields as necessary.

U	IN_Change Expenses by Fund	UN_Change Expenses by Obj Class 6d	_UN_Counts				
	eriod Iput	-					
				Base B	Budget	Base Budget	Request1
				FundCode_Nur	Purpose/Descri	No_Account	No_Account
				29406	Mammograp		
			FundCode_2		hy	528,229	
				13148	Medicare		
			FundCode_3		Title XVIII	3,353,831	
				12157	Medicaid		
		93.778 - Medical Assistance Program	FundCode_1		Title XIX	4,729,693	
1	1073103-Health Planning						
		State General Funds	No_FundCode			1 404 152	250,000
		01 - Agency Funds	FundCode_1	90060		100,000	15,000

12. Note, only fund sources that were included in the base budget will show in the Change Expenses by Fund schedule. If a fund source is needed that was not included in the base budget, the user can add a new row to include it.

Right click in the Request column in the same row as the subprogram, and if possible, fund source group or specific fund source you wish to add a row to. For example, if you are adding a federal fund source, click on a row that already contains a federal fund source if possible. From the pop-up menu that appears, click Add Amount.

5_Review Unique Changes > 6_UN_Edit						_		
Scenario Agency Budget 419-Community Health, Departme Manage Unique Changes UN_Change Expenses by Fund UN_ Period Input 1073101-Direction and Program Support	Change Expenses by Ob Supp selection fede	In this example, we are adding a fund source to the Direction and Program Support subprogram and have selected to add a new Not Itemized federal fund.					<b>n</b> t	
	99.999 - Federal Funds Not Itemized	FundCode_1	11417	Clinical Laboratory	69,824			
		FundCode_2	29406	Mammograp	39,647	G	Add Amount	
		FundCode_3	13148	Medicare Title XVIII	1,534,663	_	Edit	
	93.778 - Medical Assistance Program	FundCode_1	12157	Medicaid Title XIX	1,313,906		Adjust	
1073102-Healthcare Licensing	State General Funds	No_FundCode			11,207,571	ARC	Comments	
	99.999 - Federal Funds Not Itemized	FundCode_1	11417	Clinical Laboratory	403,459	*#	Supporting Detail	
		FundCode_2	29406	Mammograp hy	528,229	<b>©</b> ]	Change History	
		FundCode_3	13148	Medicare Title XVIII	3,353,831	Ø	Attachments	
	93.778 - Medical Assistance Program	FundCada 1	12157	Medicaid Title XIX	4.729.693	â	Lock/Unlock Cells	

An Add Amount menu will appear. It will automatically reflect the program and subprogram as well as the fund source that you clicked on in the Change Expenses by Fund schedule.

BDev_AddAmour	ıt		Launch Cancel
* Select Program	"PGM_1073100"	* Select Fund	"99.999 - Federal Funds Not
* Select Sub-Program	"PGM_1073101"	* Enter Amount:	

If adding a new detail row to the fund source shown next to Select Fund, you can enter the amount desired in the Enter Amount field and click Launch. The system will automatically add a new line to that fund source.

If you need to select **a new federal or other fund** not previously used in that subprogram, click the tree icon next to Select Fund.

BDev_AddAmour	nt			n No	<u>L</u> aun	ch	<u>C</u> ancel
* Select Program	"PGM_1073100"	°.	* Select Fund	"99.999 - Fec		t Q	
* Select Sub-Program	"PGM_1073101"	°.	* Enter Amount:				

Clicking the tree icon will open a fund selection menu. The menu will default to the fund source group you originally clicked on in the Change Expenses by Fund schedule on the Enter Program Changes screen. i.e. If you clicked on a row containing a federal fund source, the fund selection menu will show other available federal funds. If you clicked on an other fund, the menu will reflect additional other funds to choose from.

Select a Member		In this example, the first column on
und 19.999 - Federal Funds Not Itemized		the fund selection menu shows
Search Fund		federal funds associated with the
Federal Funds	93.301 - Small Rural Ho	agency at the budgetary level of compliance ("trackable" fund
Federal Funds Not Specifical	93.777 - Survey & Cert	sources). The second column shows
Medical Assistance Program	93.779 - Centers for Me	detail level CFDAs that can be
Maternal and Child Health Ser	93.790 - Alternate Non-	selected for a given trackable fund.
Preventive Health and Service	93.791 - Money Follows	- me i c
State Children's Insurance Pr	93.793 - Medicaid Trans	format
Temporary Assistance for Need	93.913 - State Office of	Rura
	💙 99.999 - Federal Fund	s Not It

The system will show a blue check mark highlighted next to the fund source you originally clicked on in the Change Expenses by Fund. To select a different fund source, click first on the trackable fund source you desire in the first column, and then click on the blue check mark next to the specific CFDA or other fund desired as populated in the far right column. You must click directly on the blue check mark to select the fund source, NOT the fund source name.

IND 999 - Federal Funds Not Itemized		
Search Fund		¢
Federal Funds	93.301 - Small Rural Hospital	
Federal Funds Not Specificall	93.777 - Survey & Certificati	
Medical Assistance Program	93.779 - Centers for Medicare	
Maternal and Child Health Ser.	93.790 - Alternate Non-Emerge	
Preventive Health and Service	93.791 - Money Follows The Pe	
State Children's Insurance Pr	> 93.793 - Medicaid Transformat	
Temporary Assistance for Need	93.913 - State Office of Rura	
	✓ 99.999 - Federal Funds Not It ✓	Funds Group> Federal Funds »
elect a Member	v	
Select a Member und 9.999 - Federal Funds Not Itemized Search Fund	und> Total_Funds> Federal and Other Funds> Federal	ting and the second se
Select a Member und 9.999 - Federal Funds Not Itemized Search Fund Federal Funds Group	v und> Total_Funds> Federal and Other Funds> Federal Federal Funds	Maternal and Child Health Ser
Select a Member und 9.999 - Federal Funds Not Itemized Search Fund	und> Total_Funds> Federal and Other Funds> Federal	Maternal and Child Health Ser
Select a Member und 9.999 - Federal Funds Not Itemized Search Fund Federal Funds Group	<pre>und&gt; Total_Funds&gt; Federal and Other Funds&gt; Federal  Federal Funds Federal Funds Not Specifical Medical Assistance Program</pre>	Maternal and Child Health Ser
Select a Member und 9.999 - Federal Funds Not Itemized Search Fund Federal Funds Group	Ind> Total_Funds> Federal and Other Funds> Federal Federal Funds Federal Funds Federal Funds Not Specifical	Maternal and Child Health Ser
Select a Member und 9.999 - Federal Funds Not Itemized Search Fund Federal Funds Group	<pre>und&gt; Total_Funds&gt; Federal and Other Funds&gt; Federal  Federal Funds Federal Funds Not Specifical Medical Assistance Program</pre>	Maternal and Child Health Ser
Select a Member und 9.999 - Federal Funds Not Itemized Search Fund Federal Funds Group	Ind> Total_Funds> Federal and Other Funds> Federal Federal Funds Federal Funds Not Specifical Medical Assistance Program Maternal and Child Health Ser	Maternal and Child Health Ser
Select a Member und 9.999 - Federal Funds Not Itemized Search Fund Federal Funds Group	Ind> Total_Funds> Federal and Other Funds> Federal         Ind> Total_Funds> Federal Funds         Federal Funds Not Specificall         Medical Assistance Program         Maternal and Child Heatth Ser         Preventive Heatth and Service	Maternal and Child Health Ser 93.994 - Maternal and Child H Add 93.994 - Maternal and Child Health

Click OK after highlighting the blue check mark next to the selected fund source.

The Add Amount screen will reappear. Verify that the correct program, subprogram, and fund source are reflected on the screen. Enter the desired amount in the blank field and then click Launch.

BDev_AddAmount				Launch	<u>C</u> ancel
* Select Program <b>"PGM_1073</b>	100"	* Select Fund	"93.994 - Maternal and	d Child	* Enter Amount:
* Select Sub-Program <b>"PGM_1073</b>	101"	* Enter Amount:	50000		

After clicking Launch, the system will return to the Enter Program Changes screen.

If the newly added amount does not automatically appear on the fund source schedule after clicking Launch, click Save on the Enter Program Changes screen.



The new fund source and amount will appear in the Change Expenses by Fund schedule.

Input			Dana	Durdmat	Daga Dudaga	Desusati
				Budget	Base Budget	Request1
1070101 D: I: ID 0			FunaCode_Nur	Purpose/Descri	No_Account	No_Account
1073101-Direction and Program Support	State General Funds	No_FundCode			898,809	
	99.999 - Federal Funds Not Itemized	FundCode_1	11417	Clinical Laboratory	69,824	
		FundCode_2	29406	Mammograp hy	39,647	
		FundCode_3	13148	Medicare Title XVIII	1,534,663	
、 、	93.778 - Medical Assistance Program	FundCode_1	12157	Medicaid Title XIX	1,313,906	
	93.994 - Maternal and Child Health Services Block Grant	FundCode_1				50,00
1073102-Healthcare Licensing	State General Funds	No_FundCode			11,207,571	
	99.999 - Federal Funds Not Itemized	FundCode_1	11417	Clinical Laboratory	403,459	
		FundCode_2	29406	Mammograp hy	528,229	
		FundCode_3	13148	Medicare Title XVIII	3,353,831	

13. To see the total entered in the Change Expenses by Fund schedule by subprogram for the change item, click save at the top right of the Enter Program Changes screen.



14. In the top grid on the right hand side is a table showing the total entered for each subprogram on both the Fund Source and Object Class schedules. Click the plus sign next to Total\_SubProgram to see all associated subprograms for the selected program of the change item.

	Total by Fund	Total by Object
Transformer Trogram	315,000	

	Total by Fund	Total by Object
1073101-Direction and Program Suppor	50,000	
1073102-Healthcare Licensing		
1073103-Health Planning	265,000	
Total_SubProgram	315,000	

If the fund source and object class amounts do not balance, the schedule will highlight an unequal amounts in orange and the user will get a warning message on save.

15. After entering fund source amounts for the requested change item, click on the tab labeled **Change Expenses by Object Class.** On the Object Class schedule, the subprograms for the program are listed vertically in the first column, any object classes that have funds associated with them in the base budget for that subprogram are listed in the second column, and the base budget for that object classes with no current associated funding are not displayed.

	hange Expenses by Obj Class		
nere are no valid columns of data for th	is form.		
		Base Budget	Request1
073101-Direction and Program Support	300-Personal Services	3,831,959	
	301-Regular Operating Expenses	19,137	
	304-Equipment	2,228	
	305-Computer Charges	825	
	307-Telecommunications	500	
	312-Contractual Services	2,200	
073102-Healthcare Licensing	300-Personal Services	18,311,456	
	301-Regular Operating Expenses	1,218,194	
	304-Equipment	5,300	
	307-Telecommunications	289,220	
	312-Contractual Services	398,613	
073103-Health Planning	300-Personal Services	1,065,027	
	301-Regular Operating Expenses	17,975	
	304-Equipment	50	
	305-Computer Charges	150	
	307-Telecommunications	500	
	312-Contractual Services	125,050	

16. Enter the associated change amounts by subprogram by object class in the white blanks under the Request column. Note that amounts will appear in yellow after they are entered, indicating that the data has not yet been saved.

There are no valid columns of data for this form.

		Base Budget	Request1
1073101-Direction and Program Support	300-Personal Services	3,831,959	40,000
	301-Regular Operating Expenses	19,137	
	304-Equipment	2,228	5,000
	305-Computer Charges	825	
	307-Telecommunications	500	5,000
	312-Contractual Services	2,200	
1073102-Healthcare Licensing	300-Personal Services	18,311,456	
	301-Regular Operating Expenses	1,218,194	
	304-Equipment	5,300	
	307-Telecommunications	289,220	
	312-Contractual Services	398,613	
1073103-Health Planning	300-Personal Services	1,065,027	175,000
	301-Regular Operating Expenses	17,975	10,000
	304-Equipment	50	
	305-Computer Charges	150	5,000
	307-Telecommunications	500	7,500
	312-Contractual Services	125,050	50,000

17. Click Save at the top right of the entry screen.



18. Clicking Save will recalculate the subprogram totals in the top right grid. Click the plus sign next to Total Subprogram to expand the subprogram detail and compare the amounts entered by subprogram for fund sources and object classes.

	Total by Fund	Total by Object
1073101-Direction and Program Support	50,000	50,000
1073102-Healthcare Licensing		
1073103-Health Planning	265,000	247,500
□ Total_SubProgram	315,000	297,500

Any differences in total between Fund and Object Class will be highlighted in orange and a warning message will appear on Save.

- 19. If differences remain between fund sources and object classes by subprogram, return to either the Change Expenses by Fund or Change Expenses by Object Class schedule to make the necessary corrections using the same steps outlined above. After entering correcting information, click Save.
- 20. Validate that fund sources and object classes balance by subprogram and caption and change type are

correct for the entry.

Scenario	Agency		N_Edit Change Version Program			rears			
Budget		nunity Health	, Department of Agency Working 1073100-	Healthcare Facili					
▼ Manage	Unique Cl	hanges							
Requests Request1									
			Input					Total by Fund	Total by Obje
		Increase	funds for three information				1073101-Direction and Program Suppor	t 50,000	50,00
Request Cap	ption Input	technolog	y positions and associated				1073102-Healthcare Licensing		
Request Cha	ange Type	Other Adju	stments				1073103-Health Planning	265,000	265.00
Counties		Statewide					Total_SubProgram	315,000	315,00
			sitions will support the ongoing						
Request Cor	mments	implemen	tation of an enterprise health						
_									
<u>v</u>							 J		
_	e Expenses	s by Fund	UN_Change Expenses by Obj Class	6d_UN_Coun	ts		 <u></u>		
-	e Expenses	s by Fund	UN_Change Expenses by Obj Class	6d_UN_Coun Base Budget	ts Request1				
-	e Expenses	s by Fund	UN_Change Expenses by Obj Class 312-Contractual Services						
_				Base Budget					
UN_Change			312-Contractual Services	Base Budget 2,200					
JN_Change			312-Contractual Services 300-Personal Services	Base Budget 2,200 18,311,456					
JN_Change			312-Contractual Services 300-Personal Services 301-Regular Operating Expenses	Base Budget 2,200 18,311,456 1,218,194					
JN_Change			312-Contractual Services 300-Personal Services 301-Regular Operating Expenses 304-Equipment	Base Budget 2,200 18,311,456 1,218,194 5,300			 		
JN_Change	ealthcare Lie	censing	312 Contractual Services 300-Personal Services 301-Regular Operating Expenses 304-Equipment 307 Telecommunications	Base Budget 2,200 18,311,456 1,218,194 5,300 289,220		0	 		
 JN_Change 1073102-He	ealthcare Lie	censing	312-Contractual Services 300-Personal Services 301-Regular Operating Expenses 304-Equipment 307-Telecommunications 312-Contractual Services	Base Budget 2,200 18,311,456 1,218,194 5,300 289,220 398,613	Request1	_			
 JN_Change 1073102-He	ealthcare Lie	censing	312 Contractual Services 300-Personal Services 301-Regular Operating Expenses 304-Equipment 307-Telecommunications 312-Contractual Services 300-Personal Services	Base Budget 2,200 18,311,456 1,218,194 6,300 289,220 398,613 1,065,027	Request1	_			
JN_Change	ealthcare Lie	censing	312-Contractual Services 300-Personal Services 301-Regular Operating Expenses 304-Equipment 307-Telecommunications 312-Contractual Services 300-Personal Services 301-Regular Operating Expenses	Base Budget 2,200 18,311,456 1,218,194 5,300 289,220 398,613 1,065,027 17,975	Request1	0	 		
UN_Change	ealthcare Lie	censing	312 Contractual Services 300-Personal Services 301-Regular Operating Expenses 304-Equipment 307 Telecommunications 312-Contractual Services 300-Personal Services 301-Regular Operating Expenses 304-Equipment	Base Budget 2,200 18,311,456 1,218,194 5,300 289,220 398,613 1,065,027 17,975 50	Request1	0			

21. Click the blue link labeled 5\_Review Unique Changes at the top left of the entry screen to return to the screen showing a list of all change items for the selected program.

		Program Changes 3	je		
L	Scenario	Agency	Version	Program	Years
١.	Budget	419-Community Health, Department o	f Agency Working	1073100-Healthcare Facility Regulation	FY 20
	V Manao	e Unique Changes			

22. On returning to the Enter Program Changes screen, the user will see the change item just entered now recorded on the first Request line.

### Enter Program Changes <sup>10</sup>

Period Input			Agency 419-Community Health, Department of	Program 1073100-Healthca	are Facility Regulation
			Request Caption Input	No_Account	Total Object Class
Request1			Is for three information technology	315,000	315,000
Request2			00000/0100 000/0100 0/0000000		
Request3					
Request4					

23. To enter additional items in the same program, right click on the next available Request line and select Edit Unique Change to bring up a new change entry screen.

Perio Input		Version         Agency           Agency Working         419-Community Health, Department of	Program 1073100-Healthca	are Facility Regul
		Request Caption Input	No_Account	Total Object Class
Requ	uest1	Increase funds for three information technology	315,000	315,000
Rec				
Rec	G	Edit Unique Change		
Rec	G	Delete Unique Change Request		
Rec		Edit		
Rec		Adjust		
Rec	*1	Supporting Detail		
Rec	<b>C</b>	Change History		
Rec Rec	Ô	Lock/Unlock Cells		
Rec		Filter •		
Rec Rec		Sort		
Rec	٩	Analyze		
Rec Rec	٩	New Ad Hoc Grid		
Rec	<u></u>	Predictive Planning		
Rec	+ - × ÷	Business Rules		
Rec		Smart Push Details		

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- 24. Repeat steps 5-23 to enter additional request items for the same program.
- 25. Verify that all required entry items for the program have been entered correctly.

Enter I	Program	Ch	anges 😗		
Period Input	Version Agency Wo		Agency 419-Community Health, Department of	Program 1073100-Healthca	are Facility Regulatior
		I	Request Caption Input	No_Account	Total Object Class
Request1			s for three information technology associated operating expenses.	315,000	315,000
Request2			s to the Departmental Administration n information technology contract.	(75,000)	(75,000)
Request3	Provide	one-ti	me funds for IT equipment purchases.	80,000	80,000

26. To select the next program for request entry, click the pencil icon on the top right of the Enter Program Changes screen.

	→
	Apply Cancel
Agency	419-Community Health, Department of V
Program	1073100-Healthcare Facility Regulation
Years	FY 2019
Scenario	Budget

27. Click the drop down arrow next to the program field. Select the desired program from the drop down list.

	Apply	Cancel
Agency	419-Community Health, Department of V	r.
Program	1073100-Healthcare Facility Regulation	✓ <sup>1</sup> <sub>2</sub>
Years	Select Member	Ę
Scenario	No_Program	R.
	1073200-Departmental Administration (DCH)	4
	1073400-Georgia Board of Dentistry	10722
	1073300-Georgia State Board of Pharmacy	107320
	1070200-Health Care Access and Improvement	
	1073100-Healthcare Facility Regulation	
	1070300-Indigent Care Trust Fund	
	1070400-Medicaid- Aged Blind and Disabled	
	1070500-Medicaid- Low-Income Medicaid	
	1070600-PeachCare	
	1070800-State Health Benefit Plan	

28. Click Apply.

	Apply Cancel
Agency	419-Community Health, Department of 🗸
Program	1073200-Departmental Administration (DCH)
Years	FY 2019
Scenario	Budget

29. The point of view should now reflect the newly selected program.

Enter	Program C	hanges 🏮						
Period Input	Version Agency Working	Agency 419-Community Healt	of	Program 1073200-Depart	mental Administrat	ion (DCH)	Years FY 2019	Scenario Budget
		Request Caption Input		No_Account	Total Object Class			

- 30. Repeat steps 5-28 to enter change request items in all impacted programs.
- 31. After all change items have been entered for a given fiscal year for that agency, click Next in the upper right corner of the screen.



32. The Review Program Changes screen will allow the user to see detailed fund source information for each change for a given program and the total change amounts by program.

Period Input	Version Agency Working	Agency 419-Comm	unity Health, Department of	Program 1073100-Healthcare Facilit	y Regulation	Years FY 2		Scenario Budget		
		No_Fund	No_	Fund	Total_Fund	ds	⊞ Sta Fun	100	and	ederal d Other unds
		Request Sequence	Reques	t Caption	No_Account		No_Account		No_Account	
Base Budg	get				25,288	8,384	13	215,132		12,073,252
Request1			Increase funds for three positions and associated		315	5,000		250,000		65,000
Request2			Transfer funds to the Deprogram for an informati	epartmental Administration on technology contract.	(75,	000)	(	75,000)		
Request3			Provide one-time funds	for IT equipment.	80	0,000		80,000		
Total Requ	lested Changes				320	0,000,0		255,000		65,000
Total					25,608	3,384	13	470,132	-	12,138,252

33. Click the plus sign next to a given fund source on the screen to expand the level of detail shown on the screen.

Total_Funds	State Funds	<ul> <li>Federal</li> <li>Funds Not</li> <li>Specifically</li> <li>Identified</li> </ul>	Medical Assistance Program	<ul> <li>Maternal and Child Health Services Block Grant</li> </ul>	Federal Funds	Federal Funds Group	Funds Group	Federal and Other Funds
No_Account	No_Account	No_Account	No_Account	No_Account	No_Account	No_Account	No_Account	No_Account
25,288,384	13,215,132	5,929,653	6,043,599		11,973,252	11,973,252	100,000	12,073,
315,000	250,000			50,000	50,000	50,000	15,000	65,
(75,000)	(75,000)							
80,000	80,000							
320,000	255,000			50,000	50,000	50,000	15,000	65,
25,608,384	13,470,132	5,929,653	6,043,599	50,000	12,023,252	12,023,252	115,000	12,138,3

34. Number your requests using the Request Sequence column. This will impact the order in which request items are displayed in reports. Items can be numbered in any desired order, however, numbers should not be used more than once. After entering your sequence numbers, click Save.

Period Input	Version Agency Working	Agency 419-Community Health, Department of		Program 1073100-Healthcare Facilit	y Regulation	Years FY 2		Scenario Budget		
		No_Fu	No_	Fund	Total_Fund	is	⊞ Sta Func		Fede and Otl Fund	her
		Request Sequence	Reques	t Caption	No_Accou	nt	No_Acc	ount	No_Acco	ount
Base Budg	et				25,288	3,384	13,2	215,132	12,0	73,25
Request1		1	Increase funds for three positions and associated		315	5,000	2	250,000		65,00
Request2		2	Transfer funds to the De program for an informati	epartmental Administration on technology contract.	(75,	000)	(7	75,000)		
Request3		3	Provide one-time funds t	for IT equipment.	80	0,000		80,000		
Total Requ	ested Changes				320	0,000	2	255,000		65,00
Total					25,608	3,384	13,4	470,132	12,1	38,25

- 35. Using the pencil icon on the right, select each program for which you entered changes to verify all items are entered and correct.
- 36. After validating program entries, click Next in the upper right corner of the screen.



#### SUBMITTING THE AGENCY BUDGET REQUEST

 From the Review Program Changes screen, click Next in the upper right hand corner of the screen or from the Budget Development – 1) Agency Request Entry Task menu, select the Submit All Changes task item.



- 2. The Submit All Changes screen will show a summary of all change items entered by program and fund source group in the lower grid and allow the agency to submit all changes to OPB.
- 3. Validate that the fiscal year and scenario (Budget vs AFY Budget) are correct in the top grid.

d	Versi	on	Agency		Years	Scenari	•
nput Agency Working 419-		419-Comm	unity Health, Department of	FY 2019	Budget	dget	
	atus	Submitted		Submitted Comn			Jn-Submitted D

4. In the lower grid, validate that all requested change items are shown in the correct programs and that the total requested change amount is correct. To view a breakdown of State Funds versus Federal and Other Funds, click the plus sign next to Total\_Funds.

Agency Submission Status						
		Request Caption		No_Account		Change Type
		No_Fund	State Funds	Federal and Oth	Total_Funds	Total_Funds
1073200-Departmental Administration (DCH)	Request1	Transfer funds from the Healthcare Facility Regulation program for an information technology contract.	75,000		75,000	Redistribution
1073100-Healthcare Facility Regulation	Request1	Increase funds for three information technology positions and associated operating expenses.	250,000	65,000	315,000	Other Adjustments
	Request2	Transfer funds to the Departmental Administration program for an information technology contract.	(75,000)		(75,000)	Redistribution
	Request3	Provide one-time funds for IT equipment.	80,000		80,000	Other Adjustments
Total_Program	Changes		330,000	65,000	395,000	

Also verify that a change type has been selected for each request item. The system will not allow the agency to submit a budget request with missing change types.

- 5. Before submitting the budget request, export any view screens or run any confirmation reports for the agency request. These reports cannot be run on the Agency Working version after the request is submitted.
- 6. To submit the request, click in the top grid labeled Agency Submit Status on the Submit All Changes screen. The user may either right click in the top grid to bring up the action menu, or left click and then select the orange Actions button in the top right of the screen.

riod Version Agency	Agency Working 419-Community Health, Department of FY 2019 Budget Submission Status Submitted Date Submitted Date Un-Submit Un		nario						-	
Agency Working (19-Community Health, Department of [PV 2019] budget       Workflow       C         Agency Submission Status       Edit       Adjust       Edit       Adjust       Adjust       Adjust       Image: Comments       Image: Comments <td< th=""><th>🖸 Submit A</th></td<>		🖸 Submit A								
Agency Submission Status	Submitsion Status Submitted Date Submitted Comments Un-Submit Submitted Date Submitted Comments Un-Submit Submitted Comments Un-Submit Submitted Comments Un-Submitted Comments Submitted Comments Submitted Comments Submitted Comments Submitted Comments Un-Submitted Submitted Comments Increase funds for three information Request Transfer funds for three information (DCH) Request Transfer funds for three information Submitted Comments Increase funds for three information (DCH) Submitted Comments Increase funds for three information Submitted Comments Increase funds for three information (DCH) Submitted Comments Increase funds Increas							Edit		
Agency Submission Status Submitted Date Submitted Comments Un Submitted D Un Subm										
		1								
Status         Submitted Date         Submitted Comments         Un-Submitted Comments         Adjust			Comments							
Input       Agency Working 419-Community Health, Department of FY 2019       Budget       Workflow         Imput       Agency Submission Status       Edit         Status       Submitted Date       Submitted Comments       Edit         Status       Submitted Date       Submitted Comments       Edit         Agency Submission Status       Comments       Edit         Imput       Provide Comments       Edit         Imput       Request Caption       Change Type         Imput       Request Caption       No Fund         No Fund       State Funds       Total Funds         Infrance Funds from the Heathcare Facility       Request Caption       75,000         Request Caption No Fund       75,000       Redistribution         Infrance Funds from the Heathcare Facility       Request Caption on Information Internation T5,000       75,000         Infrance Funds for three Information Internation Internatinternation Internatinternation Internation I										
	Submitted Date     Submitted Comments     Un-Subm      Submitsel Date     Submitsed Comments     Un-Subm      Submission Status      Submission Status      Request Caption     Transfer funds for the Health      the Health      Request Caption     Increase funds for the Health      the Health      Request Caption     (DCH)     (DC		uest Caption		No. Account		Change Tupe		copporting count	L
				State Funds		Total Funds		0	Change History	
073200-Departmental Administration (DCH)	Request1	Transfer funds from Regulation program	the Healthcare Facility for an information							
073100-Healthcare Facility Regulation		Increase funds for technology position	three information s and associated	250,000	65,000	315,000	Other Adjustments	-		
	Request2	Administration prog	ram for an information	(75.000)		(75.000)	Redistribution	*		
	Request3					80,000	Other Adjustments	<b>x</b>	Predictive Planning	
									Business Rules	
Adjust  Adjust										

7. Mouse over the Workflow menu item and then click on Submit All.

fresh	Actions 🗸	│	Previou	IS	<u>N</u> ext	C <u>l</u> ose	
		۵					
	Work	flow	•	Ŗ	Submit		
	Edit		•	F			

8. On the pop up window, enter any comments, if desired. The field will hold up to 2,000 characters, so the user may wish to type up comments in a separate document and paste the text into the field. Click the Launch button on the right to submit.

Bdev_Submit_Agency	Launch	Launch Cancel
Enter Comments:		

9. If the agency request complies with budget validation rules, a success message will appear after submitting. If the request does not pass validation, the user will get an error message directing them to make corrections to the request.



10. Click close to return to the task menu.

6	<u>S</u> ave	<u>R</u> efresh	<u>A</u> ctions <del>~</del>	Complete	<u>P</u> revious	<u>N</u> ext	C <u>l</u> ose	

#### ENTERING PROGRAM PERFORMANCE MEASURES

1. From the Budget Development – 1) Agency Request Entry task menu, click on Enter KPI Information.

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Budget Development - 1) Agency Request Entry	•				0		¢	^	•
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Review Base Budget	•				0		÷		
Enter Program Changes	•				0		÷.		
Review Program Changes	•				0		101		i
Submit All Changes	•				0		\$		1
Enter KPI Information	•								
Submit All KPI	•				0		¢		
								~	4

2. Performance measures must be entered in the General budget year only. The Amended fiscal year will have no option for entering measures. Validate that the point of view is set to Scenario "Budget\_KPI" and the fiscal year to the general budget development year.

()	e Planni	ng and Budgel	ting Cloud: SOG	PLAN									#	0	Stephanie	Beck@opb	georgia.
nter KPI I	nformat	ion O									Save	Befresh	Actions 👻		mplete Pro	vious <u>N</u> e	ext Clo
sion Si ency Working B	cenario Ye udget_KPI F1		cy Community Health,	Pr Department of No	ogram Program							1	+	0	Data	Ad hoc	Fgrmat
	Measure Category	Measure Type	Description	Measure Sequence	ZB8	Show in Book	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual							
N1 [		1															
12		•															
713																	
914																	
15																	
16																	
97																	
718																	
P19																	
110																	

3. Performance measures must be entered at the program level for each agency. To select the agency and program for which you wish to enter performance measures, click on the pencil icon on the right hand side of the screen.

1	Plann	on and Budge	ting Cloud: SOC	PLAN			_	_		_			4	0	Stephani	e Beck@opl	o onornia -
			ung cioua: 300	PLAN											- Stophan	a nacialitata	- georgia.
inter KP	I Informat	ion O									Save Save	Refresh	Actions -		complete P	evious N	ext Clo
ersion Igency Working	Scenario W Budget_KPI F	ars Aper Y 2019 419	-Community Health		Program							/	+	0	Data	Ad hoc	Fgrmat
	Measure Category	Measure Type	Description	Measure Sequence	ZBB	Show in Book	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual							
(PI1	Guicgory	1		ocqueree			7.16.1910		7.16.1658	PS-180							
(PI2	-	-															
(PI3																	
P14																	
P15																	
Pi6																	
P17																	
0Pi8																	
0919																	
P110																	

4. Click on the drop down box next to program. Click on the program for which you wish to enter performance measures and click Apply.

( <b>6</b> - 14)	Plan	ning and Budge	ting Cloud: SOG							# 0	Stephani	Beck@opb	
nter KP	Category Type Bequence Actual Actual Actual Actual Agency 419-Community Health, Department of [v]	Save Save	Refresh A	tions 👻	Complete	evious <u>N</u> eo	xt Clos						
rsion gency Workin					are Facility Regulation				1	* 0	Data	Ad hoc	Format
			Description	ZBB	Show in Book			Apply	Cancel				
PI1		-		22-PROC # © Sore Berlenh, Actors * Sore Berlenh, Actors * Program 1073100-Healthcare Facility Regulation 1073100-Healthcare Facility Regulation 1073000-bridget Board of Dentistry 1073000-healthcare Facility Regulation 1073000-healthcare Facility Regulation 1070000-healthcare Facility Regulation 1070000-healthcare Facility Regulation 1070000-healthcare Facility Regulation 1070000-healthcare Facility Regulation 107000-healthcare Facility Regulat									
P12		-					Program	Approx Approx Program 5075100-Healthcare Facility Regulation 5075100-Healthcare Facility Regulation 5075100-Healthcare Facility Regulation 507500-Healthcare Board of Parmacy 1073000-Hodd Core Access and Improvement 1073000-HealthCare Access and Improvement 1073000-HealthCare Access and Improvement 1073000-HealthCare Access and Improvement 10703000-HealthCare Facility Access and Improvement 10703000-HealthCare Access and Improvement 1070400-HealthCare Access and Improvement 107040-HealthCare Access and Improve	• 22				
P13									-				
P14													
P15													
PV6								1070200-Health Care Access and Improvement					
P17 P18													
P19								1070300-Indgent Care Trust Fund	lity Regulation	1			
P110										4			
								1070800-State Health Benefit Plan					

5. In the first row, labeled KPI1, click in the Measure Category field and select either Performance or Result from the drop down menu.

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esión gency Working I	Scenario Years Agency Budget_KPI FY 2019 419-Community Hea	Ith, Department of 10	ogram 173100-Healthc	are Facility Regulatio	n					/	* <	> Data	Ad hoc	Format
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PI1	Category Entries	quence			Actual	Actual	Actual	Actual						
P(1) P(2)	Search													
PIS	Name													
Pi4	Performance													
PIS		_												
P16	Result													
P17														
PIS														
PI9 PI10														
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6. Click in the second column to identify the type of amount being reported. (i.e. Dollars, Cost Per Unit, Percentage)

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7. Under Description, enter the detail regarding the measure reported. Click in the field. A comment box will appear. Enter the descriptive information and click Save.

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- 8. The next three fields, Measure Sequence, ZBB, and Show in Book are for OPB use only and cannot be changed in the Agency Working version.
- 9. Enter actual results for the most recent four years in the four far right columns for the measure. Then click Save at the top of the screen.

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- 10. Repeat steps 5-9 for remaining performance measures for the selected program.
- 11. After entering the measures for a given program, click the pencil on the upper right of the screen and

select a different program from the drop down menu. Click apply to work within that program.

- 12. Repeat steps 5-9 for each program for which you are entering measures.
- 13. After all measures have been entered, click Next on the upper right hand side of the screen.

#### SUBMITTING PROGRAM PERFORMANCE MEASURES

1. From the Enter KPI Information screen, click Next on the upper right hand side of the screen or from the Budget Development – 1) Agency Request Entry task menu, select Submit All KPI.

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2. On the Submit All KPI screen, all measures entered will be shown by program in the lower grid on the screen.

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			Performance	Number	Number of licenses				686	763	667	732						
		KP13	Performance	Number	Number of annual				2,444	3,070	3,439	3,103						
		KP14	Performance	Number	Number of complaints				10,754	10,567	11,325	11,068						
		_															_	

3. Validate the information entered on the screen. You may export the information to Excel to save prior to submitting the information.

Right click in the lower grid. From the pop up menu, scroll down and click on the Spreadsheet Export option.

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4. Click Export on the pop up screen that appears.

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5. In the next menu, click to either save the file to a particular folder or to export directly to Excel. Click Ok.

Opening HspWebGrid.xls	x
You have chosen to open:	
HspWebGrid.xls	
which is: Microsoft Excel 97-2003 Worksheet	
from: https://planning-test-a419537.pbcs.us2.oraclecloud.com	
What should Firefox do with this file?	
Open with Microsoft Excel (default)	
○ <u>S</u> ave File	
Do this <u>a</u> utomatically for files like this from now on.	
OK Cancel	

6. If opening directly to Excel, the system exports the information in a web page format. You may get an error message upon it opening in Excel. Click Yes to proceed.

		М	icrosoft Ex	cel		×
	The file format and extension of 'HspWebGrid-2.xls' don't r	match. The file co	uld be corrupte	ed or unsafe. Unl	ess you trust its source, don't open it. Do you want to open it	: anyway?
		Yes	No	Help		
-	Was this information helpful?					

7. All KPI data entered for the selected agency will open in Excel for review or to allow you to save a copy to your files.

PROTECTED VIEW Be careful—files from the Internet c	an contain viruses. Unless you need to	edit, it's safer t	o stay in Protected View. Enable Editing							
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419-0	ommunity Health, Department of	Input	Agency Working	No_Fund	No_FundCode	No_SubProgram	Budget_KPI	FY 2019		
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			Percentage of applicable health care facility inspection results posted to the website							
073100-Healthcare Facility Regulation KPI1 073100-Healthcare Facility Regulation KPI2	Performance	Percentage Number	within 30 days of inspection exit. Number of licenses issued.				0.98	0.95	0.89	0.
073100-Healthcare Facility Regulation KPI3	Performance	Number	Number of annual inspections, excluding complaint inspections				2444	3070	3439	31
073100-Healthcare Facility Regulation KPI4	Performance	Number	Number of complaints reported				10754	10567	11325	110

- 8. Click back to the browser in which you were working in PBCS.
- 9. To submit your performance measures, click in the upper grid on the Submit All KPI screen.
- 10. From the Actions menu, mouse over Workflow and then click on Submit All.

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On the popup screen, enter any comments you wish to record. The field will hold up to 2,000 characters. You may wish to type your comments in a separate application and paste them into the Comments field. Click Launch.

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- 12. If performance measures pass validation rules, you will get a success message. If it fails to pass validation requirements, you will get an error message. Click the Back button to return to the Enter KPI Information screen to correct any errors. Then attempt to submit again.
- 13. Once performance measures have been successfully submitted, click Close on the upper right hand side of the screen to return to the task menu.

#### LOGGING OUT OF THE SYSTEM

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





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



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



#### **Issues Tracking System (ITS)**

#### SUBMITTED BUDGET DEVELOPMENT TICKETS

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."

Desertes la su		
Report an Issue		
To report an issue you may be experiencing with PBCS, please right click the link below, and then select "Open link in new tab" or "Open link in new window"		Та
Activity Recent Favorites	10	
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3. Right click the highlighted blue link and select "Open link in new tab" on the popup menu.

window".		*
Right click <u>He</u> Activity Re	Open link in new tab Open link in new window Open link in incognito window	
1 Anr	Save link as Copy link address Inspect	Ctrl+Shift-

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

ITS Issue Tracking System			
	SUBMIT A NEW TICKET		8
	YOU ARE REPORTING AN ISSUE WIT OPB - PBCS	TH THE FOLLOWING APPLICATION:	"Mandatory field
	REPORTED BY: "	SUBJECT: *	
	YOUR EMAIL:	DESCRIPTION OF ISSUE: ·	
	PHONE NUMBER:		
			6

5. Complete the form as described below:

Field Name	Explanation
Reported By	Please enter your name, if not already populated, so that you can be contacted regarding this ticket if necessary.
Your email:	Enter your email address. It is a required field.
Subject (mandatory field)	Enter the subject of the ticket. For example – "Object Class Missing"
Description of Use	Type in your question, suggestion, or issue. Please provide the necessary information and explain the issue with as many details as possible. If an error message appeared, include it in its entirety. Required details include: agency name, budget year, and dataset.

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



- 7. As soon as the disk icon is clicked, a ticket number is assigned and an email is generated. The email will reference your ticket number and include a link that you can click on to see the current status of your ticket. You can also contact the Help Desk via email at (Helpdesk@opb.state.ga.us). Be sure to include your ticket number in the email. Please submit a separate ticket for each issue, question, or suggestion you may have.
- 8. You may now click the tab in your browser header to return to PBCS.