BUDGET/REBUDGET PREPARATION WITHIN BUSINESS WAREHOUSE (BUDGETPREP)

USER'S GUIDE

UPDATED JULY 2023

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SECTION I

INTRODUCTION

This section provides budget related terminology and basic navigation of BudgetPrep.

GLOSSARY OF TERMS

The BudgetPrep system uses master data elements that are linked to SAP. Below is a list of phrases and terms that will be encountered when inputting budgets and rebudgets.

Analysis For Office (AO) – SAP reporting software that the Commonwealth uses for Business Warehouse reporting.

Budget Preparation (BudgetPrep) – Budgeting and planning software that the Commonwealth uses for budget preparation and rebudget.

Budget Type – A term used to describe the components of various funding sources and status of the funding sources that determine the total funds available for each Commonwealth appropriation or executive authorization. Budget types include:

- **9999 – Default type** – Represents the amounts, prior to distribution, that are budgeted in the Complement and CI Planning Input Forms. Users must "distribute" amounts shown in the 9999 columns based on how the costs are funded/paid.

- **1000 – Appropriation or Executive Authorization** – The amount provided in an enacted appropriation bill or executively authorized and issued in an approved expenditure symbol notification (ESN).

- **2000 – Estimated Augmentations** – The amount made available in an approved allocation or allocation amendment to supplement an appropriation or executive authorization from non-federal sources. Examples include interagency billings or fees which are credited to a specific appropriation.

- **3000 – Federal Transfers** – The amount of expenditures anticipated to occur in the state appropriation or executive authorization in the first instance and then transferred to a related federal appropriation or executive authorization via a 92-commitment item.

- **4000 – Non-Federal Transfers** – The amount of expenditures anticipated to occur in the state appropriation or executive authorization in the first instance and then transferred to another state appropriation or executive authorization, or other non-federal funds source within the same or a different Commonwealth fund via a 92-commitment item.

Budget Version – Alternate drafts used throughout the budget/rebudget process. Each budget version represents a complete submission. A budget version is a three-digit number.

- For Budget Request, agencies work in Budget Version 010. After all work is complete, it is copied to 040, which is the official agency submission to the Governor's Budget Office (GBO).

- Budget Version 040 is copied to 100 by GBO and is used as the GBO control version. GBO then copies to 110 and this is used as their working copy and eventually becomes the Governor's Executive Budget.

- For Rebudget Request, agencies work in Budget Version 205. After all work is complete, it is copied to 300, which is the official agency submission to the Governor's Budget Office (GBO).

- Budget Version 300 is copied to 310 by GBO and is used as their working copy. After all work is complete, it is copied to 400 and used in the preparation of the budget retraction to SAP.

Budget Year/Fiscal Year – Reflects the ensuing fiscal year of enactment**.** Agencies will only have access to the applicable year. The budget year/fiscal year is a four-digit number.

Business Area – Commonwealth agency.

Commitment Item – Used to classify the type of budgeted revenues and expenditure and to detail the balances for each fund in the FM module with the SAP software. Certain budget preparation information is provided based on commitment items. A commitment item hierarchy is used to roll expenditure details up to higher level categories.

Commitment Item Hierarchy – High Level Examples
- 4XXXXXX – Revenue
- 61XXXXX – Personnel
- 63XXXXX – Operational
- 64XXXXX – Fixed Assets
- 66XXXXX – Grants
- 69XXXXX – Non-Expense Items
- 92XXXXX – Admin Transfers

Decision Package – A related set of proposed expenditures designed to fund current programs, projects, and activities, or new or substantially changed programs, activities, and projects. A decision package can include a single or multiple SAP funds depending on the related set of expenditures. Current decision package types include cost to carry packages (CTC), program revision request packages (PRR), and initiative packages (INIT). Program revision request packages and initiative packages are assigned unique numbers.

The CTC decision package number is 0000000001 (that's 9 zeroes followed by the number 1). It is comprised of complement data as of specific date determined by GBO along with commitment item data from a recent version.

To create a PRR or INIT decision package, please follow guidance from GBO for that given cycle as instructions could change year over year.

Fund – Represents the lowest level source of funding required for budgeting and monitoring. It is generally equivalent to an appropriation when the last three digits of the ten-digit fund code are zeros. If the last three digits are other than all zeros, a lower level of detail is indicated. A fund is 10-digit number.

Funds are assigned to a ledger based on the type of activity and/or funding source.

- **Types of Ledgers**
  - Ledger 1 – State Funds Appropriated by Legislation
  - Ledger 2 – State Executive Authorizations
  - Ledger 3 – Continuing Appropriation
  - Ledger 4 – Restricted Receipt
  - Ledger 5 – Non-Budget Disbursement Symbol
  - Ledger 6 – Restricted Revenue
  - Ledger 7 – Federal Appropriation by PA Legislature
  - Ledger 8 – Federal Executive Authorization – Subgrants and Carry-Overs

- **Sending Fund** – (only relevant in the **Distributions** forms) Represents the source fund for distributions. Receiving funds and sending funds must match for appropriated distributions, augmented revenues, federal distributions, and state distributions. The one exception is direct charges where you can use a different receiving fund with a budget type 1000. A sending fund is a 10-digit number.

Funds Centers – Represents the organizational areas of responsibility for budgetary monitoring and reporting. Funds Centers are in a standard hierarchy and roll up to a business area (BA). Most input forms require a unique funds center for entry. A funds center is a 10-digit number.

- **Sending Funds Center** – (only relevant in the **Distributions** forms) Represents the source funds center for distributions. A sending funds center is a 10-digit number.

Fund Type – An independent fiscal and accounting entity comprising a source of money set aside by law for the purpose of carrying on specific activities in accordance with special regulations, restrictions, or limitations. A fund is created by legislation. The General Fund is the fund from which most state programs are financed.

NAVIGATING TO BUDGETPREP

BudgetPrep can be found within the Business Warehouse Platform within SAP. To use SAP functions users must be connected to the Commonwealth's network either by network cable or VPN. For Analysis for Microsoft Excel, also known as Analysis for Office (AO) to work, the Analysis Add-In must be enabled.
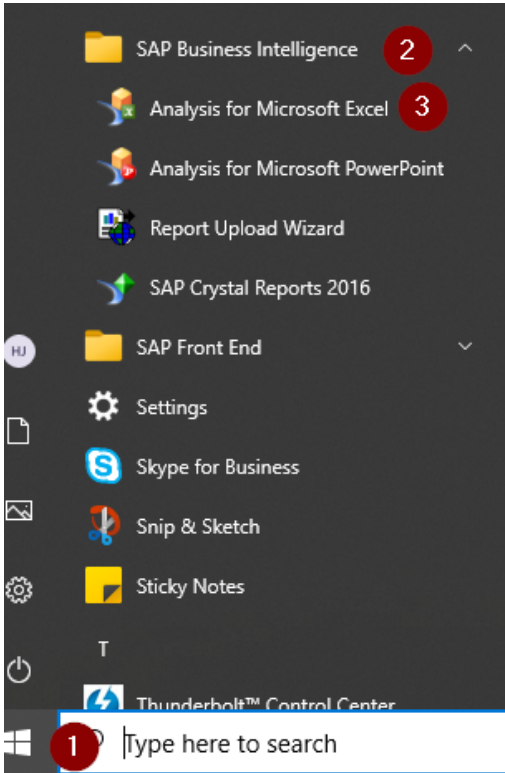
For users that are utilizing AO for the first time on their pc/laptop, AO must first be opened to load the Analysis Add-In to Excel.

This step can be completed by:

1. Clicking the Start icon.

2. Opening the SAP Business Intelligence Folder.

3. Selecting Analysis for Microsoft for Excel.

Once users have opened this application for the first time, every time thereafter, Excel can be opened directly to utilize BudgetPrep.

If the add-in ever gets disabled, please follow the tutorial at the following link to re-enable (AO_Enable_AO Add In (pa.gov)).
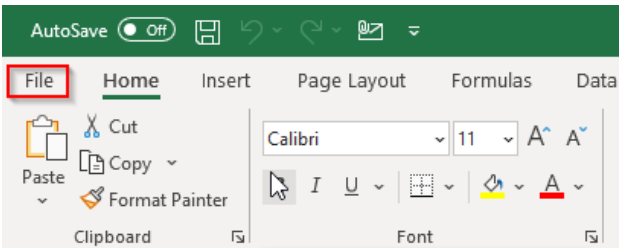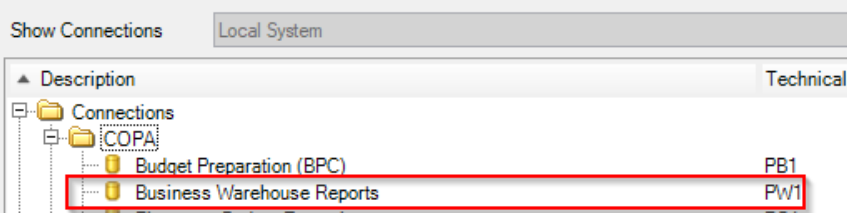
Once AO or Excel is opened, users must select File located at the top of the Excel spreadsheet.

To access the Business Warehouse Platform please navigate using the below steps:

1. Select Analysis within the side panel.

2. Click the Open Workbook icon.

3. Then choose the Open a workbook from the SAP Business Warehouse Platform from the dropdown list.
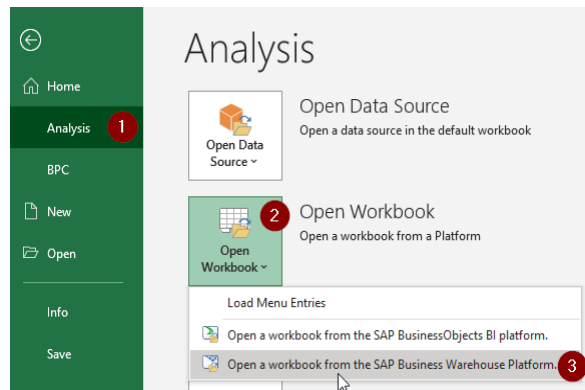
After selecting Open a Workbook from the SAP Business Warehouse Platform, open the Connections folder, then the COPA folder before selecting Business Warehouse Reports.
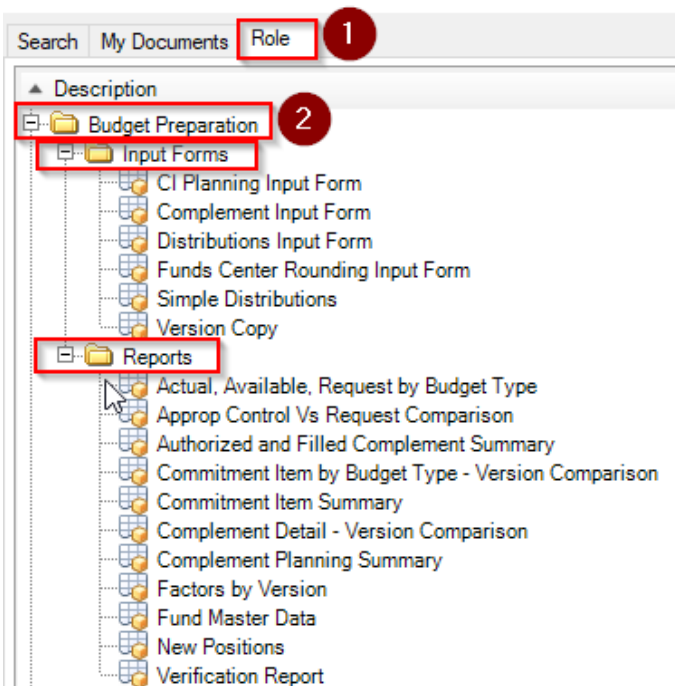
To access the Input Forms and Reports within BudgetPrep, users need to:

1. Click on the Role tab.

2. Locate the Budget Preparation folder and open it.

Within this folder contains all the SAP related input forms and reports that are needed to complete the Budget and Rebudget Process within BudgetPrep.

As shown in the screen shot to the left, Input Forms and Reports have their own folders within the Budget Preparation Folder.

Input Forms – These items are used to update and distribute the Commitment Item and Complement data within the BudgetPrep system.

Reports – These items provide output of the data that is currently reflected in the BudgetPrep system. These are generic when first opened but can be filtered and adjusted to fit the needs of the end user. Some of these items need to remain in a specific format for submission.

OPENING MULTIPLE BUDGETPREP INPUT FORMS/REPORTS

While working through the Budget/Rebudget process, users will often experience the need to have multiple BudgetPrep items open at one time.

Each Input Form and Report should be opened in a different Excel session. This will prevent PC lockup and will also alleviate losing all data if for some reason one session times out. To do this, simply hold down the ALT button on the keyboard and select the windows icon at the bottom corner of your screen. While keeping the ALT button held down, scroll down with your mouse until you find Excel and then select it.
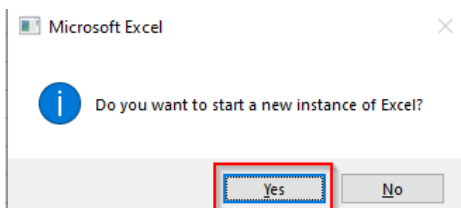
Keep holding in the ALT button until the Microsoft Excel box pops up on the screen with the message "Do you want to start a new instance of Excel?" Click yes. A new Excel session will open, and the process can be repeated to open another item

More in depth step by step guidance for a general login process for AO can be obtained at [AO_Log In_Open Workbook (pa.gov)](pa.gov)*.*

SECTION II

BUDGETPREP INPUT FORMS

This section provides an overview along with detailed level guidance on how to use each input form within BudgetPrep.

OVERVIEW OF BUDGETPREP INPUT FORMS

There are currently 6 BudgetPrep Input Forms that are used for inputting, rounding, distributing, and copying budget data for both the annual Rebudget and Budget Process.

1. **CI Planning Input Form –** used to budget non-personnel costs. This form also allows for the budgeting of augmentations.

2. **Complement Input Form –** used to budget for all personnel costs.

3. **Distributions Input Form –** used to distribute budgeted costs (entered via the CI Planning and Complement Input Forms) across budget types and other appropriations within your business area.

4. **Funds Center Rounding Input Form –** used only by PennDot to round at the appropriate Funds Center level for individual counties, Districts, District Offices, and their Central Office.

5. **Simple Distributions –** used to distribute budgeted costs (entered via the CI Planning and Complement Input Forms) across budget types just like in the Distributions Input Form. **This form will only be used for specific scenarios in specific business areas and is not usable by all agencies.**

6. **Version Copy –** used to copy a budget/rebudget version for a specific budget year and business area.
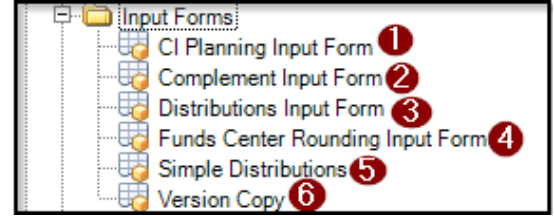
Detailed guidance on how to use each of the above forms is presented within this user's guide.

## ACCESSING TABS WITHIN INPUT FORMS
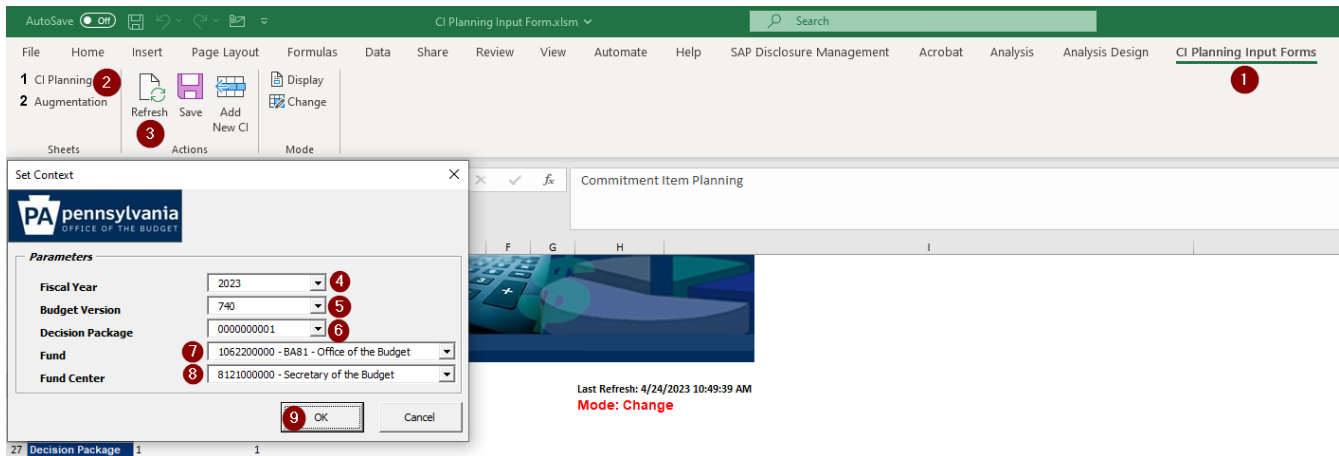
The following steps are generic instructions when accessing all input forms and their tabs:

1. Select the Input Form column header at the top right of the Excel Workbook.
2. Select the Input Form tab.
3. Click on the Refresh button, and upon doing so, a pop-up box will appear.
4. Enter the year for which the Budget/Rebudget is being prepared.
5. Select the appropriate Budget Version. Guidance on proper Budget Versions is provided in the Introductory of the user's guide.
6. Select the appropriate Decision Package.
7. Choose the Fund.
8. Select the appropriate Fund Center.
9. Click the OK button.

CI PLANNING INPUT FORM

The CI Planning Input Form is used to enter all non-personnel costs and augmentations for the budget year that is being worked on. It contains two separate tabs, CI Planning and Augmentation.

CI PLANNING TAB
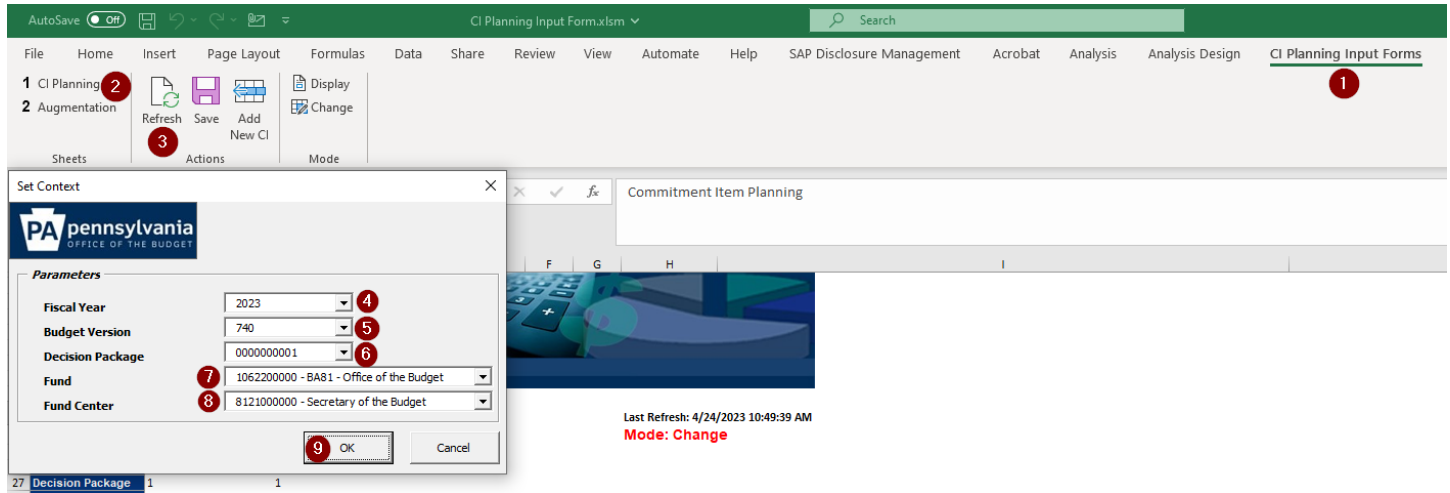
To enter or adjust non-personnel budgeted costs in the CI Planning tab, please follow the steps listed below:

1. Select the CI Planning Input Forms column header at the top right of the form.
2. Choose the CI Planning tab.
3. Click on the Refresh button, and upon doing so, a pop-up box will appear.
4. Enter the year for which the Budget/Rebudget is being prepared.
5. Select the appropriate Budget Version. Guidance on proper Budget Versions is provided in the Introductory of the user's guide.
6. Select the appropriate Decision Package.
7. Choose the Fund.
8. Select the appropriate Fund Center.
9. Click the OK button.

After finishing these steps, the CI Planning tab will show the current estimates that are in the BudgetPrep system by commitment item. Adjustments can be made to the commitment items shown on this input tab. Only the 9999-column shaded in yellow can be adjusted on this form.

The 1000 through 4000 columns are displayed to show if/how budgets have been distributed. For guidance on how to distribute amounts, see the Distributions Input Form section of this guide.

If trying to zero out a 9999 amount, users must **FIRST** zero out any budget listed within budget types 1000 – 4000 on the Distributions Tab within the Distributions Input Form and then come back to this form to zero out the 9999-commitment item amount.

Make sure that the total is rounded to the nearest thousand for each CI level (for example 63, 64, 66, etc.).

To add a new commitment item, proceed with steps 1 through 4.

1. Choose the Add New CI button on the ribbon.

2. A Commitment Item box will appear. The CI's are sorted numerically, so scroll until the correct CI(s) is identified; or a search button is located at the top so if the CI is known, it can simply be typed in. Select the CI(s).

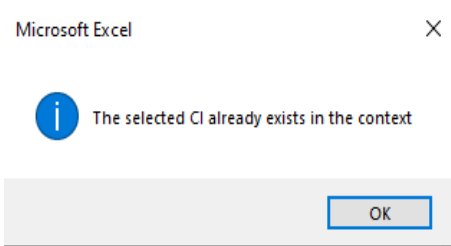**3. Click Add.**

4. Select Close

The form will generate the new CI line(s) where the amount can now be populated. Once the amount is entered in the yellow 9999 column, select the **Save** button.

If when attempting to add a new CI, this error box appears, it means the CI has already been added. Changes to previously entered items can be adjusted simply by entering the adjusted amount in the prepopulated row in the DIST AMT 9999 column only.

Last, make sure when toggling between 2 input forms (the CI Planning Input Form vs the Distribution Input Form) that the form being worked on is selected as **Change**. The below error message will populate when trying to save data if these two input forms are opened at the same time using the same parameters and both forms are in change mode. When work is finished in one form, always remember to switch the mode back to **Display** so work being performed in another input form can be saved.
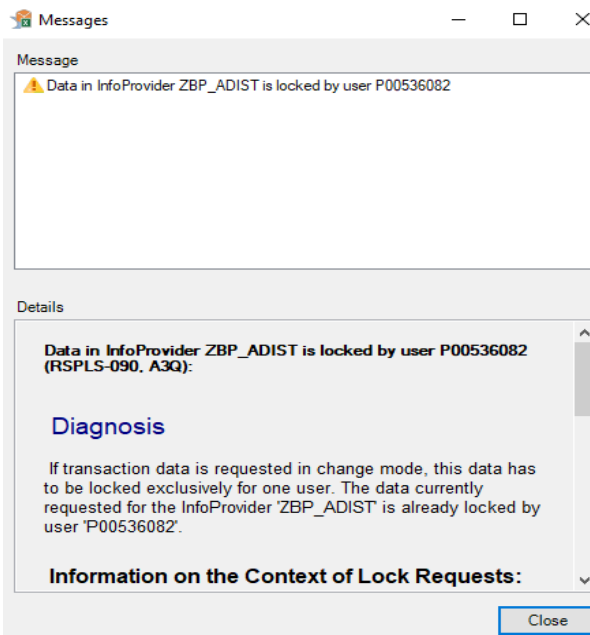
AUGMENTATION TAB
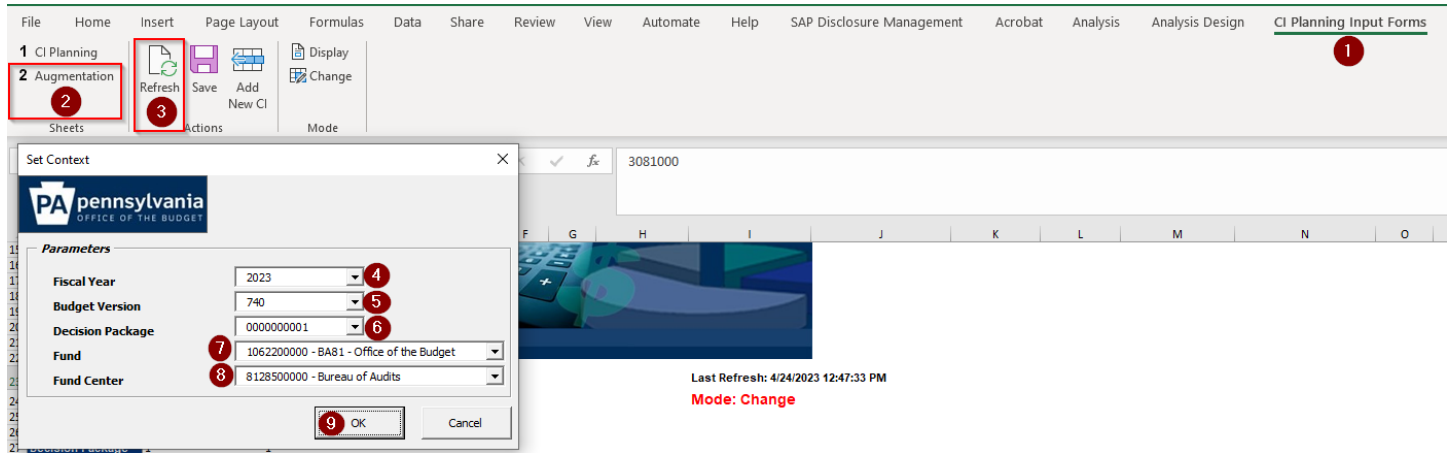
To enter estimated augmentations in the Augmentation tab, please follow the below steps:

1. Select the CI Planning Input Forms column header at the top right of the form.
2. Choose the Augmentation tab.
3. Click on the Refresh button, and upon doing so, a pop-up box will appear.
4. Enter the year for which the Budget/Rebudget is being prepared.
5. Select the appropriate Budget Version. Guidance on proper Budget Versions is provided in the Introductory of the user's guide.
6. Select the appropriate Decision Package.
7. Choose the Fund.
8. Select the appropriate Fund Center.
9. Click the OK button.

After finishing these steps, the Augmentation tab will show the current estimates that are in the BudgetPrep system by commitment item. Adjustments can be made to the commitment items shown on this input tab. Only the 9999-column shaded in yellow can be adjusted on this form.

Most augmentations should be distributed as budget type 2000. For guidance on how to distribute amounts, see the Distributions Input Form section of this guide.

If trying to zero out a 9999 amount, users must **FIRST** zero out any budget listed within budget type 2000 on the Distributions Tab within the Distributions Input Form and then come back to this form to zero out the 9999-commitment item amount.

Make sure that the total is rounded to the nearest thousand for the 44 CI level.

Augmentations should be entered as positive values within BudgetPrep. However, when augmentations appear on the BudgetPrep reports they will appear within parentheses () as a negative value.

To add a new commitment item, proceed with steps 1 through 4.

1. Choose the **Add New CI** button on the ribbon.

2. A Commitment Item box will appear. The CI's are sorted numerically, so scroll until the correct CI(s) is identified; or a search button is located at the top so if the CI is known, it can simply be typed in. Select the CI(s).

3. Click **Add.**

4. Select Close.

If when attempting to add a new CI, this error box appears, it means the CI has already been added. Changes to previously entered items can be adjusted simply by entering the adjusted amount in the prepopulated row in the DIST AMT 9999 column only.

The form will generate the new CI line(s) where the amount can now be populated. Once the amount is entered in the yellow 9999 column, select the **Save** button

Last, make sure when toggling between 2 input forms (the CI Planning Input Form vs the Distribution Input Form) that the form being worked on is selected as Change. The below error message will populate when trying to save data if these two input forms are opened at the same time using the same parameters and both forms are in change mode. When work is finished in one form, always remember to switch the mode back to Display so work being performed in another input form can be saved

COMPLEMENT INPUT FORM

The Complement Input Form is used for the budgeting of all personnel-related costs. It contains five tabs that allow the user to adjust personnel costs and one that allows for rounding of all the previously adjusted data. All Full-Time Equivalent (FTE) positions are captured as of the date of the complement pull, which can be found in the instructions for the Budget/Rebudget you are preparing. Below is a short summary of each tab. The rest of this section provides additional details about each tab along with step-by-step instructions and guidance on how to use each input tab.

Vacant LWOP Positions Tab (V or L)

This tab displays all the positions that were listed as Vacant or as a Filled but on Leave Without Pay (LWOP) at the time of the complement pull. On this form you can adjust the Pay Scale, Pay Periods, and Pay Scale Bi-Weekly Hours on a per position basis.

If there are any vacancies that are listed with no biweekly salary and the intention is to fund any portion of that position(s), users would need to:

- Enter a complement adjustment to account for your estimated vacancy funding for any position that is authorized but not accounted for on this tab.

—OR—

- Contact the [RA-OB BudgetPrep](#) resource account and ask for the amount to be updated by providing the position number and the Biweekly amount; once changed, the user can make adjustments on this tab.

New Positions Tab (N)

This tab is used to input any positions that will increase your current authorized complement (not due to a transfer of FTE(s) and/or transfer of program with authorized FTEs). New positions could require additional documentation when submitted to GBO.

Complement Adjustments Tab (CAJ)

This tab is utilized to enter an adjustment to salary/wage using the input of the FTE, Pay Periods, and (Salary) Adjustment Amount entered for the adjustment. Benefit calculations occur for all adjustments entered on this input tab. This input tab should be used to adjust total positions to account for part-time personnel in full-time positions or for new positions approved that were not included in the HR load.

Federal Direct and Non-Federal Direct adjustments should NOT be entered on this tab

Other Personnel Costs Tab (OPC)

These are specific commitment items related to Overtime, Unemployment Comp, Non-Standard Salaries, Rewards/Bonuses, Allowances, and Litigation/Arbitration/Payouts. This form automatically calculates the benefits (if applicable) for the items entered.

Other Adjustments Tab (OAJ)

A user would use this tab to enter an adjustment without the need/want to factor benefits. These adjustments are commonly used to make a specific amount adjustment. Just like with the CAJ, there are reason codes to assist in justification and categorization of adjustments made to a fund. **These should not be made for significant amounts or any adjustment that is described within another section.**

Rounding (RAJMO)

This form is used to round the personnel costs of a fund to the nearest thousand.

VACANT LWOP POSITIONS TAB

This tab displays all the positions that were listed as Vacant or as a Filled but on Leave Without Pay (LWOP) at the time of the complement pull. On this form you can adjust the Pay Scale, Pay Periods, and Pay Scale Bi-Weekly Hours on a per position basis.

If there are vacancies listed and no corresponding biweekly salary and the user intends to fund any portion of those positions, users would need to:

- Enter a complement adjustment to account for the estimated vacancy funding for any position that is authorized but not accounted for on this tab.

—OR—

- Contact the RA-OB BudgetPrep and ask for the amount to be updated by providing the position number and the Biweekly amount; once changed, the user can make adjustments on this tab.

To adjust Vacant and LWOP Positions, follow the below steps:

1. Select the Complement Input Form column header at the top right of the form.
2. Choose the Vacant LWOP Positions tab.
3. Click on the Refresh button, and upon doing so, a pop-up box will appear.
4. Choose the year for which the Budget/Rebudget is being prepared.
5. Select the appropriate Budget Version. Guidance on proper Budget Versions is provided in the Introductory of the user's guide.
6. Select the appropriate Decision Package.
7. Choose the Fund.
8. Choose the Work Contract where SS is Salary and WW is Wage.
9. Select the appropriate Fund Center or the entire BA. The Vacant LWOP Positions tab is the **ONLY** complement tab that will accept the higher-level funds center. By selecting BAXX for fund center (where XX is your business area), all vacancies/LWOP for the fund will be returned.
10. Click the OK button.

This form displays all vacant and LWOP positions for the input parameters. The pay periods **(1)**, bi-weekly hours **(2)**, and pay scale level **(3)** can be changed for these positions. Any changes will cause a recalculation of the benefits for the position. Generally, LWOP positions are budgeted at 26.0, 26.1, or 26.2 pay periods (only benefits; not salary) and vacant positions are budgeted at 13 pay periods. Typically, an agency has several people on LWOP every year. If the amount of LWOPs is higher than the average of the previous years, you may fund the LWOPs with salary and benefits. If salary should be funded, the hours column would need to be updated from 0 hours to 75/80 depending on the position. If the number of LWOPs are lower than your average, then fund for benefits only and leave the hours at 0.

Funds center		Pos Fil, Vac, New	Position	Job	Wage Type	Bargaining Unit Grp	Pay scale level	Pay Scale Area	Pay Scale Group	Pay Scale Type	Full-time equivalent	Pay Periods	Pay Scale Bi-wk Hrs	Bi-weekly Amt	Request Amount
8121000000	Budget Secretary	V	2036	3000502	10/1100	37	10/XH/CW/1/XH66/00	10/CW	XH/CW/1/XH66	10/XH	1.00	13.000	75.000	$ 0.00	$ 0.00
8121000000	Budget Secretary	V	69097	3000502	10/1100	37	10/XH/CW/1/XH66/00	10/CW	XH/CW/1/XH66	10/XH	1.00	13.000	75.000	$ 0.00	$ 0.00
8122000000	Dep Sec of Budget	L	37414	78400	10/1100	37	10/ST/CW/1/ST10/ZN	10/CW	ST/CW/1/ST10	10/ST	1.00	13.000	75.000	$ 3,677.25	$ 47,804.00
8122000000	Dep Sec of Budget	V	71979	71301	10/1100	37	10/AT/CW/1/AT03/01	10/CW	AT/CW/1/AT03	10/AT	1.00	13.000	75.000	$ 3,089.25	$ 40,160.00
8122000000	Dep Sec of Budget	V	50384675	82903	10/1100	37	10/ST/CW/1/ST08/01	10/CW	ST/CW/1/ST08	10/ST	1.00	13.000	75.000	$ 2,372.25	$ 30,839.00
8128500000	Bureau of Audits	V	27973	37200	10/1100	37	10/ST/CW/1/ST08/01	10/CW	ST/CW/1/ST08	10/ST	1.00	13.000	75.000	$ 2,372.25	$ 30,839.00
8128500000	Bureau of Audits	V	30828	37200	10/1100	37	10/ST/CW/1/ST08/01	10/CW	ST/CW/1/ST08	10/ST	1.00	13.000	75.000	$ 2,372.25	$ 30,839.00
8128500000	Bureau of Audits	V	71266	36400	10/1100	37	10/ST/CW/1/ST07/01	10/CW	ST/CW/1/ST07	10/ST	1.00	13.000	75.000	$ 2,077.50	$ 27,008.00
8128500000	Bureau of Audits	V	91199	37200	10/1100	37	10/ST/CW/1/ST08/01	10/CW	ST/CW/1/ST08	10/ST	1.00	13.000	75.000	$ 2,372.25	$ 30,839.00
8128500000	Bureau of Audits	V	37095	37200	10/1100	37	10/ST/CW/1/ST08/01	10/CW	ST/CW/1/ST08	10/ST	1.00	13.000	75.000	$ 2,372.25	$ 30,839.00
8128500000	Bureau of Audits	V	99641	37200	10/1100	37	10/ST/CW/1/ST08/01	10/CW	ST/CW/1/ST08	10/ST	1.00	13.000	75.000	$ 2,372.25	$ 30,839.00
8128500000	Bureau of Audits	V	103754	37200	10/1100	37	10/ST/CW/1/ST08/01	10/CW	ST/CW/1/ST08	10/ST	1.00	13.000	75.000	$ 2,372.25	$ 30,839.00
8128500000	Bureau of Audits	V	124070	36204	10/1100	37	10/ST/CW/1/ST09/01	10/CW	ST/CW/1/ST09	10/ST	1.00	13.000	75.000	$ 2,709.00	$ 35,217.00
8128500000	Bureau of Audits	V	50275555	30605	10/1100	37	10/ST/CW/1/ST06/01	10/CW	ST/CW/1/ST06	10/ST	1.00	13.000	75.000	$ 1,820.25	$ 23,663.00
Overall Result											14.00	182.000	1,050.00	$ 29,979.00	$ 389,725.00

All changes to pay periods or bi-weekly hours should be made in the yellow shaded cells **(1 & 2)**. To save changes, click on the **Save Data** button located in the top ribbon

To change a pay scale level, users should place the cursor in the applicable pay scale level cell **(3)** and then select the **Change PSLVL** button **(4)**. Select the new pay scale level from the list provided and click **OK**.

A note will populate at the bottom left of the screen that states Data was Saved. The updated information should appear immediately.

Please note that once the change is made the updated row will appear with the new payscale level, however the old data will still show but will reflect zeros in the data columns.

Funds center		Pos Fil, Vac, New	Position	Job	Wage Type	Bargaining Unit Grp	Pay scale level	Pay Scale Area	Pay Scale Group	Pay Scale Type	Full-time equivalent	Pay Periods	Pay Scale Bi-wk Hrs	Bi-weekly Amt	Request Amount
8121000000	Budget Secretary	V	2036	3000502	10/1100	37	10/XH/CW/1/XH66/00	10/CW	XH/CW/1/XH66	10/XH	1.00	13.000	75.000	$ 0.00	$ 0.00
8121000000	Budget Secretary	V	69097	3000502	10/1100	37	10/XH/CW/1/XH66/00	10/CW	XH/CW/1/XH66	10/XH	1.00	13.000	75.000	$ 0.00	$ 0.00
8122000000	Dep Sec of Budget	L	37414	78400	10/1100	37	10/ST/CW/1/ST10/ZN	10/CW	ST/CW/1/ST10	10/ST	1.00	13.000	75.000	$ 3,677.25	$ 47,804.00
8122000000	Dep Sec of Budget	V	71979	71301	10/1100	37	10/AT/CW/1/AT03/01	10/CW	AT/CW/1/AT03	10/AT	1.00	13.000	75.000	$ 3,089.25	$ 40,160.00
8122000000	Dep Sec of Budget	V	50384675	82903	10/1100	37	10/ST/CW/1/ST08/01	10/CW	ST/CW/1/ST08	10/ST	0.00	0.000	0.000	$ 0.00	$ 0.00
8122000000	Dep Sec of Budget	V	50384675	82903	10/1100	37	10/ST/CW/1/ST08/03	10/CW	ST/CW/1/ST08	10/ST	1.00	13.000	75.000	$ 2,481.00	$ 32,253.00

Vacant and LWOP positions can be filtered using the **Vacant** or **LWOP** ribbon buttons **(5)**. Use the ribbon buttons to switch between the two forms. If you select either **Vacant** or **LWOP** and want to see both again, click on the **Reset Filters** button **(5)**. The "Pos Fil, Vac, New" parameter will reflect which indicator option is being used.

NEW POSITIONS TAB

This tab is used to input any positions that will increase your current authorized complement (not due to a transfer of FTE(s) and/or transfer of program with authorized FTEs). New positions could require additional documentation when submitted to GBO.

To add New Positions, follow the below steps:

1. Select the Complement Input Form column header at the top right of the form.
2. Choose the New Positions tab.
3. Click on the Refresh button, and upon doing so, a pop-up box will appear.
4. Choose the year for which the Budget/Rebudget is being prepared.
5. Select the appropriate Budget Version. Guidance on proper Budget Versions is provided in the Introductory of the user's guide.
6. Select the appropriate Decision Package.
7. Choose the Fund.
8. Select the appropriate Fund Center.
9. Click the OK button.

To add a new position, click on the **Add New Position** button **(1)**. The Add Positions box will appear. Within the parameters section of this box, both Job **(2)** and Pay Scale Level **(3)** will be items to select. Click in the box next to Job and use the scroll through option to select the needed position **(2)**. The Job can also be searched by Job number. Then click in the box next to Pay Scale Level and choose the appropriate level **(3)**. Within the measures section of the box, there will be three items to input, Full Time Equivalent (FTE) **(4)**, Pay Scale Bi-wk Hrs (drop-down box) **(5)**, and Pay Periods **(6)**. Then select **Add (7)**. The data will be saved automatically, and a pop-up box will appear that states Data was saved.

Multiple positions (using the same Job and Pay Scale Level) may be added at once by using two different methods. First, the user can choose to enter multiple FTE's along with the corresponding pay periods in the measures portion of the **Add New Position** button, or he/she can add one position and once the row populates, can update the yellow-colored parameters (FTE, Total Pay Periods and Pay Scale Bi-wk Hrs) within the screen
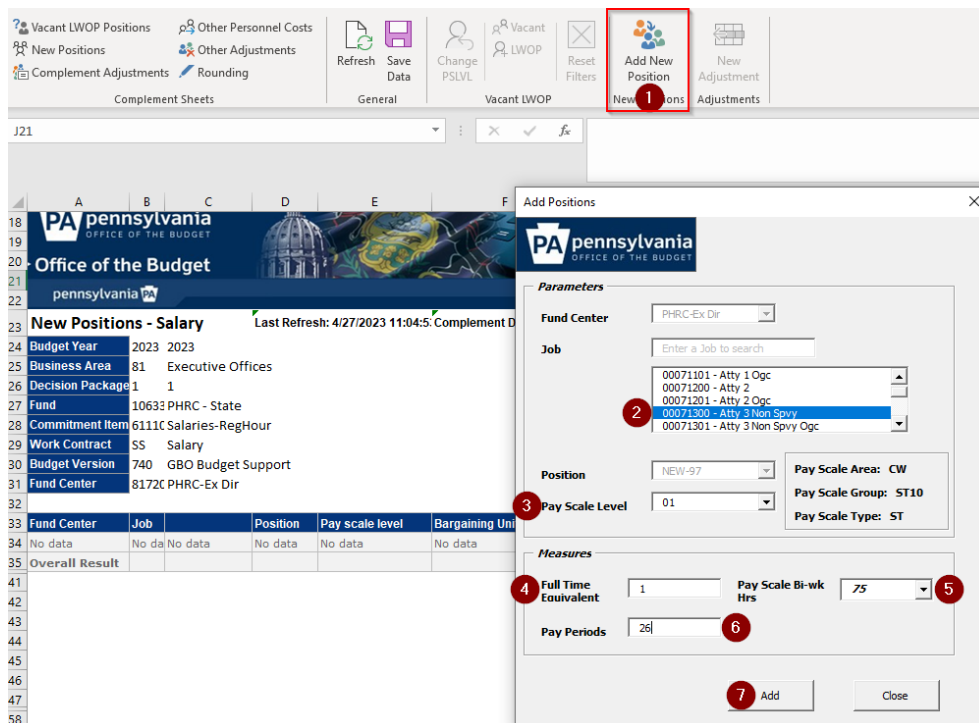
Funds center	Job		Position	Pay scale level	Bargaining Unit Grp	Wage Type	Pay Scale Type	Pay Scale Group	Pay Scale Area	Full-time equivalent	Total Pay Periods	Pay Scale Bi-wk Hrs	Bi-weekly Amt	Request Amount
8172000000	71400	Atty 3 Spvy	NEW-97	10/ST/CW/1/ST10/01	97	10/1100	10/ST	CW/1/ST10	10/CW	1.000	26.000	75.000	$ 3,089.25	$ 80,320.00
Overall Result										1.00	26.000	75.000	$ 3,089.25	$ 80,320.00

For Total Pay Periods, if more than one position is entered, multiply the number of FTE's by the pay periods for each position and enter the total pay periods for all positions. The Bi-Weekly Hours should only be 0, 75, or 80 hours. If a user types in a different number of hours the error message to the side will be received.
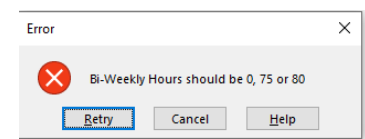
If planning to adjust more than one fund center, the **Refresh** button must be selected to change the funds center.

Always remember to click the **Save Data** button if changing values in the yellow-colored parameters as these updates won't save automatically.

If the job selected does not have pay rates maintained in the pay schedules, an error message will appear that states the following: Pay Rates are not maintained for this Job – contact IES to add new position.

COMPLEMENT ADJUSTMENTS TAB

This tab is utilized to enter an adjustment to salary/wage using the input of the FTE, Pay Periods, and (Salary) Adjustment Amount entered for the adjustment. Benefit calculations occur for all adjustments entered on this input tab. This input tab should be used to adjust total positions to account for part-time personnel in full-time positions or for new positions approved that were not included in the HR load.

Federal Direct and Non-Federal Direct adjustments should NOT be entered on this tab.

To enter Complement Adjustments, follow the below steps:

1. Select the Complement Input Form column header at the top right of the form.
2. Choose the Complement Adjustments tab.
3. Click on the Refresh button, and upon doing so, a pop-up box will appear.
4. Choose the year for which the Budget/Rebudget is being prepared.
5. Select the appropriate Budget Version. Guidance on proper Budget Versions is provided in the Introductory of the user's guide.
6. Select the appropriate Decision Package.
7. Choose the Fund.
8. Choose the Work Contract where SS is Salary and WW is Wage.
9. Select the appropriate Fund Center.
10. Click the OK button.
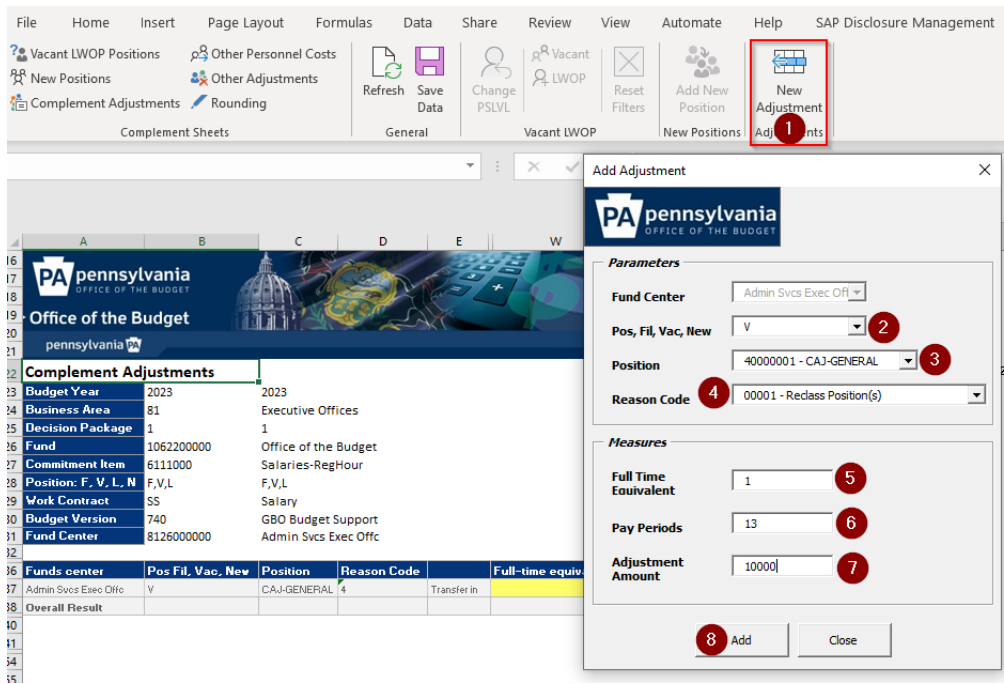
To enter an adjustment, click on the **New Adjustment** button **(1)**. An Add Adjustment box will appear. Within the parameters section of this there are 3 dropdowns. First, select whether the position is Filled, Vacant or LWOP **(2)**; second, select the Position (used for benefit calculations) **(3)**; finally choose a Reason Code **(4)**. Then within the measures section of the box there will be 3 items to input manually, Full Time Equivalent (FTE) **(5)**, Pay Periods **(6)**, and Adjustment Amount **(7)**. Click on **Add (8)** to enter a new adjustment line on the form. A note will populate at the bottom left of the screen that states Data was saved. The updated information should appear immediately.

Numbers can be entered as positive amounts or negative amounts depending on the adjustments needed. Data will save automatically when using the Add Adjustment box. However, if for some reason the user needs to update the yellow boxes of FTE, Pay Periods, or Adjustment Amount after the rows have already been populated, the Save Data button will need to be selected.

Funds center	Pos Fil, Vac, New	Position	Reason Code		Full-time equivalent	Pay Periods	Adjustment Amount
Admin Svcs Exec Offc	V	CAJ-GENERAL	1	Reclass Position(s)	-1.00	-13.00	-10,000.00
Admin Svcs Exec Offc	V	CAJ-GENERAL	4	Transfer in	1.00	13.00	30,000.00
Overall Result					0.00	0.00	$ 20,000.00

When choosing the Position remember that CAJ-SPECIAL should be used for Age-50 positions or other positions that have special benefit factors, CAJ-PSP-SS for State Police only (no social security is calculated), use CAJ-GENERAL for all others.

The Reason Code field allows the selection of the appropriate description from the drop-down menu. If applicable, detailed information regarding the adjustments should be included on a separate file submitted to the user's GBO analyst. Please remember to use **Reason Code 19** for any FTE adjustments if the transfer includes changes in authorized complement.
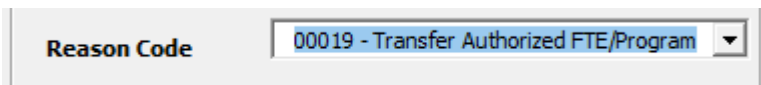
OTHER PERSONNEL COSTS TAB

These are specific commitment items related to Overtime, Unemployment Comp, Non-Standard Salaries, Rewards/Bonuses, Allowances, and Litigation/Arbitration/Payouts. This form automatically calculates the benefits (if applicable) for the items entered.
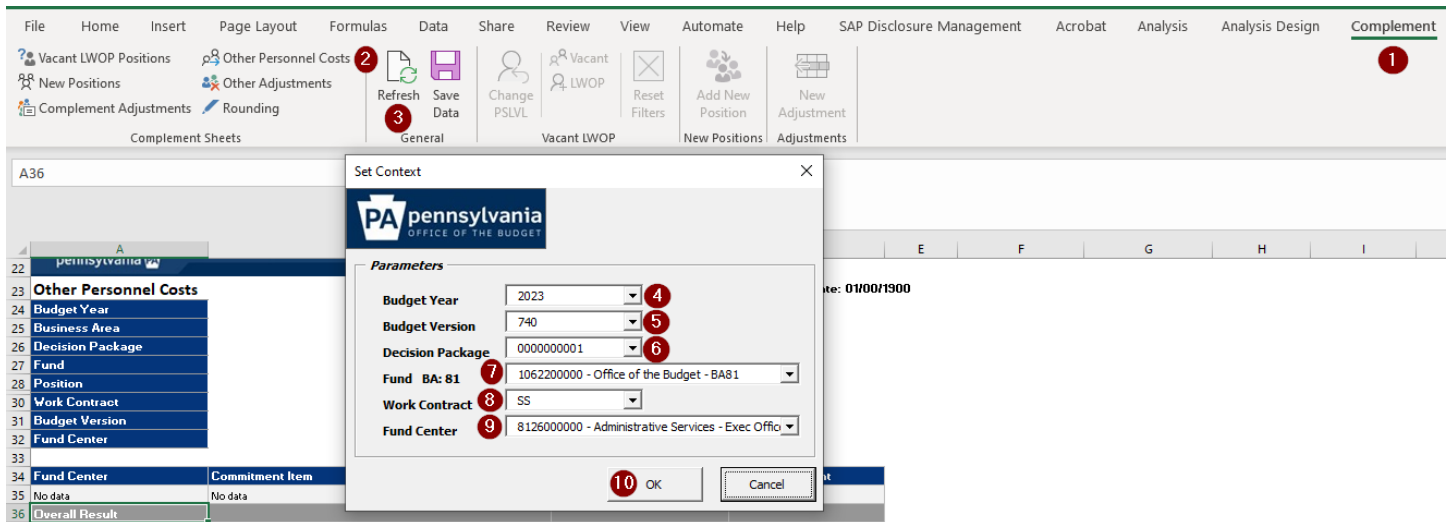
To enter Other Personnel Costs, follow the below steps:

1. Select the Complement Input Form column header at the top right of the form.
2. Choose the Other Personnel Costs tab.
3. Click on the Refresh button, and upon doing so, a pop-up box will appear.
4. Choose the year for which the Budget/Rebudget is being prepared.
5. Select the appropriate Budget Version. Guidance on proper Budget Versions is provided in the Introductory of the user's guide.
6. Select the appropriate Decision Package.
7. Choose the Fund.
8. Choose the Work Contract where SS is Salary and WW is Wage.
9. Select the appropriate Fund Center.
10. Click the OK button.

When the screen populates, enter amounts in the appropriate commitment item within the yellow cells.

When finished entering amounts, click the **Save Data** button.

OPC-SPECIAL should be used for Age-50 positions or other positions that have special benefit factors, OPC-PSP-SS for State Police only (no social security is calculated), and use OPC-GENERAL for all others.

OTHER ADJUSTMENTS TAB

A user would use this tab to enter a lump sum adjustment without the need/want to factor benefits. These adjustments are commonly used to make a specific amount adjustment. Just like with the CAJ, there are reason codes to assist in justification and categorization of adjustments made to a fund. Examples of entries include adjustments for the benefits associated with full time wage positions or payments received from or payable to other state agencies for complement cost sharing agreements **These should not be made for significant amounts or any adjustment that is described within another section.**
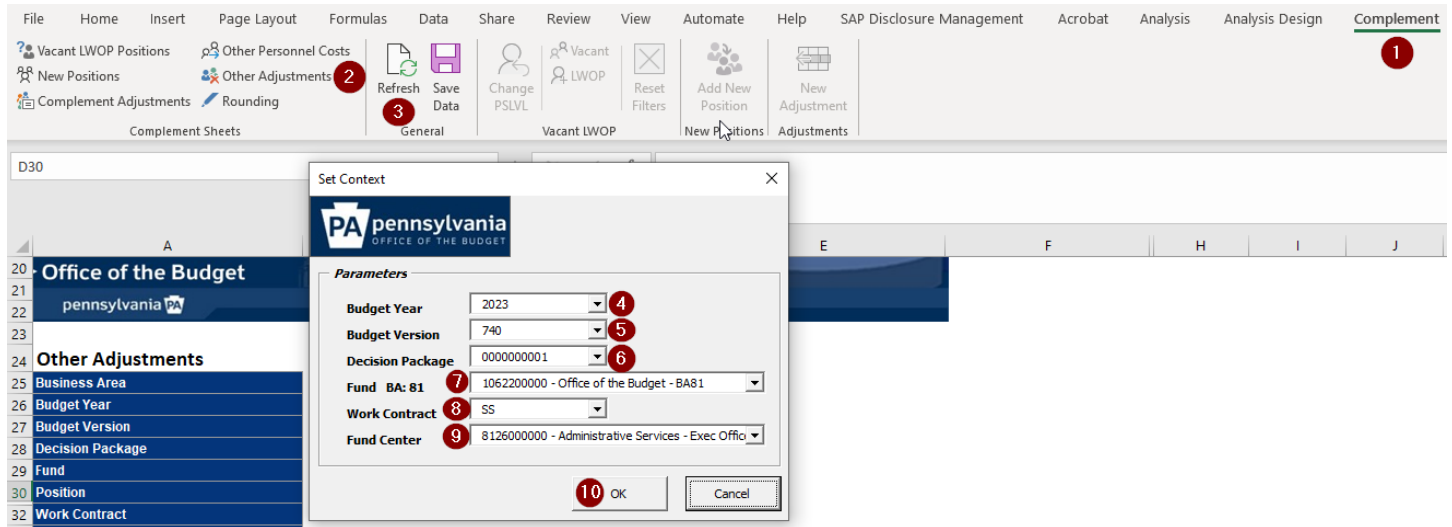
To enter Other Adjustments, follow the below steps:

1. Select the Complement Input Form column header at the top right of the form.
2. Choose the Other Adjustments tab.
3. Click on the Refresh button, and upon doing so, a pop-up box will appear.
4. Choose the year for which the Budget/Rebudget is being prepared.
5. Select the appropriate Budget Version. Guidance on proper Budget Versions is provided in the Introductory of the user's guide.
6. Select the appropriate Decision Package.
7. Choose the Fund.
8. Choose the Work Contract where SS is Salary and WW is Wage.
9. Select the appropriate Fund Center.
10. Click the OK button.

To add an adjustment, click on the **New Adjustment** button **(1)**. Select the Commitment Item(s)**(2)** and Reason Code(s)**(3)** and click **Add (4).** Then click **Close (5)**.

Multiple Commitment Items can be added at one time. The same holds true for Reason Codes. However, if adding multiple Commitment Items, then only one Reason Code can be selected. If adding multiple Reason Codes, then only one Commitment Item can be selected. Both categories can't have multiple criteria selected at once.

A new line item will appear where the corresponding dollar value can be added. Input the value and then select the **Save Data** button.

If a new adjustment is added and then needs to be altered, simply adjust within the yellow cell of the row that needs changed. Then remember to select save data as a direct change to the yellow cell will not save automatically.
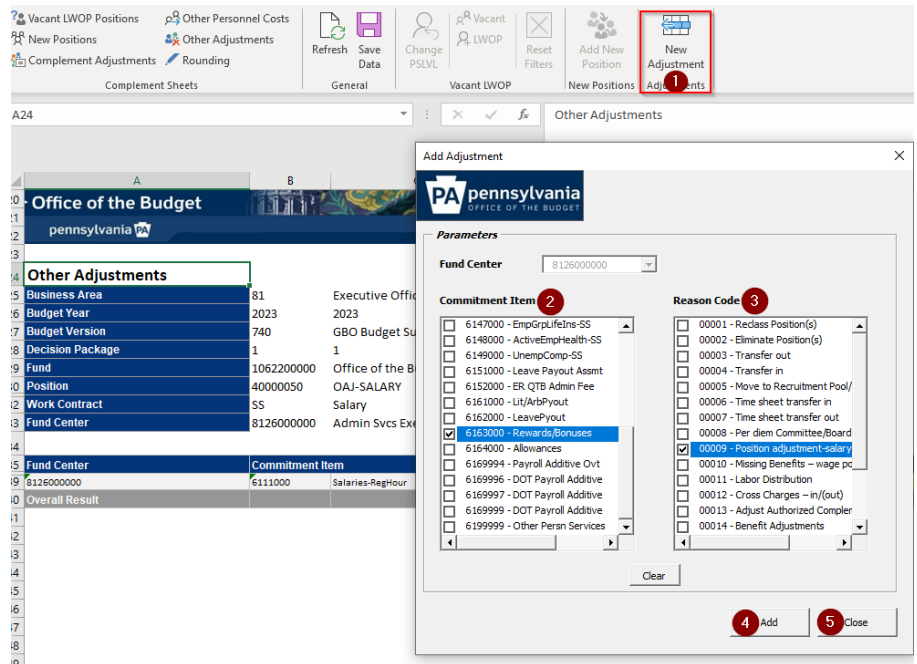
Fund Center	Commitment Item		Reason Code		Adjustment Amount
8126000000	6111000	Salaries-RegHour	9	Position adjustment-salary/wage	$132.00
8126000000	6163000	Rewards/Bonuses	9	Position adjustment-salary/wage	
8126000000	6164000	Allowances	9	Position adjustment-salary/wage	
Overall Result					$132.00
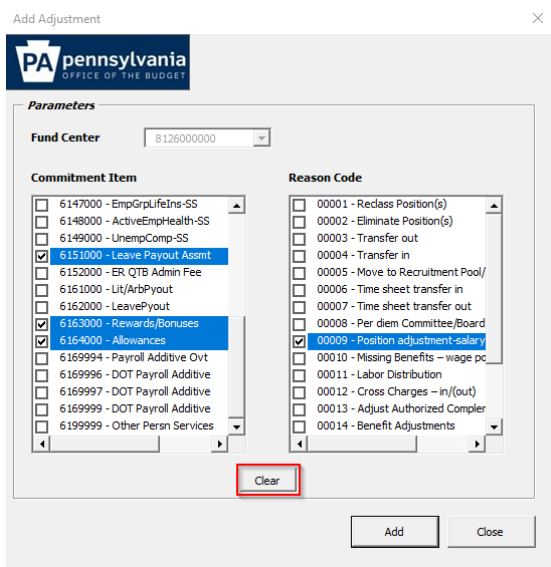
If additional adjustments are needed utilizing separate Commitment Items and or Reason Codes, always make sure to select the **Clear** button upon opening the Add Adjustment box. Otherwise, the below error box will appear. Upon clicking OK, the new adjustment line(s) will be added, but only for the newly selected data.
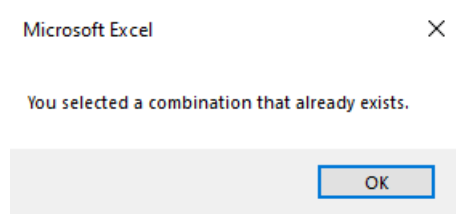
Fund Center	Commitment Item		Reason Code		Adjustment Amount
8126000000	6111000	Salaries-RegHour	9	Position adjustment-salary/wage	$132.00
8126000000	6163000	Rewards/Bonuses	9	Position adjustment-salary/wage	$1.00
8126000000	6164000	Allowances	9	Position adjustment-salary/wage	$2.00
8126000000	6151000	Leave Payout Assmt	9	Position adjustment-salary/wage	
Overall Result					$135.00

ROUNDING TAB

This form is used to round the personnel costs of a fund to the nearest $1,000. Amounts are rounded to the nearest $1.00 automatically at the commitment item level. The rounding to the nearest $1,000 is applied at the Fund level based on a target amount entered
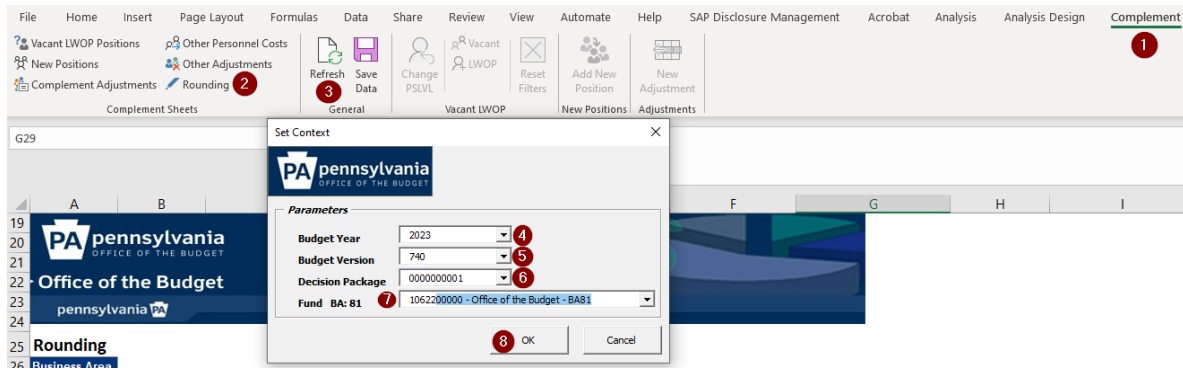
To proceed with Rounding a fund, follow the below steps:
1. Select the Complement Input Form column header at the top right of the form.
2. Choose the Rounding tab.
3. Click on the Refresh button, and upon doing so, a pop-up box will appear.
4. Choose the year for which the Budget/Rebudget is being prepared.
5. Select the appropriate Budget Version. Guidance on proper Budget Versions is provided in the Introductory of the user's guide.
6. Select the appropriate Decision Package.
7. Choose the Fund.
8. Click the OK button.
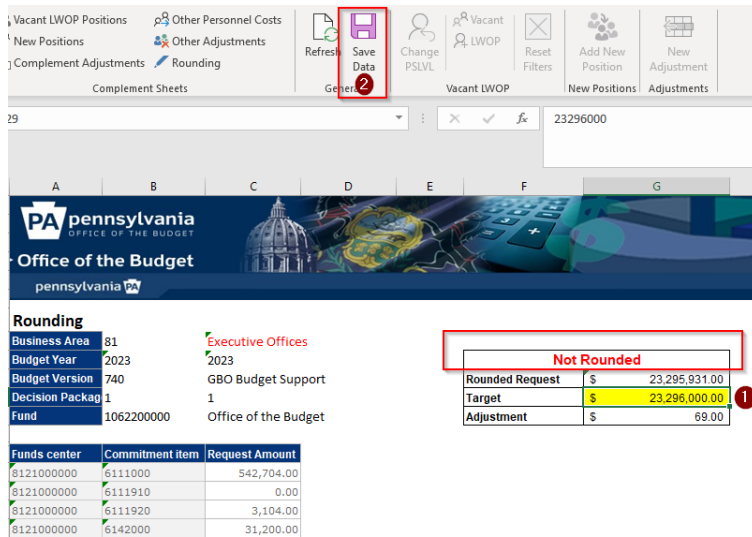
Enter the rounded target amount in the yellow shaded cell or accept the value that the system suggests **(1)**. Targeted values have to be within $1,000 (up or down) of the rounded request. For example, the target amount shown could be manually entered as $23,295,000 or be left at $23,296,000 as the system suggests. Choose the **Save Data** button **(2)**.

A message will appear as follows:
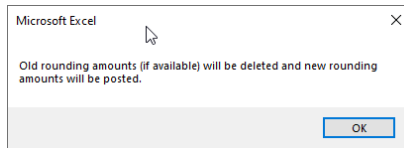
Click **OK**.

The system will automatically make an adjustment of $69 to the first fund center on the screen and CI 6111000 or CI 6121000. The red **Not Rounded** should change to **Rounded**. If a fund is rounded more than once, previous rounding amounts will be cleared from both the Complement and Distribution models, in preparation for new rounding amounts. Also, the rounding adjustment will be saved to the first fund center with commitment items on the screen.

The rounding function in BudgetPrep will work on the first attempt, however if after a user rounds and saves for the first time, he/she discovers that changes need to be made and re-rounding needs to be done, changes must first be made. Then exit BudgetPrep completely. Log back in and round again. If the user does not log out, the rounding will not work properly. It is also very important that once a user starts the process that he/she continue without canceling. Canceling midway through the process can cause incorrect data between the models. <u>**ALWAYS**</u> **make rounding the very last step prior to distribution. It is critical to round prior to distributing funds to avoid having amounts left in the undistributed column.**

The rounding adjustments can only be viewed in the Complement Detail – Version Comparison report. All adjustments that come from the rounding form show up in the Request Adj Rounding column. This is also broken out when the report is drilled down by Reason Code. The Reason Code is **RAJMO** which stands for Rounding Adjustment Major Object.

DISTRIBUTIONS INPUT FORM

Once the budget is developed, the distribution process allocates the costs based on the source of funds (how the agency will pay the costs in SAP). Distributions are made based on where the final costs are paid or if the costs are transferred to another appropriation after the fact.

The Distributions Input Form should be utilized if the following conditions exist, which is most scenarios.

- If most of the distribution is appropriated and the sending and receiving funds centers remain the same.
- If percentages are used to move budgeted amounts from the default budget type (9999) to the destination budget type.
- If receiving funds for a sending fund are less than 20.

## DISTRIBUTIONS TAB
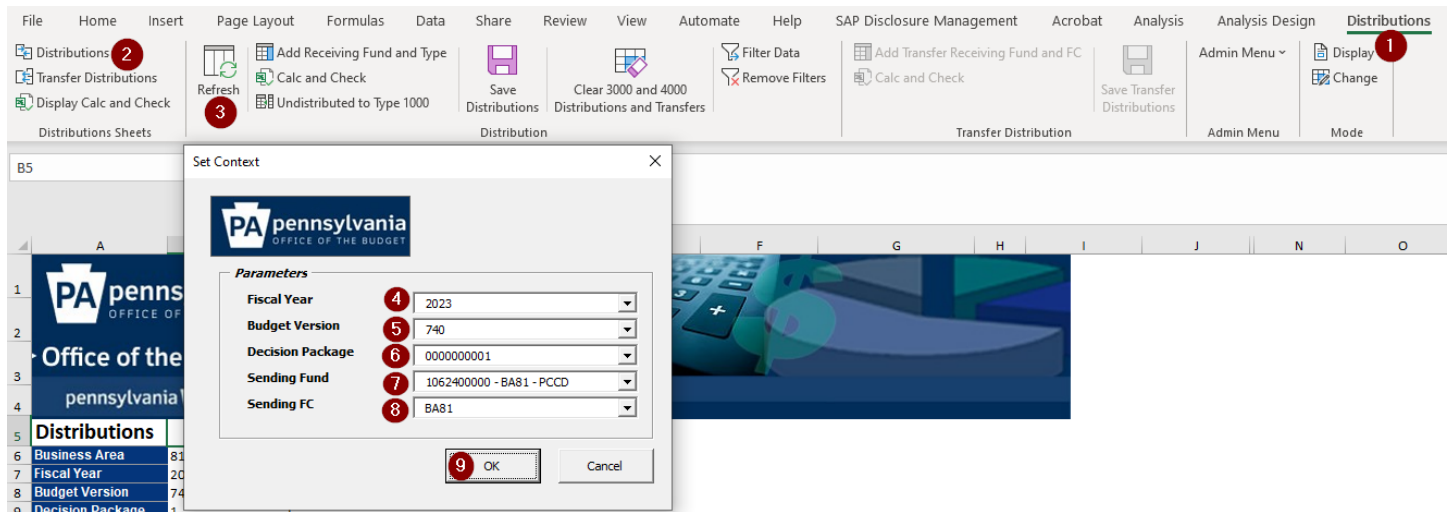
To distribute costs, follow the below steps:

1. Select the Distributions Input Form column header at the top right of the form.
2. Choose the Distributions tab.
3. Click on the Refresh button, and upon doing so, a pop-up box will appear.
4. Choose the year for which the Budget/Rebudget is being prepared.
5. Select the appropriate Budget Version. Guidance on proper Budget Versions is provided in the Introductory of the user's guide.
6. Select the appropriate Decision Package.
7. Choose the Fund.
8. Select the appropriate Fund Center or the entire BA.
9. Click the OK button.

Reminder
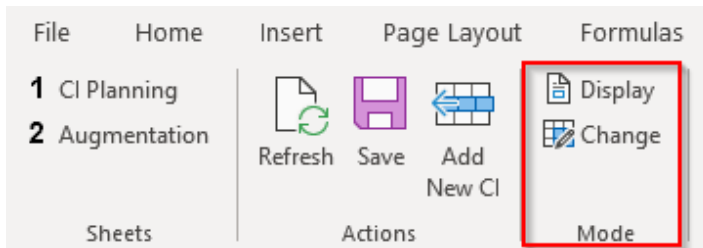
Always make sure when toggling between 2 input forms (the CI Planning Input Form vs the Distribution Input Form) that the form being worked on is selected as **Change**. An error message will populate when trying to save data if these two input forms are opened at the same time using the same parameters and both forms are in change mode. When work is finished in one form, always remember to switch the mode back to **Display** so work being performed in another input form can be saved.
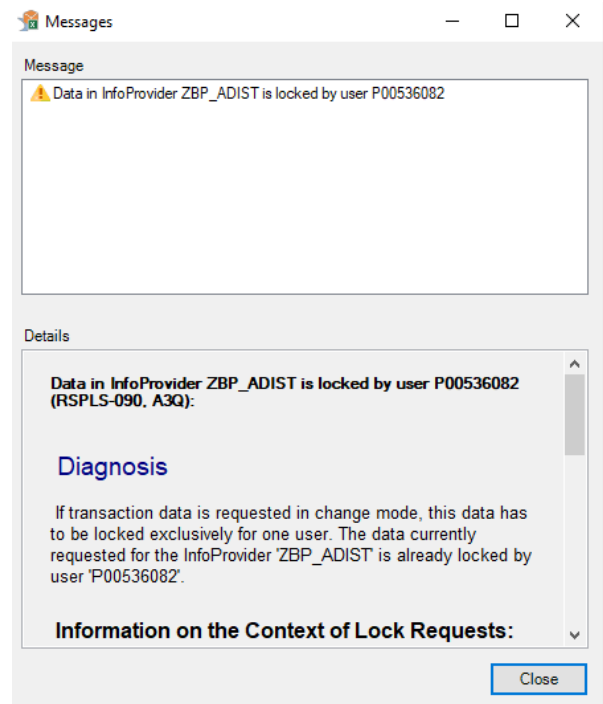
Direct Charges

Costs that are charged directly to a Federal or another State fund should be entered using a Receiving Type of 1000.
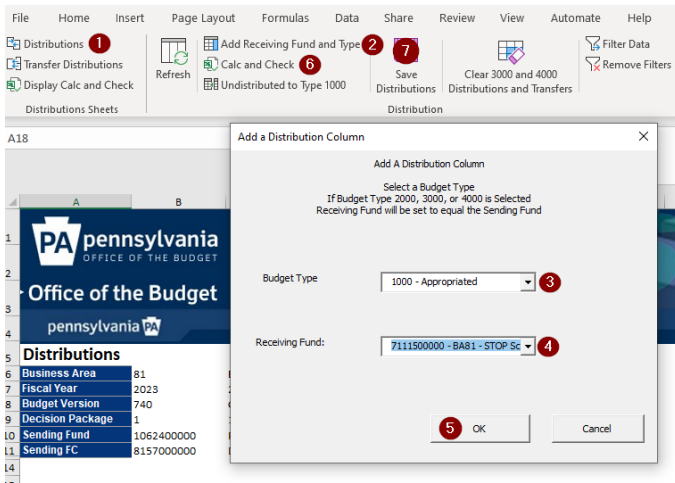
On the **Distributions** tab **(1)**, click **Add Receiving Fund and Type (2).**

When the Add a Distribution Column box appears, pick type **1000 – Appropriated** as the Budget Type **(3)** and select the Receiving Fund **(4).**

Then click **OK (5)**.

When the new column appears,enter percentages or amounts in the appropriate column. **Calc and Check (6)** to verify information entered is correct.

Click **Save Distributions (7)**. **You must ensure these amounts are rounded in total.**

Distributing to Budget Type 1000

If a sending fund **only** plans to allocate costs to receiving type 1000 (no augmentations or Federal/non-Federal transfers), the user only needs to click three buttons to complete the distributions. **Undistributed to Type 1000 (1), Calc and Check (2)**, and **Save Distributions (3)**.

When clicking on the **Undistributed to Type 1000** button **(1)**, the following message will appear.

Click **OK** to continue.

The amounts in the Undistributed column (column G) move to the Amount column (column J).

Then click on **Calc and Check (2).**

If all validations are successful, the pop-up box to the left will appear. Remember to click **OK** through the validation message.

Then select **Save Distributions (3).**

Make sure the Undistributed column contains all $0.00's when finished.

If all validations do not pass, the system will generate a pop-up box as shown to the left that tells users to review the warnings on the Calc and Ck tab. Click **OK** and the error(s) will appear.

Review the messages and correct any errors before saving. To correct the errors, go back to the **Distributions** tab, make the edits, perform another **Calc and Check (2)**, and then **Save Distributions (3)**.

Distributing to Budget Type 2000 (Augmentations)

If a fund is supported by augmentations, the receiving type 2000 must be added to the distributions tab.

Click on the **Add Receiving Fund and Type (1)** button. In the Add A Distribution Column box, use the drop down to select the **2000 – Augmentations** as the Budget Type **(2)**. The receiving fund will automatically be set to the sending fund. Click **OK (3)**.

Two new columns are added for Receiving Type 2000. Enter a percentage in the **% of Orig Amt** column or total dollar amount in the **Amount** column to enter the augmentations. The percentage column overrides the amount column.
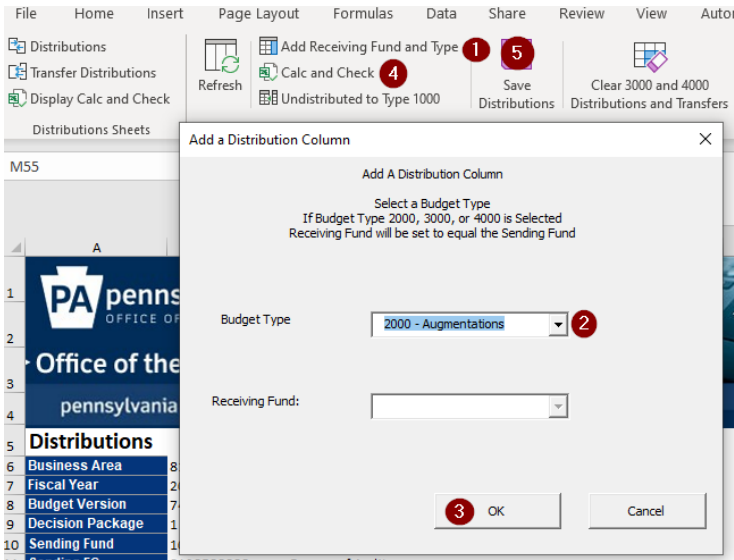
Both the revenue (CI4*) and expenditures (CI6*) must be distributed equally to the 2000 Receiving Type. **Both are entered as positive amounts.** The BudgetPrep system knows the CI4*'s are revenues and therefore negative. The system will automatically validate this.

Receiving Fund	Fund Center	Sending Fund Center	CI	Budget Type	Amount	Undistributed
1062200000	8128500000	8128500000	4436432	9999	$3,081,000.00	$0.00
1062200000	8128500000	8128500000	6111000	9999	$3,105,882.00	$0.00

Receiving Fund: 1062200000 Receiving Type: 1000	
% of Orig. Amt	Amount
	$24,882.00

Receiving Fund: 1062200000 Receiving Type: 2000	
% of Orig. Amt	Amount
	$3,081,000.00
	$3,081,000.00

Then click on **Calc and Check (4).**
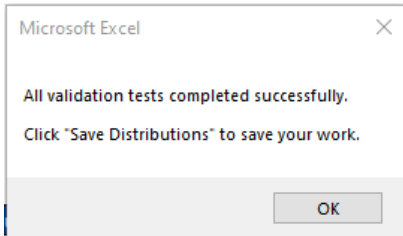
If all validations are successful, the pop-up box to the left will appear. Remember to click **OK** through the validation message.

Then select **Save Distributions (5).**

Make sure the Undistributed column contains all $0.00's when finished.
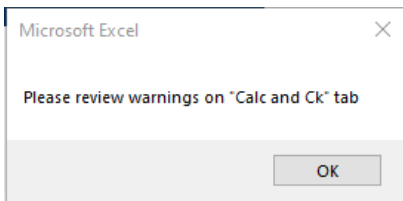
If all validations do not pass, the system will generate a pop-up box as shown to the left that tells users to review the warnings on the Calc and Ck tab. Click **OK** and the error(s) will appear.

Review the messages and correct any errors before saving. To correct the errors, go back to the **Distributions** tab, make the edits, perform another **Calc and Check (4)**, and then **Save Distributions (5)**.

Distributing to Budget Type 3000

If no Receiving Type 3000 appears, click **Add Receiving Fund and Type (1)**. In the Add A Distribution Column box, use the drop down to select **3000 – Federal Transfers** as the Budget Type **(2)**. The receiving fund will automatically be set to the sending fund. Then click **OK (3)**.

Two new columns are added for Receiving Type 3000. Enter a percentage in the **% of Orig Amt** column or total dollar amount in the **Amount** column to enter the federal transfers. The amounts entered reflect the amounts that will be transferred via a CI92 transfer to Federal funds. Enter the **total** amount of funds that will transfer to all federal funds. The distribution to the specific Federal funds will be explained in the Transfer Budget Type 3000/4000 section of this guide.

Receiving Fund	Fund Center	Sending Fund Center	CI	Budget Type	Amount	Undistributed
1062400000	8157000000	8157000000	6111000	9999	$6,878,321.00	$1,230,000.00
1062400000	8157000000	8157000000	6111920	9999	$41,342.00	$8,000.00
1062400000	8157000000	8157000000	6121000	9999	$94,492.00	$18,500.00
1062400000	8157000000	8157000000	6142000	9999	$756,600.00	$120,000.00
1062400000	8157000000	8157000000	6143000	9999	$425,464.00	$71,000.00
1062400000	8157000000	8157000000	6144000	9999	$99,680.00	$16,000.00
1062400000	8157000000	8157000000	6145000	9999	$2,169,439.00	$378,000.00
1062400000	8157000000	8157000000	6146000	9999	$51,567.00	$8,500.00
1062400000	8157000000	8157000000	6147000	9999	$9,708.00	$2,000.00
1062400000	8157000000	8157000000	6148000	9999	$1,399,710.00	$223,000.00
1062400000	8157000000	8157000000	6151000	9999	$143,677.00	$24,000.00

Receiving Fund: 1062400000 — Receiving Type: 1000

% of Orig. Amt	Amount
	$4,629,951.00
	$26,652.00
	$60,702.00
	$536,263.00
	$295,054.00
	$69,760.00
	$1,479,639.00
	$35,867.00
	$6,420.00
	$991,085.00
	$99,607.00

Receiving Fund: 1062400000 — Receiving Type: 3000

% of Orig. Amt	Amount
	1018370
	6690
	15290
	100337
	59410
	13920
	311800
	7200
	1288
	185625
	20070

Then click on **Calc and Check (4).**

If all validations are successful, the pop-up box to the left will appear. Remember to click **OK** through the validation message.

Then select **Save Distributions (5).**

Make sure the Undistributed column contains all $0.00's when finished. Then click **Save Distributions.** A file note will appears in the lower left hand corner of the screen that says Data was saved.

If all validations do not pass, the system will generate a pop-up box as shown to the left that tells users to review the warnings on the Calc and Ck tab. Click **OK** and the error(s) will appear.

Review the messages and correct any errors before saving. To correct the errors, go back to the **Distributions** tab, make the edits, perform another **Calc and Check (4)**, and then **Save Distributions (5)**.

The system automatically creates the CI92 transfer amount and enters the appropriate line with the negative amount. Users must ensure that the Receiving Type 3000 nets to zero for the submission to be correct and complete.

Receiving Fund	Fund Center	Sending Fund Center	CI	Budget Type	Amount	Undistributed
1062400000	8157000000	8157000000	6111000	9999	$6,878,321.00	$1,230,000.00
1062400000	8157000000	8157000000	6111920	9999	$41,342.00	$8,000.00
1062400000	8157000000	8157000000	6121000	9999	$94,492.00	$18,500.00
1062400000	8157000000	8157000000	6142000	9999	$756,600.00	$120,000.00
1062400000	8157000000	8157000000	6143000	9999	$425,464.00	$71,000.00
1062400000	8157000000	8157000000	6144000	9999	$99,680.00	$16,000.00
1062400000	8157000000	8157000000	6145000	9999	$2,169,439.00	$378,000.00
1062400000	8157000000	8157000000	6146000	9999	$51,567.00	$8,500.00
1062400000	8157000000	8157000000	6147000	9999	$9,708.00	$2,000.00
1062400000	8157000000	8157000000	6148000	9999	$1,399,710.00	$223,000.00
1062400000	8157000000	8157000000	6151000	9999	$143,677.00	$24,000.00
1062400000	8157000000	8157000000	9200210	9999	-$1,740,000.00	$0.00

Receiving Fund: 1062400000 — Receiving Type: 1000

% of Orig. Amt	Amount
	$4,629,951.00
	$26,652.00
	$60,702.00
	$536,263.00
	$295,054.00
	$69,760.00
	$1,479,639.00
	$35,867.00
	$6,420.00
	$991,085.00
	$99,607.00

Receiving Fund: 1062400000 — Receiving Type: 3000

% of Orig. Amt	Amount
	$1,018,370.00
	$6,690.00
	$15,290.00
	$100,337.00
	$59,410.00
	$13,920.00
	$311,800.00
	$7,200.00
	$1,288.00
	$185,625.00
	$20,070.00
	-$1,740,000.00

Distributing to Budget Type 4000

If no Receiving Type 4000 appears, click **Add Receiving Fund and Type (1)**. In the Add A Distribution Column box, use the drop down to select **4000 – State Transfers** as the Budget Type **(2)**. The receiving fund will automatically be set to the sending fund. Then click **OK (3).**

Two new columns are added for Receiving Type 4000. Enter a percentage in the **% of Orig Amt** column or total dollar amount in the **Amount** column to enter the non-Federal transfers. The amounts entered reflect the amounts that will be transferred via a CI92 transfer to non-Federal funds. Enter the **total** amount of funds that will transfer to all non-Federal funds. The distribution to the non-Federal funds will be explained in the Transfer Budget Type 3000/4000 section of this guide.

Receiving Fund	Fund Center	Sending Fund Center	CI	Budget Type	Amount	Undistributed
1062400000	8157000000	8157000000	6111000	9999	$6,878,321.00	$0.00
1062400000	8157000000	8157000000	6111920	9999	$41,342.00	$0.00
1062400000	8157000000	8157000000	6121000	9999	$94,492.00	$0.00
1062400000	8157000000	8157000000	6142000	9999	$756,600.00	$0.00
1062400000	8157000000	8157000000	6143000	9999	$425,464.00	$0.00
1062400000	8157000000	8157000000	6144000	9999	$99,680.00	$0.00
1062400000	8157000000	8157000000	6145000	9999	$2,169,439.00	$0.00
1062400000	8157000000	8157000000	6146000	9999	$51,567.00	$0.00
1062400000	8157000000	8157000000	6147000	9999	$9,708.00	$0.00
1062400000	8157000000	8157000000	6148000	9999	$1,399,710.00	$0.00
1062400000	8157000000	8157000000	6151000	9999	$143,677.00	$0.00

Receiving Fund: 1062400000 Receiving Type: 1000

% of Orig. Amt	Amount
	$4,629,951.00
	$26,652.00
	$60,702.00
	$536,263.00
	$295,054.00
	$69,760.00
	$1,479,639.00
	$35,867.00
	$6,420.00
	$991,085.00
	$99,607.00

Receiving Fund: 1062400000 Receiving Type: 3000

% of Orig. Amt	Amount
	$1,018,370.00
	$6,690.00
	$15,290.00
	$100,337.00
	$59,410.00
	$13,920.00
	$311,800.00
	$7,200.00
	$1,288.00
	$185,625.00
	$20,070.00

Receiving Fund: 1062400000 Receiving Type: 4000

| % of Orig. Amt	Amount
	1230000
	8000
	18500
	120000
	71000
	16000
	378000
	8500
	2000
	223000
	24000

Then click on **Calc and Check (4).**

If all validations are successful, the pop-up box to the left will appear. Remember to click **OK** through the validation message.
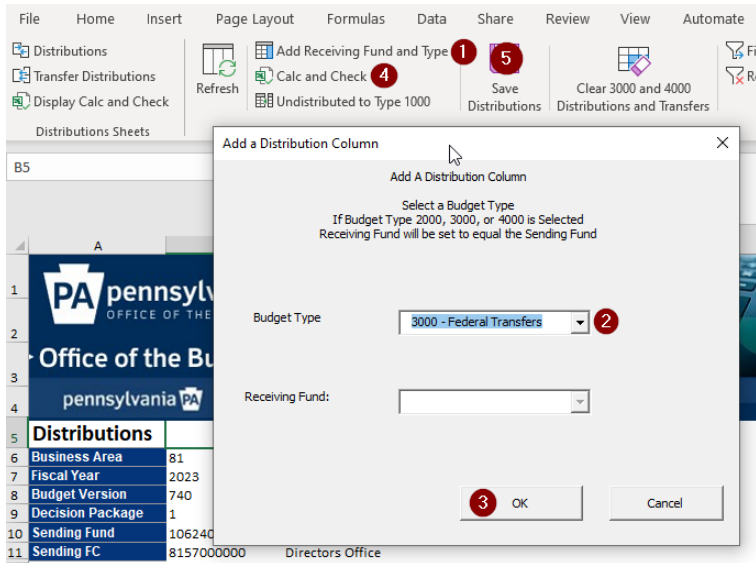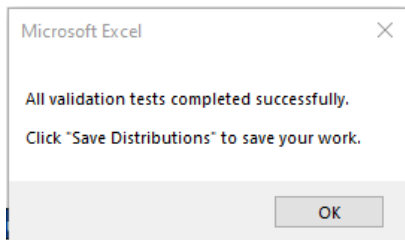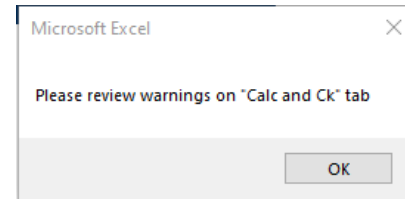
Then select **Save Distributions (5).**

Make sure the Undistributed column contains all $0.00's when finished.
Then click **Save Distributions.** A file note will appears in the lower left hand corner of the screen that says Data was saved.

If all validations do not pass, the system will generate a pop-up box as shown to the left that tells users to review the warnings on the Calc and Ck tab. Click **OK** and the error(s) will appear.
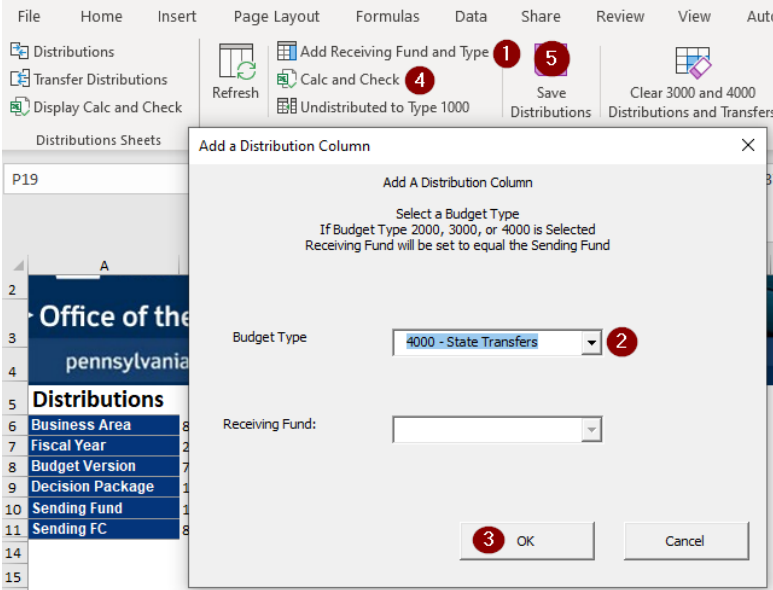
Review the messages and correct any errors before saving. To correct the errors, go back to the **Distributions** tab, make the edits, perform another **Calc and Check (4)**, and then **Save Distributions (5)**.

The system automatically creates the CI92 transfer amount and enters the appropriate line with the negative amount. Users must ensure that the Receiving Type 4000 nets to zero for the submission to be correct and complete.

Receiving Fund	Fund Center	Sending Fund Center	CI	Budget Type	Amount	Undistributed
1062400000	8157000000	8157000000	6111000	9999	$6,878,321.00	$0.00
1062400000	8157000000	8157000000	6111920	9999	$41,342.00	$0.00
1062400000	8157000000	8157000000	6121000	9999	$94,492.00	$0.00
1062400000	8157000000	8157000000	6142000	9999	$756,600.00	$0.00
1062400000	8157000000	8157000000	6143000	9999	$425,464.00	$0.00
1062400000	8157000000	8157000000	6144000	9999	$99,680.00	$0.00
1062400000	8157000000	8157000000	6145000	9999	$2,169,439.00	$0.00
1062400000	8157000000	8157000000	6146000	9999	$51,567.00	$0.00
1062400000	8157000000	8157000000	6147000	9999	$9,708.00	$0.00
1062400000	8157000000	8157000000	6148000	9999	$1,399,710.00	$0.00
1062400000	8157000000	8157000000	6151000	9999	$143,677.00	$0.00
1062400000	8157000000	8157000000	9200210	9999	-$3,839,000.00	$0.00

Receiving Fund: 1062400000 Receiving Type: 1000

% of Orig. Amt	Amount
	$4,629,951.00
	$26,652.00
	$60,702.00
	$536,263.00
	$295,054.00
	$69,760.00
	$1,479,639.00
	$35,867.00
	$6,420.00
	$991,085.00
	$99,607.00

Receiving Fund: 1062400000 Receiving Type: 3000

% of Orig. Amt	Amount
	$1,018,370.00
	$6,690.00
	$15,290.00
	$100,337.00
	$59,410.00
	$13,920.00
	$311,800.00
	$7,200.00
	$1,288.00
	$185,625.00
	$20,070.00
	-$1,740,000.00

Receiving Fund: 1062400000 Receiving Type: 4000

% of Orig. Amt	Amount
	$1,230,000.00
	$8,000.00
	$18,500.00
	$120,000.00
	$71,000.00
	$16,000.00
	$378,000.00
	$8,500.00
	$2,000.00
	$223,000.00
	$24,000.00
	-$2,099,000.00

TRANSFER DISTRIBUTIONS TAB

Transfer – Budget Type 3000/4000

The **Transfer Distribution** tab **(1)** allows entry of Non-Federal and Federal CI92 transfers in the receiving fund and funds center.

Click on the **Transfer Distributions** tab **(1)**. Then click on **Add Transfer Receiving Fund and FC(2).** Use the drop down to select the **Receiving Fund (3)** and **Receiving Funds Center (4)** Receiving funds for Budget Type 3000 will be Federal, while Budget Type 4000 funds will be non-Federal.

Click **OK (5)**. Repeat steps 1-5 as necessary.

To enter the Federal and/or non-Federal transfer(s),input a percentage in the **% of Orig Amt** column or a total dollar amount in the **Amount**. If the original amount is negative, enter a negative percent to calculate a positive amount, or simply enter a positive amount.

Fund	Sending Fund Center	CI	Budget Type	Amount	Undistributed
1062400000	8157000000	9200210	3000	-1740000	$0.00
1062400000	8157000000	9200210	4000	-2099000	$0.00

Receiving Fund:	6051100000		Receiving Fund:	7038300000
Receiving Funds Ctr:	8157000000		Receiving Funds Ctr:	8157000000
% of Orig. Amt	**Amount**		**% of Orig. Amt**	**Amount**
				1740000
	2099000			

After all the Federal and non-Federal funds and funds centers are entered, click the **Calc and Check** button **(6)**.
Make sure the Undistributed column contains all $0.00's when finished.
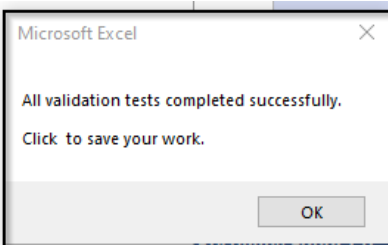
If all validations are successful, the pop-up box to the left will appear. Remember to click **OK** through the validation message.

Then select **Save Transfers Distributions (7).**

A file note will appears in the lower left hand corner of the screen that says Data was saved.
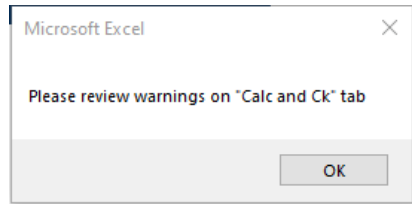
If all validations do not pass, the system will generate a pop-up box as shown to the left that tells users to review the warnings on the Calc and Ck tab. Click **OK** and the error(s) will appear.

Review the messages and correct any errors before saving. To correct the errors, go back to the **Transfer Distributions** tab, make the edits, perform another **Calc and Check (6)**, and then **Save Transfer Distributions (7)**.

FUNDS CENTER ROUNDING INPUT FORM

The PA Department of Transportation (PennDOT) is the **ONLY** Commonwealth Agency to utilize the Funds Center Rounding Input Form. It is utilized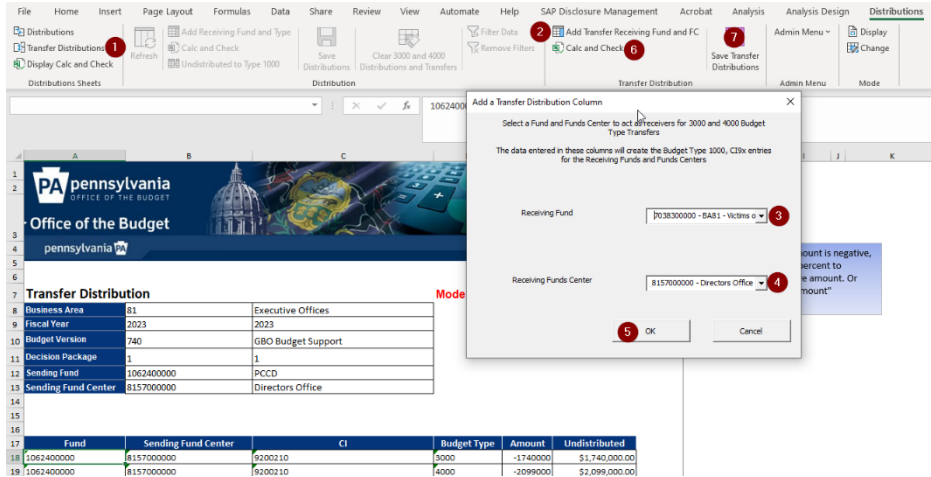 by PennDOT to budget for individual counties, Districts, District Offices, and their Central Office. PENNDOT has two state appropriations with a formula for distribution and are budgeted at level 4. The Funds Center Rounding Input Form is required for PENNDOT to round at the appropriate Funds Center level when multiple funds/programs potentially need to be budgeted.
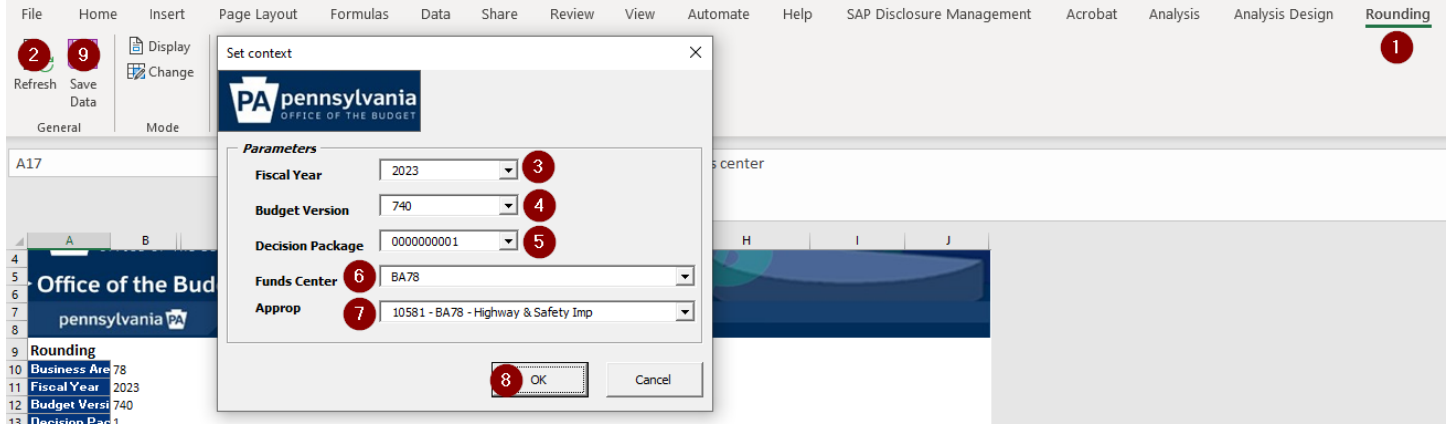
To round costs at the Fund Centers level, follow the below steps:

1. Select the Rounding column header at the top right of the form.
2. Select the Refresh button.
3. Choose the year for which the Budget/Rebudget is being prepared.
4. Select the appropriate Budget Version. Guidance on proper Budget Versions is provided in the Introductory of the user's guide.
5. Select the appropriate Decision Package.
6. Choose the Funds Center or the entire Business Area.
7. Choose the proper Approp.
8. Click the OK button. A snapshot is shown below of the screen that will appear upon clicking OK.
9. Click the Save Data button.

Funds center	Fund	FC/Fund Total Request Rounded Nearest 1.00	FC/Fund Total Request Rounded Up Nearest 1000	FC/Fund Round Up Nearest 1,000 Adjustment
7822200000	1058100116	0.00	0.00	0.00
7822201000	1058100116	0.00	0.00	0.00
7833401000	1058100319	700,000.00	700,000.00	0.00
7833501000	1058100111	119,000.00	119,000.00	0.00
7833601000	1058100111	1,221,000.00	1,221,000.00	0.00
7840101000	1058100111	1,820,000.00	1,820,000.00	0.00
7840101000	1058100319	5,750,000.00	5,750,000.00	0.00

SIMPLE DISTRIBUTIONS INPUT FORM

As stated in the explanation for the Distributions Input Form, distribution is the process of allocating budgeted costs based on the source of funds (how the agency will pay the costs in SAP). Distributions are made based on where the final costs are paid or if the costs are transferred to another appropriation after the fact.

This form allows for distributions that are unique and special that cannot be completed on the regular distributions form. The Simple Distribution Input Form is only accessible by a select number of agencies based on the need to use this form. If an agency needs additional information on how to use this form, please email the resource account at ra-obgbobudgetprep@pa.gov.

Even though the Simple Distributions Input Form will work for all distribution scenarios (a portion identified in the Distributions Input Form section of this user guide), it **SHOULD** be used in the following instances:
- If significant calculations of distributions are prepared offline prior to entering into BudgetPrep.
- If the sending and receiving funds centers differ.
- If there are more than 20 receiving funds and funds centers.
- If a Budget Type needs to be different than what is shown on normal distributions (from 1000 to 2000).

Please note that following:
- Once the Simple Distribution Input Form is used, the Distribution Input Form can no longer be used for that sending fund. This is enforced in the BudgetPrep system.
- Also, if the percent functionality is used and saved in the Distribution Input Form, the Simple Distribution Form can no longer be used for that sending fund.

SIMPLE DISTRIBUTIONS TAB

To distribute costs using the Simple Distributions tab, follow the below steps:

1. Select the Simple Distributions Input Form column header at the top right of the form.
2. Choose the Simple Distributions tab.
3. Click on the Refresh button, and upon doing so, a pop-up box will appear.
4. Choose the year for which the Budget/Rebudget is being prepared.
5. Select the appropriate Budget Version. Guidance on proper Budget Versions is provided in the Introductory of the user's guide.
6. Select the appropriate Decision Package.
7. Choose the Fund.
8. Select the appropriate Fund Center or the entire BA.
9. Click the OK button.

VERSION COPY INPUT FORM

The Version Copy Input Form is utilized once an agency has finished entering their budget/rebudget into the BudgetPrep system. The form copies a budget version for a specific budget year and business area.

Agency users can copy the following versions:
- 010 to 040 – Budget Submission
- 205 to 300 – Rebudget Submission

GBO users can copy the following versions:
- 040 to 100 & 100 to 110 – Budget Submission
- 300 to 310 – Rebudget Submission

To copy a version, please follow the steps listed below:

1. Select the Version Copy Input Form column header at the top right of the form.
2. Choose the Copy Version tab.
3. Select the year for which the Budget/Rebudget is being prepared.
4. Select the appropriate Business Area.
5. Agency – Choose the correct toggle button based on the submission being copied.
6. GBO – Choose the correct toggle button based on the submission being copied.
7. Click the OK button. A message box appears and again choose OK.

The following information is displayed. Verify the selected parameters (red boxes below) are the criteria chosen for the version copy.

At this time, the complement and commitment item data that was input and distributed within BudgetPrep has been copied successfully.

8. Provides a list of the most current version copies.

SECTION III

BUDGET PREP REPORTS

This section provides an overview along with details regarding the reports that can be produced using the data from the BudgetPrep input forms.

OVERVIEW OF BUDGETPREP REPORTS

There are currently 11 BudgetPrep reports that are used for displaying budget data. These reports are generic when first opened but can be filtered and adjusted to fit the needs of the end user. Some of these items need to remain in a specific format for submission. As a reminder, please consult the Navigating to BudgetPrep section of the user's guide for instructions on accessing these reports.
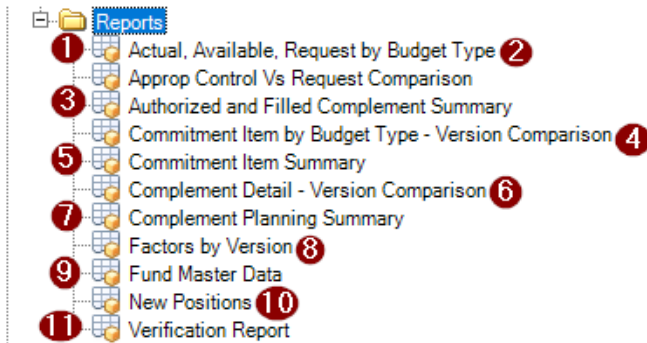
All BudgetPrep reports have live data, which means there is no waiting for the reports to update. Information is available in real time.

All reports open in a generic format. End users can manipulate the data as he/she sees fit. This can be accomplished in the Design Panel, Analysis tab.

If a report is left open while a change is made within the BudgetPrep Input Forms, the user must remember to select the Refresh All button within the Analysis tab to view the updated results within the report.

Saving Reports for Submission to GBO
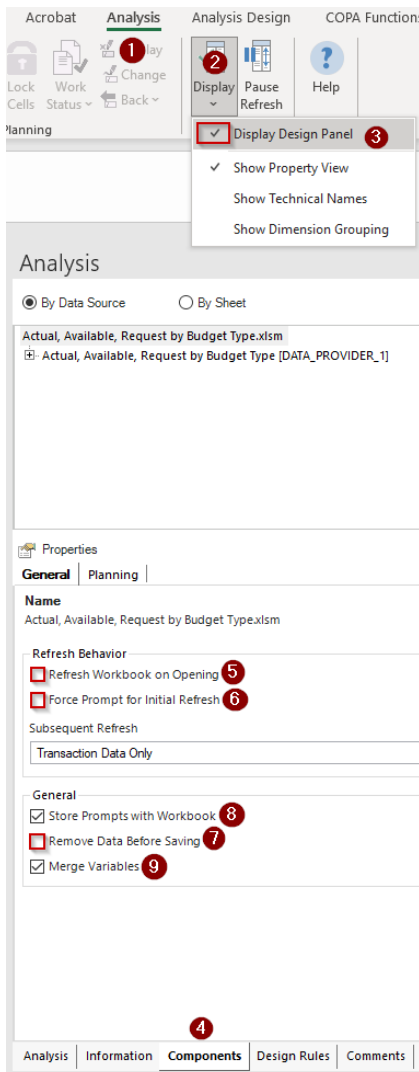
GBO requires certain reports to be submitted along with the budget/rebudget submission. To ensure that the reports can be viewed properly by GBO staff, there are certain steps that need to be followed prior to saving a BudgetPrep report.

1. Select Analysis at the top of the report ribbon.
2. Choose the Display icon and a drop-down box will appear.
3. Select the Display Design Panel (a small check mark will appear)
4. Select the Components tab of the Design Panel
5. Make sure the Refresh Workbook on Opening toggle box is **NOT** selected. If this box is selected it will bring in more current data each time the report is opened, and when submitting a report to GBO, that data should remain constant.
6. Make sure the Force Prompt for Initial Refresh toggle box is **NOT** selected. If this box is selected, each time the report is opened, the prompt box will appear.
7. Make sure the Remove Data Before Saving toggle box is **NOT** selected. If this box is selected, the data will be removed upon saving. The reason for saving the report is to keep the data, not lose it.
8. Select the Store Prompts with Workbook toggle box. Checking this box allows any user to see the parameters that were originally input to derive the data in the report.
9. Select the Merge Variables toggle box.

For more generic information on running AO reports, please refer to the AO end user procedures found at Analysis for Microsoft Excel (AO) (pa.gov).

ACTUAL, AVAILABLE, REQUEST BY BUDGET TYPE

The data presented in the Actual, Available, Request by Budget Type report provides a three year summary by major object of actual, available or budgeted data.

The required parameters to run this report are Fiscal Year **(1)**, Business Area **(2)**, and Budget Version **(3)**.

Other parameters can be added on the prompt screen but are not required.

Upon entering all pertinent data, the user should select OK **(4)**.

The Business Area used for the above example is fully appropriated so 2000, 3000, and 4000 columns have been excluded from this screen shot. Data is populated in this report based on the below criteria.

ACTUAL YEAR
L1, L2, L3, L7, L8 – (Budget Year -2) PD 13 Current Budget in FMB.
L4, L5, L6 - (Budget Year -2) PD 13 Actual Expenses in FMB.

AVAILABLE YEAR
L1, L2, L3, L7, L8 – (Budget Year -1) Current Budget in FMB.
L4, L5, L6 - (Budget Year -1) V310 in Budget Prep.

REQUEST YEAR
ALL LEDGERS- Pulled from Budget Prep based on the Version(s) listed on the Prompt Screen.

The columns to the far right on the report display the difference between the Request Year and Available Year.

APPROP CONTROL VS REQUEST COMPARISON

The data presented in the Approp Control vs Request Comparison report is used to check that the amounts entered within BudgetPrep are the same as the amounts that were appropriated or executively authorized (EA).

The required parameters to run this report are Fiscal Year **(1)**, Business Area **(2)**, and Budget Version **(3)**.

Other parameters can be added on the prompt screen but are not required.

Upon entering all pertinent data, the user should select OK **(4)**.

Fund Type		Appropriation(N)		Approp/Exec Auth BCS	Request Amt Budget Version 310	Difference Budget - Request
001	General Fund	10595	OffcStateInspctrGnrl	$ 5,176,000.00	$ 5,176,000.00	$ 0.00
		10596	JCJC	$ 3,066,000.00	$ 3,066,000.00	$ 0.00
		10599	OGC	$ 6,007,000.00	$ 6,007,000.00	$ 0.00
		10600	InspctGnlWelfarFraud	$ 12,721,000.00	$ 12,721,000.00	$ 0.00
		10616	Law Enf Activities	$ 8,000,000.00	$ 8,000,000.00	$ 0.00
		10619	Grants to the Arts	$ 9,590,000.00	$ 9,590,000.00	$ 0.00
		10620	Office of Admin	$ 11,170,000.00	$ 11,170,000.00	$ 0.00
		10621	PA Council on Arts	$ 892,000.00	$ 892,000.00	$ 0.00
		10622	Office of the Budget	$ 25,128,000.00	$ 25,128,000.00	$ 0.00
		10624	PCCD	$ 16,927,000.00	$ 16,927,000.00	$ 0.00
		10633	PHRC - State	$ 9,713,000.00	$ 9,713,000.00	$ 0.00
		11003	Vlnc&Dlq Prev Prgms	$ 4,183,000.00	$ 4,183,000.00	$ 0.00
		11004	Intermed Punishment	$ 18,167,000.00	$ 18,167,000.00	$ 0.00
		11005	JuvenileProbationSer	$ 18,945,000.00	$ 18,945,000.00	$ 0.00
		11015	Safe School Advocate	$ 379,000.00	$ 379,000.00	$ 0.00

This report should be utilized by agencies to verify that the Request Amt Budget Version column ties to the Approp/Exec Auth BCS column. Not all amounts that have been entered within BudgetPrep will be appropriated or executively authorized; this would apply to most ledgers 4/5/6. In addition to comparing to enactment, this report can also be used as a check that all appropriations are entered and rounded to the nearest thousand.

AUTHORIZED AND FILLED COMPLEMENT SUMMARY

The Authorized and Filled Complement Summary report provides agencies with a two-year lookback of prior authorization levels and filled FTE's along with the requested authorization.

This report is required as part of an agency's budget request submission and should be saved as a macro-enabled excel workbook.

The required parameters to run this report are Budget Year **(1)**, Calendar Day for Actual Year **(2)**, and Calendar Day for Current Year **(3).** GBO provides the calendar days to be used for the Actual Year and Current Year

Also, the Agency Version **(4)** and GBO Version **(5)** are required. Agencies running this report can enter # as the GBO Version.

Other parameters can be added on the prompt screen but are not required. However, by entering a Business Area, an agency can view their entire authorized and filled complement at one time

Upon entering all pertinent data, the user should select OK **(6)**.

Authorized and Filled Complement Summary

Last Data Update 5/2/23 11:26 AM — Query Last Refreshed At 5/4/23 1:43 PM

Fund Type	Appropriation(N)		Actual Authorized	Actual Filled	Current Authorized	Current Filled	Request Cost To Carry	Request PRR/I	Request Total Version: 100	GBO Recommended Version: 110	Recommended Vs. Request Total	Recommended Vs. Available Auth.
001	General Fund	10666	Board Of Pardons	10.00	8.00	0.00						0.00
	10667	Lt Governor's Office	8.00	7.00	8.00	7.00	8.00		8.00	8.00	0.00	0.00
	Result		18.00	15.00	8.00	7.00	8.00		8.00	8.00	0.00	0.00
Overall Result			18.00	15.00	8.00	7.00	8.00		8.00	8.00	0.00	0.00

This report displays authorized and filled complement by fund type and appropriation.

For budget request submission purposes data is populated in this report based on the below criteria.	To run this report during rebudget, data is populated in this report based on the below criteria.
ACTUAL AUTHORIZED/FILLED Last Monday in the most recent fiscal year end	ACTUAL AUTHORIZED/FILLED Last Monday of the prior most recent fiscal year end.
CURRENT AUTHORIZED/FILLED Most recent Monday that has occurred.	CURRENT AUTHORIZED/FILLED Last Monday in the most recent fiscal year end.
REQUEST COST TO CARRY/PRR/I Authorization based on budget request submission from agency.	REQUEST COST TO CARRY/PRR/I Most recent Monday that has occurred.

COMMITMENT ITEM BY BUDGET TYPE – VERSION COMPARISON

The Commitment Item by Budget Type – Version Comparison report provides agencies with a means to compare budget versions that occur within the same Fiscal Year. This report can also be used to provide an in-depth review of an agency's submission at a point in time.
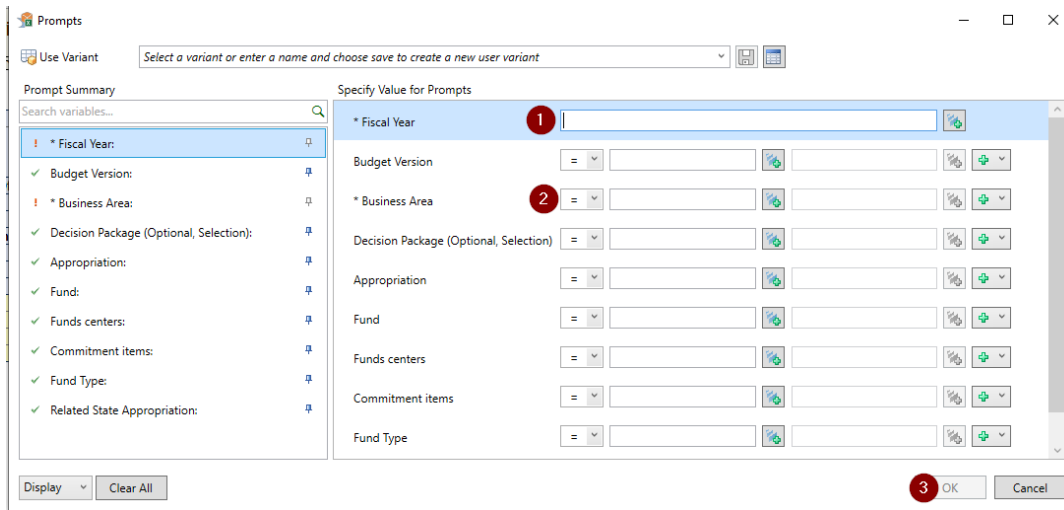
The required parameters to run this report are Fiscal Year **(1)** and Business Area **(2)**.

Other parameters can be added on the prompt screen but are not required. If a Budget Version is not input as a parameter, the report will return all versions utilized in the prompted fiscal year.

Upon entering all pertinent data, the user should select OK **(3)**.

						Budget Version	310					Undistributed	Distributed
Fund Type		Reltd St App for Fun	Appropriation(N)		Fund		Avail Con Lv(N)	Budget Type 9999 - A	Budget Type 1000 - B	Budget Type 2000 - C	Budget Type 3000 - D	Budget Type 4000 - E	Amounts (A-B-C-D-E)	Amounts (B+C+D+E)
001	General Fund	10622	10622	Office of the Budget	1062200000	Office of the Budget	44	$ (2,680,000.00)		$ (2,680,000.00)			$ 0.00	$ (2,680,000.00)
							61	$ 21,668,000.00	$ 18,988,000.00	$ 2,680,000.00			$ 0.00	$ 21,668,000.00
							63	$ 5,709,000.00	$ 5,709,000.00	$ 0.00			$ 0.00	$ 5,709,000.00
							Result	$ 24,697,000.00	$ 24,697,000.00	$ 0.00			$ 0.00	$ 24,697,000.00

The generic view upon retrieving the report shows the overall budget version(s) by Availability Control Level. This sample report was only only prompted for one budget version.The budget amounts are also displayed in columns to show how the funds were distributed across budget types.

In most cases, when a budget/rebudget submission is complete, all costs should be distributed and nothing should remain in the undistributed column at the appropriation level.

COMMITMENT ITEM SUMMARY

The Commitment Item Summary report is used to provide brief, executive level summaries of the requests for each state appropriation (SAP fund), associated federal appropriations, and executive authorizations within a related state appropriation. It is important that key activities and intended accomplishments be highlighted on these forms for executive level review.

This report is required as part of an agency's budget submission and should be saved as a macro-enabled excel workbook.

The required parameters to run this report are Fiscal Year **(1)**, Business Area **(2)**, Budget Version **(3)**, GBO Version **(4)**, and Related State **(5)**. For agencies, the GBO Version should be entered as #.

A Decision Package parameter can be added on the prompt screen but is not required. If a Decision Package is not entered, the report will include all packages created for the prompted fiscal year.

Upon entering all pertinent data, the user should select OK **(6)**.

Complete a separate Commitment Item Summary report for each related state appropriation. In most cases, a report should not be completed for federal appropriations unless the federal appropriation is related to itself and must be reported. Below will detail the tabs associated with this report.

PROFILE Tab -is for a brief description of the program and activities funded by this appropriation. In the report, within the green box below, provide a concise descriptive statement regarding the types of activities conducted and services provided by the program. In addition, include the statutory citation or court decision that created this appropriation and any additional changes in legislation that affect the operation of the program, the activities performed and/or the services provided. Avoid long presentations of the history of the program or the organization providing the services.

APPROPRIATION / FUND PROFILE

Business Area:	81	Executive Offices
Appropriation: (first 5 digits of SAP Fund)	10620	Office of Administration
Fund Type:	001	General Fund

This box is on the profile tab of the report and should be linked to the ASUM tabs. If the ASUM tabs are not linked, please link them to the green box on the profile tab.

Budget Year	2023		Version	0	40	#
Related State	10620		DPACK Type	CTC	PRR	INIT

Decision Package	1

ASUM – OPER Tab – is used for general government and institutional appropriations that include complement information.

Complete the green highlighted sections using the following guidelines:

Complement Information – For the actual year, enter the total authorized complement based on the last Monday of June from the most recent fiscal year end. For the available year, enter the complement based on the most recent Monday.

Agency Proposal and GBO Changes from Available Year: The lower section of this report is designed to highlight all the increases and decreases between the available amount and the budget request by activity. It includes three subsections: **(1)** nonrecurring costs, **(2)** cost to carry costs and **(3)** PRR and initiatives costs.

For each item of significant change, enter the dollar amount involved and the associated complement. Identify state (S), federal (F) and augmentations or restricted other (A) funds separately. Do not use the letter designations S, F and A on any subtotal lines. Use of these designations will result in double counting of the dollar amounts in the request.

Nonrecurring costs – Separately identify each item that no longer applies to the budget request that was previously included in the available year amount. These include items such as major contracts and equipment purchases and should be entered with a minus sign in front of the dollar amounts.

Cost to Carry – The focus on this summary should be on activities and intended accomplishments. Increases requested for cost to carry must be separately identified by activity and if necessary, by item. Include a separate entry for each increase

STATE FUNDS SUMMARY — Executive Offices / 10620 / Office of Admin / General Fund / [Dollar Amounts in Thousands]

	Request	Recomm.
	$ 10,453	$ 10,453
Change from Actual - Amount	$ 806	$ 806
Change from Actual - Percent	8.35%	8.35%
Change from Available - Amount	$ 0	$ 0
Change from Available - Percent	0.00%	0.00%

APPROPRIATION DESCRIPTION

This box is on the profile tab of the report and should be linked to the ASUM tabs. If the ASUM tabs are not linked, please link them to the green box on the profile tab.

APPROPRIATION FUNDING AND COMPLEMENT SUMMARY

SOURCE	Actual Amount	Actual Pos.	Available Amount	Available Pos.	Agency Request Amount	Agency Request Pos.	GBO Recomm Amount	GBO Recomm Pos.
State	$ 9,647	-	$ 10,453	-	$ 10,453	-	$ 10,453	-
Federal	1,333	-	0	-	0	-	0	-
Augs	401,413	-	430,068	-	430,068	-	430,068	-
Total	412,393	0	440,521	0	440,521	0	440,521	0

AGENCY PROPOSAL AND GBO CHANGES FROM AVAILABLE YEAR

	SOURCE	Agency Request Amount	Agency Request Pos.	GBO Recomm Amount	GBO Recomm Pos.
Available Year Appropriation:	S	$ 10,453	-	$ 10,453	-
	F	0	-	0	-
	A	430,068	-	430,068	-
Non-recurring					
Cost to Carry					
PRRs and Initiatives					

necessary to carry forward costs funded in the available year. Unusual factors such as statutory salary increases, major reclassifications, significant increases in fuel or rental costs, etc. may also be identified separately.

- If the Agency Request authorized complement is different from the available year authorized complement, this change needs to be identified within the green box utilizing the position column. Follow the guidance above to account for this change.

- Each significant change should appear as a separate item.

- A single entry that reflects the accumulation of changes too small to highlight individually may be entered at the end of the list.

- PRRs and Initiatives - PRRs and initiatives are not to be submitted in the 2024-25 budget request.

- The total request is the sum of the current programs. The template will add the total automatically and should reflect the overall agency request on the CI Summary tab.

ASUM – G&S Tab –

ASUM – G&S Tab – is used for non-complement grants and subsidies appropriations, which could include minimal operating funds. This form provides a breakdown of the components of the funding within the appropriation. Breaking out each component provides descriptions of what those components are and how the requested funding is calculated or determined.

Complete the green highlighted sections using the following guidelines:

Program Cost Component – This represents major sections within the grant funding request. On this form, only show the State funding. In most cases these components should tie back to a model that is provided separately. This section also provides a column to breakout any PRRs, if applicable to that request year.

Description Of Program Components- In this section, please provide a description of the components listed above, and provide an explanation of the changes from the available year to the Total Agency Request. In applicable years, please provide descriptions, both numerical and narrative, for any PRRs that are shown in the Program Cost Component section.

STATE FUNDS SUMMARY

Executive Offices
10620
Office of Admin
General Fund
[Dollar Amounts in Thousands]

STATE FUNDS SUMMARY	Request	Recomm.
	$ 11,576	$ 0
Change from Actual - Amount	$ 1,929	($ 9,647)
Change from Actual - Percent	20.00%	-100.00%
Change from Available - Amount	$ 1,123	($ 10,453)
Change from Available - Percent	10.74%	-100.00%

APPROPRIATION DESCRIPTION

This box is on the profile tab of the report and should be linked to the ASUM tabs, if the ASUM tabs are not linked, please link them to the green box on the profile tab.

APPROPRIATION FUNDING SUMMARY

	Actual	Total Approp (Available	Agency Request Cost to Carry	PRR/I	Total Request	GBO Recommended Cost to Carry	PRR/I	Total Recomm
State	$ 9,647	$ 10,453	$ 11,576	$ 0	$ 11,576	$ 0	$ 0	$ 0
Federal	1,333	0	0	0	0	0	0	0
Augs	401,413	430,068	457,913	0	457,913	0	0	0
Total	412,393	440,521	469,489	0	469,489	0	0	0

PROGRAM COST COMPONENTS
State Funds Only

Program Cost Co	Actual	Total Approp (Available	Agency Request Cost to Carry	PRR/I	Total Request	GBO Recommended Cost to Carry	PRR/I	Total Recomm	Diff from Avail Agency Request	OB Recomm
					0			0	0	0
					0			0	0	0
					0			0	0	0
					0			0	0	0
					0			0	0	0
					0			0	0	0
					0			0	0	0
					0			0	0	0
Total State Fund	0	0	0	0	0	0	0	0	0	0

DESCRIPTION OF PROGRAM COMPONENTS AND EXPLANATION OF CHANGES FROM AVAILABLE YEAR

COMMITMENT ITEM SUMMARY Tab

COMMITMENT ITEM SUMMARY Tab – represents a summary of historical and requested funding based on the criteria entered on the prompt screen.

CI Avail Ctrl	GBO Src Fnds	Actual Year Appropriated	Actual Year Augmentations	Actual Year Total	Available Year Appropriated	Available Year Augmentations	Available Year Total	Request Year Appropriated	Request Year Augmentations	Request Year Total
Budgetary Reserve	F				$ 1,071,690.00		$ 1,071,690.00			
	Overall Result				$ 1,071,690.00		$ 1,071,690.00			
Personnel Services	S	$ 3,698,000.00	$ 269,071,333.82	$ 272,769,333.82	$ 3,628,901.00	$ 296,710,000.00	$ 300,338,901.00	$ 3,868,000.00	$ 305,151,000.00	$ 309,019,000.00
	Overall Result	$ 3,698,000.00	$ 269,071,333.82	$ 272,769,333.82	$ 3,628,901.00	$ 296,710,000.00	$ 300,338,901.00	$ 3,868,000.00	$ 305,151,000.00	$ 309,019,000.00
Operating Expenses	F				$ 3,025,310.00		$ 3,025,310.00	$ 0.00		$ 0.00
	R		$ 24,392,000.00	$ 24,392,000.00		$ 27,265,000.00	$ 27,265,000.00	$ 0.00	$ 28,265,000.00	$ 28,265,000.00
	S	$ 5,983,000.00	$ 132,098,175.05	$ 138,081,175.05	$ 6,782,099.00	$ 148,216,000.00	$ 154,998,099.00	$ 7,771,000.00	$ 151,027,000.00	$ 158,798,000.00
	Overall Result	$ 5,983,000.00	$ 156,490,175.05	$ 162,473,175.05	$ 9,807,409.00	$ 175,481,000.00	$ 185,288,409.00	$ 7,771,000.00	$ 179,292,000.00	$ 187,063,000.00
Fixed Assets Expense	R		$ 608,000.00	$ 608,000.00		$ 1,735,000.00	$ 1,735,000.00	$ 0.00	$ 1,735,000.00	$ 1,735,000.00
	S	$ 732,000.00	$ 3,898,376.00	$ 4,630,376.00	$ 732,000.00	$ 3,217,000.00	$ 3,949,000.00	$ 732,000.00	$ 3,045,000.00	$ 3,777,000.00
	Overall Result	$ 732,000.00	$ 4,506,376.00	$ 5,238,376.00	$ 732,000.00	$ 4,952,000.00	$ 5,684,000.00	$ 732,000.00	$ 4,780,000.00	$ 5,512,000.00
Grants	S	$ 40,000.00		$ 40,000.00	$ 27,000.00		$ 27,000.00	$ 27,000.00		$ 27,000.00
	Overall Result	$ 40,000.00		$ 40,000.00	$ 27,000.00		$ 27,000.00	$ 27,000.00		$ 27,000.00
Total	F				$ 4,097,000.00		$ 4,097,000.00	$ 0.00		$ 0.00
	R		$ 25,000,000.00	$ 25,000,000.00		$ 29,000,000.00	$ 29,000,000.00	$ 0.00	$ 30,000,000.00	$ 30,000,000.00
	S	$ 10,453,000.00	$ 405,067,884.87	$ 415,520,884.87	$ 11,170,000.00	$ 448,143,000.00	$ 459,313,000.00	$ 12,398,000.00	$ 459,223,000.00	$ 471,621,000.00
	Overall Result	$ 10,453,000.00	$ 430,067,884.87	$ 440,520,884.87	$ 15,267,000.00	$ 477,143,000.00	$ 492,410,000.00	$ 12,398,000.00	$ 489,223,000.00	$ 501,621,000.00

- Amounts on the CI Summary tab for "Actual Year" and "Available Year" columns are populated with SAP data at that moment in time (live data).
- "Request Year" columns will populate based on the data entered in BudgetPrep. Dollar amounts should be rounded to thousands for the Request Year columns.
- The request year totals by State/Federal/Augs should reflect the overall agency request on the ASUM-Oper tab.

The remaining two tabs of the Commitment Item Summary (shown below) are not required for submittal and are for informational purposes only.

Request by Decision Package	Request Augmentations

COMPLEMENT DETAIL – VERSION COMPARISON

The Complement Detail – Version Comparison report provides agencies with a means to compare complement data across budget versions that occur within the same Budget Year.

When starting to work on complement during each Budget/Rebudget submission, always run either a **Complement Planning Summary** report or a **Complement Detail – Version Comparison** report to determine the total positions loaded from the HR data. Verify that the number of positions is correct, and all positions are included for the appropriation. If the number of positions is incorrect, determine what is missing and make sure that any missing positions are added into BudgetPrep via the Complement Input Form.

The required parameters to run this report are Budget Year **(1)**, Budget Version **(2)**, and Business Area **(3)**.

Other parameters can be added on the prompt screen but are not required.

Upon entering all pertinent data, the user should select OK **(4)**.

The generic view upon retrieving the report shows the overall budget version(s) by Position Vacant, Filled, New. This sample report was only only prompted for one budget version.The Position Vacant, Filled, New are then drilled down by Positions and the corresponding personnel data is shown in the appropriate columns.

On the Complement Detail-Version Comparison report, Complement Adjustments (CAJ), Other Adjustments (OAJ) and other Personnel Costs (OPC) are assigned position numbers that begin with the number four. The below listing represents the position numbers assigned to these adjustments.

CAJ

CAJ – GENERAL	40000001
CAJ – NONPERM	40000002
CAJ – PERMANENT	40000003
CAJ – PSP – SS	40000004
CAJ – PSP – WW	40000005
CAJ – SPECIAL	40000006

OPC

OPC – GENERAL	40000052
OPC – NONPERM	40000053
OPC – PERMANENT	40000054
OPC – PSP – SS	40000055
OPC – PSP – WW	40000056
OPC – SPECIAL	40000057

OAJ

OAJ – SALARY	40000050
OAJ – WAGE	40000051

COMPLEMENT PLANNING SUMMARY

The Complement Planning Summary is a multiple tab report that is generated from the personnel data that is loaded/adjusted within the BudgetPrep Complement Input Form. This report calculates and documents all personnel costs.

A separate Complement Planning Summary should be prepared for each state appropriation or executive authorization (SAP fund), and all other accounts for which there is an authorized complement or complement is requested.

The required parameters to run this report are Budget Year **(1)**, Agency Version **(2)**, and GBO Version **(3)**. The agency should input # as the GBO Version.

Although Fund **(4)**, is not designated with an asterisk, this is still a required field. The Fund should be the same number as the Sending Fund **(5)**, which is also required. Always remember when pulling multiple funds that start with the same five-digit sequence (appropriation), CP must be selected in the dropdown and an asterisk must be placed after the data.

Other parameters can be added on the prompt screen but are not required.

Once all parameters have been entered, select OK **(6).**

When starting to work on complement during each Budget/Rebudget submission, always run either a **Complement Planning Summary** report or a **Complement Detail – Version Comparison** report to determine the total positions loaded from the HR data. Verify that the number of positions is correct, and all positions are included for the appropriation. If the number of positions is incorrect, determine what is missing and make sure that any missing positions are added into BudgetPrep via the Complement Input Form.

Complement Planning Summary

Business Area:	Empty Selection	Fiscal Year:	2023
Fund Type:	Empty Selection		
Fund :	10622*		
Funds Ctr:	Empty Selection		
Agency Version:	Agency Budget Submission		
GBO Version:	Not assigned		
Decision Package Type:	Empty Selection		
Decision Package:	Empty Selection		

		Version 40 - Agency Budget Submission					Version # - Not assigned				
		As of Date 08/15/2022					#N/A				
		RATE	POS	CURRENT PAYROLL	PAY PDs	TOTAL REQUEST	RATE	POS	CURRENT PAYROLL	PAY PDs	TOTAL RECOMMENDED
SALARY	Current Filled	26.0	473	$1,324,912.50	12,298.0	$34,447,828.00	26.0	0	$0.00	0.0	$0.00
	Filled Adjustments		0		0.0	$0.00		0		0.0	$0.00
	Salary Adjustment Factor					$253,073.00					$0.00
	TOTAL SALARIES		**473**	**$1,324,912.50**	**12,298.0**	**$34,700,901.00**		**0**	**$0.00**	**0.0**	**$0.00**
	Vacancies/LWOP	26.0	38	$77,158.50	715.0	$1,407,842.00	26.0	0	$0.00	0.0	$0.00
	Vacant/LWOP Adjustments		11		169.0	$636,662.00		0		0.0	$0.00
	TOTAL VACANT/LWOP		**49**	**$77,158.50**	**884.0**	**$2,044,504.00**		**0**	**$0.00**	**0.0**	**$0.00**
	New Positions		0	$0.00	0.0	$0.00		0	$0.00	0.0	$0.00
	Other Personnel Costs					$0.00					$0.00
	Salary Increase					$0.00					$0.00
	Benefits	74.3%				$27,287,476.00	#DIV/0!				$0.00
	Other Adjustments					$6,301,119.00					$0.00
	TOTAL SALARIED PAYROLL		**522**	**$1,402,071.00**	**13,182.0**	**$70,334,000.00**		**0**	**$0.00**	**0.0**	**$0.00**
WAGE	Current Filled		0	$0.00	0.0	$0.00		0	$0.00	0.0	$0.00
	Filled Adjustments		0		0.0	$0.00		0		0.0	$0.00
	Salary Adjustment Factor					$0.00					$0.00
	TOTAL WAGE		**0**	**$0.00**	**0.0**	**$0.00**		**0**	**$0.00**	**0.0**	**$0.00**
	Vacancies/LWOP		1	$2,070.00	26.0	$0.00		0	$0.00	0.0	$0.00
	Vacant/LWOP Adjustments		0		0.0	$0.00		0		0.0	$0.00
	TOTAL VACANT/LWOP		**1**	**$2,070.00**	**26.0**	**$0.00**		**0**	**$0.00**	**0.0**	**$0.00**
	Other Personnel Costs					$0.00					$0.00
	Salary Increase					$0.00					$0.00
	Benefits	#DIV/0!				$0.00	#DIV/0!				$0.00
	Other Adjustments					$0.00					$0.00
	TOTAL WAGE PAYROLL		**1**	**$2,070.00**	**26.0**	**$0.00**		**0**	**$0.00**	**0.0**	**$0.00**
TOTALS	Transfers In					$0.00					$0.00
	Direct Charges In					$0.00					$0.00
	TOTAL PERSONNEL			**523**	**$1,404,141.00**	**13,208.0**	**$70,334,000.00**		**0**	**$0.00**	**0.0**	**$0.00**
	Federal Transfers Out					$0.00					$0.00
	Non-Federal Transfers Out					$0.00					$0.00
	Augmentations					$49,667,000.00					$0.00
	Direct Charges Out					$0.00					$0.00
	Personnel					**$20,667,000.00**					**$0.00**

Once the report populates, it is divided into the Agency Version and the GBO Version. Each Version breaks down into Salary and Wage and then an overall Totals section. All rows in the red outlined area under Agency Version (and if applicable GBO Version) must round to the nearest thousand.

Totals for state, federal, and other funds must agree with the Agency Request totals on the Commitment Item Summary. All dollars, positions, and pay period information must be entered into the Complement Input Form to ensure proper calculation on the Complement Planning Summary. All salary and benefit information, factors, and rates may be subsequently adjusted by GBO, as needed, to reflect such changes as those resulting from collective bargaining.

There are several other sheets in this report (pictured below) that provide supplemental data and generally correspond with the tabs contained in the Complement Planning Input Form of BudgetPrep.

New_Pos	Vacant_Pos	Comp_Adj_Det	Other_Adj_Det	Other_Adj_Rounding	OPC_Det	Benefits	FVLN	saf-gsi_amt	trans_charges_in	trans_augs_charges_out

FACTORS BY VERSION

The Factors By Version report provides users with the rates and or dollar values applied to certain personnel-related costs for a given submission.

This report shows the standard employee benefit factors and other adjustment factors (such as the salary adjustment factor) that have been loaded into BudgetPrep. These factors cannot be changed in BudgetPrep. All adjustments proposed by the agency must be made in the complement adjustments or other adjustments input forms. The nature of the adjustment, the calculations supporting the adjustment and a brief explanation of why the adjustment is needed must be provided in the Complement Adjustments Worksheet for the appropriation.
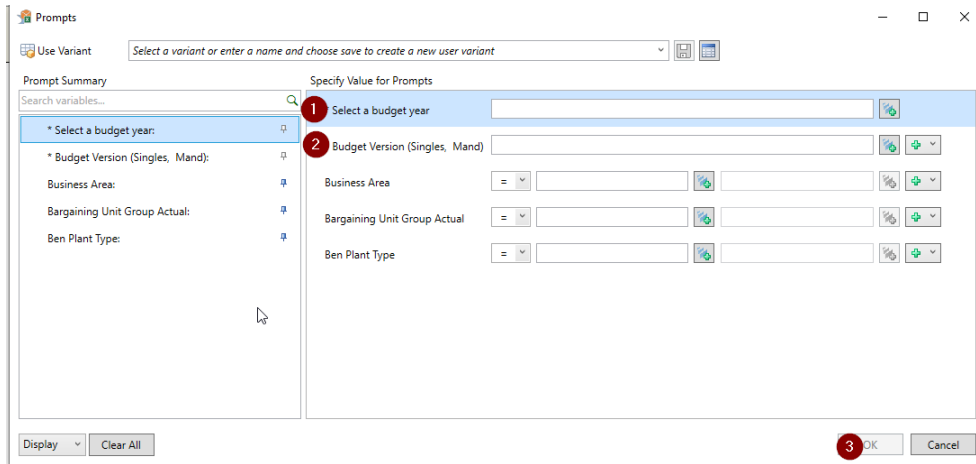
The required parameters to run this report are Budget Year **(1)** and Budget Version **(2)**.

Only certain Budget Versions can be used. Agencies should utilize Version 010 for Budget and Version 205 for Rebudget.

Other parameters can be added on the prompt screen but are not required.

Once all parameters have been entered, select OK **(3)**.

FUND MASTER DATA

The fund master data report provides a listing of all the detailed attributes associated with each fund based on what is in the SAP system.

All reports within Budget Prep use various attributes for each fund to determine order and groupings. This report is used to view those details if need be.

There are no required parameters for this report.

A user can drill into specific data in several different ways depending on the need.

Once parameters have been entered, select OK.

NEW POSITIONS

The data represented in the New Positions report is generated from the New Positions and Complement Adjustments tabs of the Complement Input Form within BudgetPrep.

This report is required and should be included for each appropriation (SAP fund) that has new positions or FTE Transfers within their agency's request submission.

The required parameters to run this report are Budget Year **(1)**, Budget Version **(2)**, and Business Area **(3)**.

Other parameters can be added on the prompt screen but are not required.

Upon entering all pertinent data, the user should select OK **(4)**.

This report provides a snapshot of any changes to the agency's authorized complement and is made up of two tabs.

The 'New' tab provides a summary of the new positions included in the agency request while the 'Reason Code 19' tab provides for transfer of FTEs to other appropriation(s). The main difference between the two tabs is that the Reason Code 19 positions already exist.

As seen below, if data is entered, saved, then deleted out in the Complement Input Form the record still exists but the value is shown as zero within the report.

New Tab:

							Budget	310	310
	Business area	Fund	Funds center	Pos Fil, Vac, New	Position		Job	Requested Position FTE	Requested Bi-weekly Amount
81	Executive Offices	105950000	8131120000	N	40000007	NEW-11	70810	Spc Invtgr 1	1.00	$ 2,022.40
81	Executive Offices	105960000	8131310000	N	40000007	NEW-11	1100	Clk 1	0.00	$ 0.00
81	Executive Offices	105960000	8131310000	N	40000007	NEW-11	15202	App Dvpr 2	0.00	$ 0.00
81	Executive Offices	105960000	8131310000	N	40000007	NEW-11	Result		0.00	$ 0.00
81	Executive Offices	105960000	8131310000	N	40000015	NEW-21	41450	Juv Crt Cnslt	3.00	$ 6,943.50
81	Executive Offices	105960000	8131310000	N	Result				3.00	$ 6,943.50

Reason Code 19 Tab: Transfer Authorization

							Budget	310	310
	Business area	Fund	Funds center	Pos Fil, Vac, New	Position		Reason Code	Requested Position FTE	Requested Bi-weekly Amount
81	Executive Offices	106200015	8169730000	F	40000001	CAJ-	19	Transfer	0.00	$ 0.00
81	Executive Offices	106200015	8169730000	V	40000001	CAJ-	19	Transfer	0.00	$ 0.00
81	Executive Offices	106200015	8169730000	Result					0.00	$ 0.00
81	Executive Offices	106200015	8169730000	F	40000001	CAJ-	19	Transfer	0.00	$ 0.00
81	Executive Offices	106200015	8169730000	V	40000001	CAJ-	19	Transfer	0.00	$ 0.00
81	Executive Offices	106200015	8169730000	Result					0.00	$ 0.00

VERIFICATION REPORT

When the Verification report is executed for an agency, it provides various reports that check specific budget details to ensure that the request meets the guidelines stated on the checklist tab.

This report is required and should be submitted to GBO for each Business Area. Complete the checklist before performing the version copy in BudgetPrep.

There is a variant that is updated regularly within the report to assist with dates and version data. When running this report please use the variant that applies (⟵see screenshot to the left) as it will populate all parameters other than Business Area.

The Business Area is required.

Other additional parameters may be entered but are not mandatory.

For informational purposes only, the basis for the dates provided in the variant are listed below.

Calendar Day for Actual Year – The last Monday of the fiscal year that just ended.
Calendar Day for Current Year –The most recent Monday in the current fiscal year

Upon running the variant, the Verification report returns data on multiple tabs. The checklist tab needs to be completed in entirety upon submission to GBO. The Table tab is an all-inclusive compilation of the data entered in the prompt screen. **FOR ANY TAB (1-9), if there is a different result than the standard, but the submission is still correct, please provide a justification in the space provided (within the Checklist tab) to explain the difference.** Below is a detailed description of each tab within the Verification Report, what each tab is checking, and what the user needs to do to complete the step.

1)   **Budget Type 1000 Check** – This tab is used to check that the amounts entered within BudgetPrep in *Budget Type 1000* are the same as the amounts that are listed on the SFA. The agency prepares the SFA manually and all amounts and items that are listed in BudgetPrep should be listed on the SFA. In addition, this tab also assists in checking that all appropriations have been entered and rounded to the nearest thousand. ***This tab has historically been used only for Budget Request.***

1R) **Budget Type 1000 Check *at Rebudget*** – **THIS IS ONLY USED FOR POST-ENACTMENT REBUDGETS.** This tab is used to check that the amounts entered within BudgetPrep are the same as the amounts that were appropriated or executively authorized (EA). Not all amounts that have been entered within BudgetPrep will be appropriated or executively authorized; this would apply to most ledger 4/5/6. In addition, this is also a check to ensure that all appropriations are entered and rounded to the nearest thousand.

2a) **Budget Type 2000 Check** – This tab is used to check that the augmentation amounts located in the 4* CIswithin *Budget Type 2000* total or equal the amounts that are listed on the SFA under that corresponding related state and/or appropriation as shown on this tab of the report. Appropriations with augmenting revenues report these amounts either individually or in groups depending on the type of revenues being collected. The SFA needs to identify which CIs that the augmentation represents as shown in the SFA section of the Budget Instructions. Fully augmented appropriations do not need to list both an augmentation and expense number if they are the same, this also applies to most ledger 4/5/6. In addition, this tab also checks that all augmentations are entered and rounded to the nearest thousand. ***At Rebudget submission this tab will be used as a projection of augmentations to be received and should be reviewed for accuracy and consistency.***

2b) **Budget Type 2000 Check; Augmentations are fully offset** – This tab is used to check that the amounts entered within the 4* CIs, have a corresponding amount across the 6* CIs in *Budget Type 2000*, and net to zero. All amounts entered as an augmentation must be fully accounted for with a corresponding expense. The tab is set-up to show the total of the CIs by major object, filtered to show Budget Type 2000. If the bottom line of this report shows anything other than a zero an issue could exist, or justification must be provided.

3) **Budget Type 3000/4000 Check** – This tab is used to check that the amounts entered within the 92* CIs in *Budget Type 3000 and 4000*, have a corresponding amount across the 6* CIs in *Budget Type 3000 and 4000*, and nets to zero. All amounts entered in as a 92-Transfer must be fully accounted for with a corresponding expense. This tab is set-up to show the total of the CIs by major object filtered to show Budget Type 3000, 4000. If the bottom line of this report shows anything other than a zero an issue could exist, or justification must be provided.

4) **Budget Type 92-Transfer Check** – This tab is used to check that the amounts entered within the 92* CIs in *Budget Type 1000*, have a corresponding amount across the 92* CIs in *Budget Type 3000 and 4000*, and nets to zero. All amounts entered in as a 92-Transfer must be fully accounted for with a corresponding 92* Transfer. Budget Type 3000 is used for federal transfers and should be linked to a corresponding federal appropriation. Budget Type 4000 is used for all non-federal transfers and is used for all non-federal appropriations. The tab is set-up to show the total of the CIs by major object filtered to show Budget Type 1000, 3000, 4000. If the bottom line of this report shows anything other than a zero an issue could exist, or justification must be provided.

5) **Undistributed Amounts Check** – This tab is used to ensure that all the amounts that have been entered on the Complement and CI Planning Input Forms have been distributed to either Budget Type 1000, 2000, 3000 or 4000. If the bottom line of this report shows anything other than a zero an issue could exist, or justification must be provided.

6) **Negative Amounts Check** – This tab is used to check for all negative CIs within *Budget Type 1000*. ***In most cases there should not be any negative CIs on the report except for CI6111920-Salary Adjustment Factor amount.*** If any other items are shown then an issue could exist, or justification must be provided.

7) **Upper and Lower-Level Fund Centers Check** – This tab is used to ensure that no funding was added to *Any Budget Type* in the **00000000 or **99999999 fund centers. This report is specifically designed to only bring in the fund centers that end with all zeros and all nines. No items should appear here and should be removed prior to submittals.

8**) Authorized Vs BudgetPrep: Complement Check** – This tab is used to compare the most recent complement data in SAP, to what is being shown within BudgetPrep. If no authorization changes are to occur with the Request or Rebudget, then there should be no red warnings on the tab. If there are warnings and the number is positive, a higher Authorization than FTEs exists within BudgetPrep. Either add the required positions or the Request or Rebudget eliminates or transfers out positions, essentially lowering your authorized complement. If the warning amount is shown as a negative, BudgetPrep has a higher complement than the current authorized. This means either positions need to be removed or New or transferred-in positions exist that will increase your authorized complement. All transfers that change authorized complement, whether in or out, should be entered with reason code 19. This will allow the transfers to appear within the New Position Report. All New or transferred-in(out) positions *__NEED__* to show up on the New Positions report.

9) **Average Pay Period Check** – This tab is used to check the average pay periods by fund. In normal circumstances, this should not exceed 26, 26.1 or 26.2 depending on the fiscal year. If a position's FTE is housed in one fund, but another fund is responsible for a portion of the salary, depending on how this is entered into BudgetPrep, this could cause the average pay periods to exceed 26.2. If any red warnings are shown then an issue could exist, or justification must be provided.

SECTION IV

TROUBLESHOOTING
AND
FREQUENTLY ASKED
QUESTIONS

This section provides various errors and solutions that are commonly encountered within BudgetPrep.

TROUBLESHOOTING AND FREQUENTLY ASKED QUESTIONS (FAQs)

This page provides a brief description of common technical issues and potential fixes to those issues.

Additional troubleshooting and training can be found at the below two links. These links direct users to the *CoPA Custom Help* website to PDF and step by step instructions with walkthroughs of various AO and other Commonwealth systems.

[Analysis for Office FAQ's](#)
[End User Procedures (EUP) for AO](#)

If additional assistance is needed beyond the resources provided, email [RA-OB BudgetPrep](#).

Connection issues while inside Analysis.

- *Are you connected to VPN and try again.*
- *Are you running 64-bit or 32-bit? Should be 32-bit.*
- *Does "Business Warehouse Reports" work from the users SAP GUI*

Data on the workbooks is not updated when the data is saved on the input forms.

- ***Below are three troubleshooting techniques to assist in this issue:***
    - *Select the REFRESH ALL icon on the ANALYSIS menu rather than the PROMPTS icon.*
    - *Run for different parameters then rerun for original parameters.*
    - *Close Excel and restart AO.*

Contains Pattern (CP) is not available on the Prompt box.

- Ensure that the 'OperatorContainsPattern' setting is checked under Technical Configuration.

Double COPA.

- Ensure that the 'EnableIncludesInSapUiLandscapeXml' and 'UseSapUILandscapeComApi' settings are unchecked under Technical Configuration.

Can't click 'OK' on prompt box.

- *Screen resolution needs to be set to 100% on all screens.*

CONNECTION ISSUES WHILE INSIDE ANALYSIS

Users may encounter an error message as shown below. Please follow the guidance to assist in troubleshooting this issue.
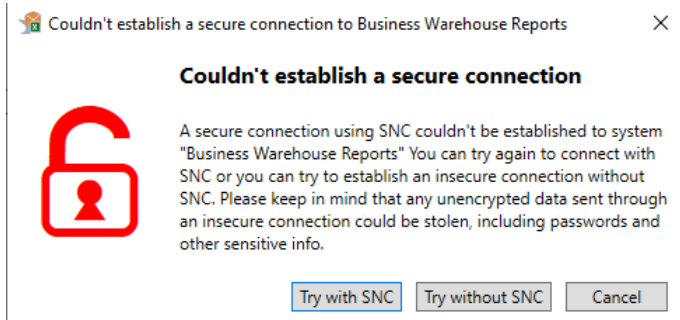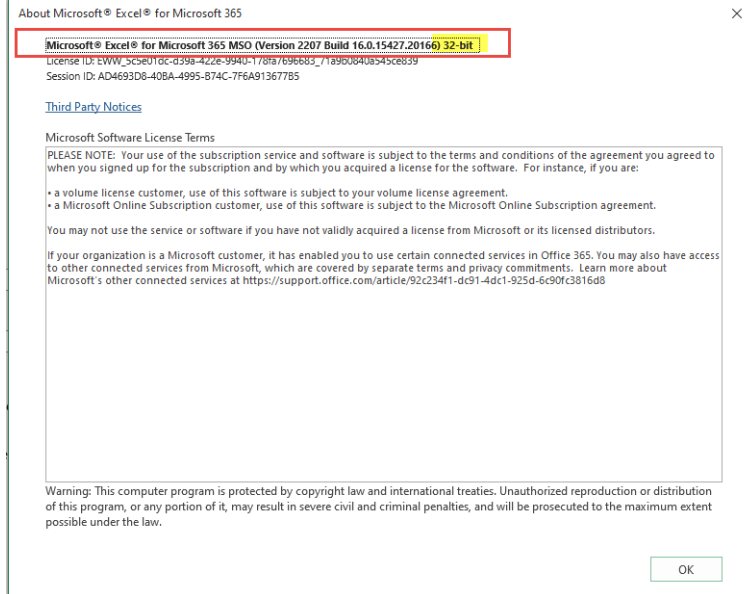

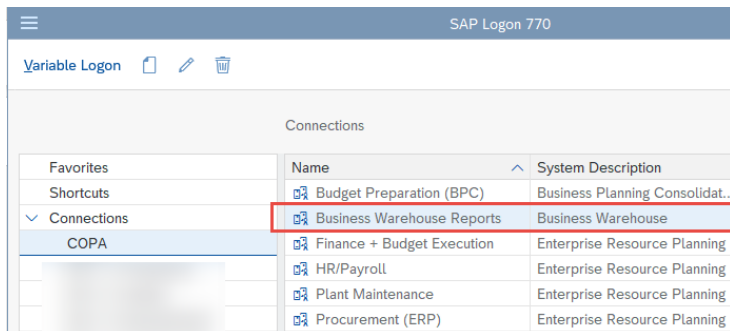1. *Are you connected to the Commonwealth's VPN?*

Ensure that a VPN connection is established and working properly.

2. *Are you running the 64-bit package?*

Verify the user is using a 32-bit Microsoft Office package and not a 64-bit package In Excel, select FILE → ACCOUNT → About Excel and ensure the Build is 32-bit

3. *Does "Business Warehouse Reports" work from the users SAP GUI?*

User should be able to get into Business Warehouse and see a main menu.

DATA ON WORKBOOKS NOT UPDATING WHEN SAVED ON INPUT FORMS

Users will encounter times that after they have saved data on the input form, the reports will not reflect the updates that have just been saved in the input forms.

Below provides various actions that can be taken if users are not seeing updated data after input.

1. *Select the 'Refresh All' icon on the 'Analysis' ribbon rather than rerunning from the 'Prompts' icon.*
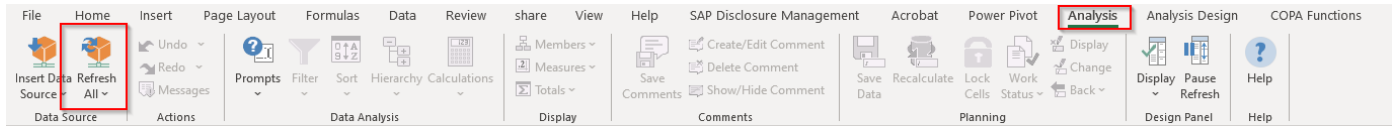
2. *Run for different parameters then rerun for original parameters.*

   - *EXAMPLE: Click the 'Prompts' icon under the 'Analysis' ribbon and change the fiscal year to the previous fiscal year, let the report run, then rerun the report for the current year and then recheck the data.*
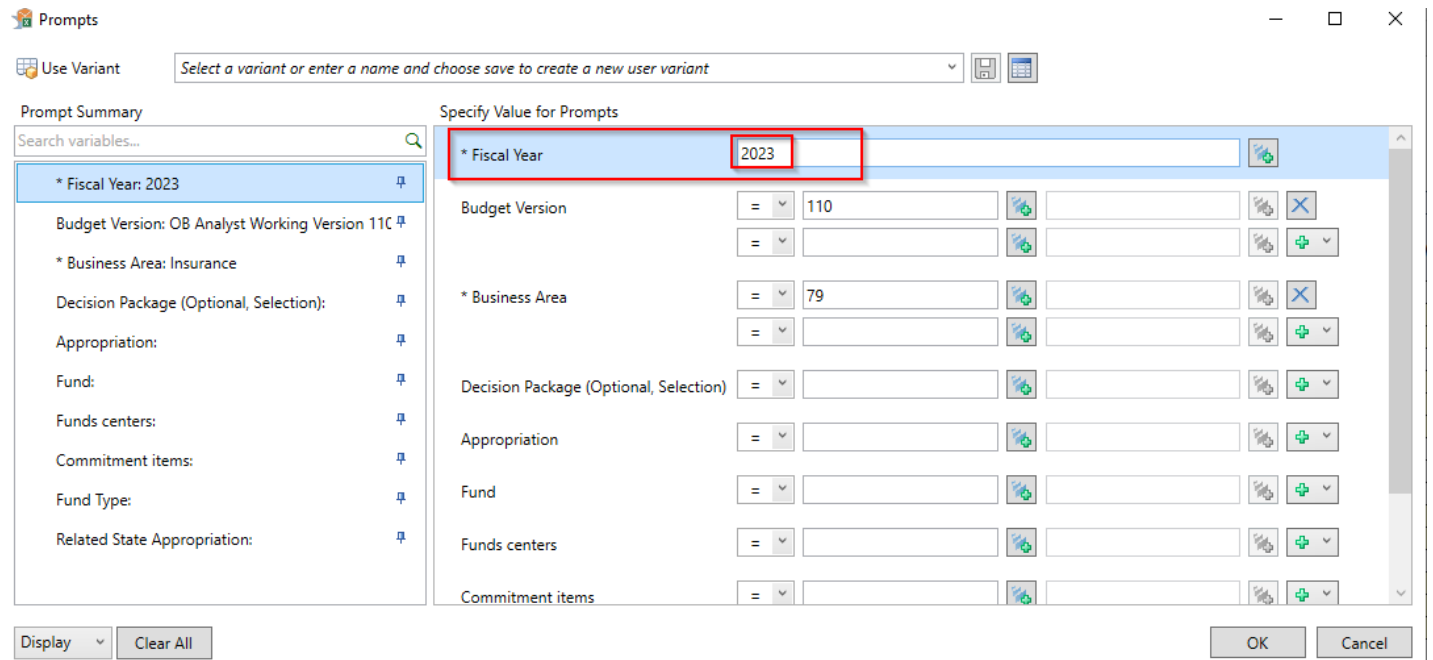
3. *Close Excel and restart AO.*

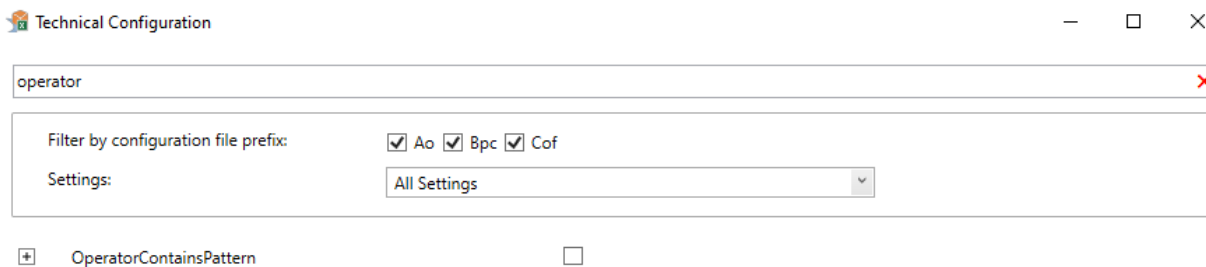# CONTAINS PATTERN (CP) IS NOT AVAILABLE ON THE PROMPT BOX

On the prompt box, users are not given the option to select CP as a parameter.
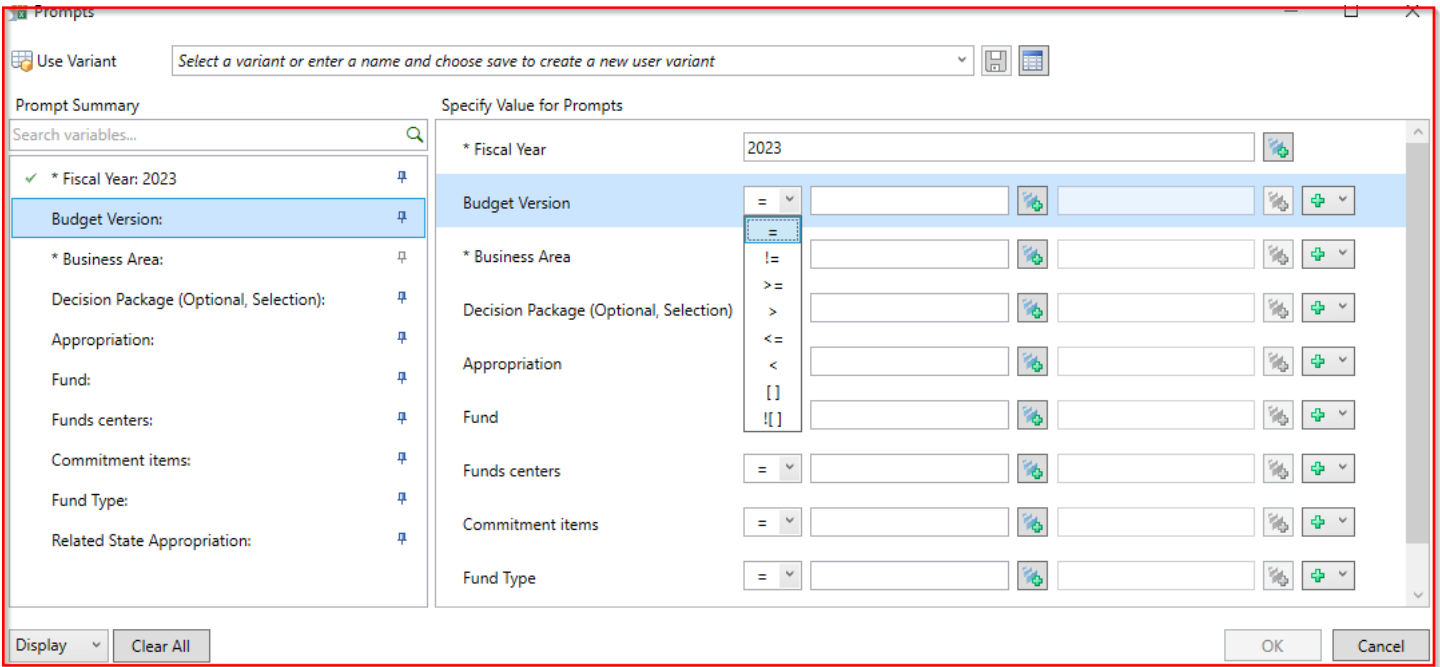
Ensure that the 'OperatorContainsPattern' setting is checked under Technical Configuration.
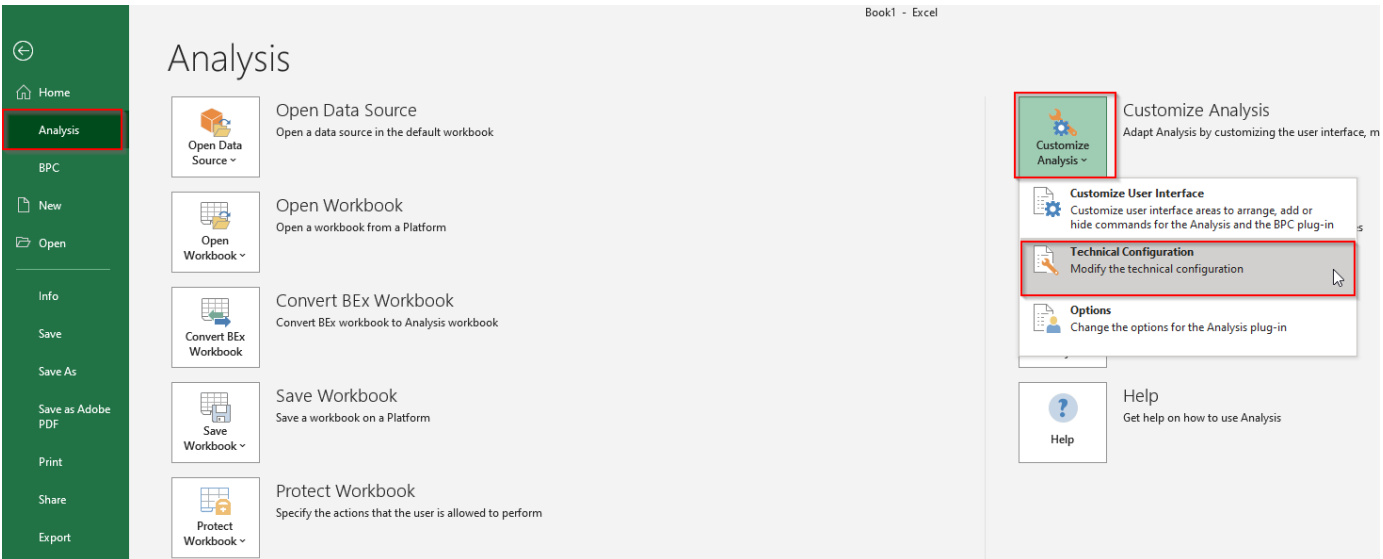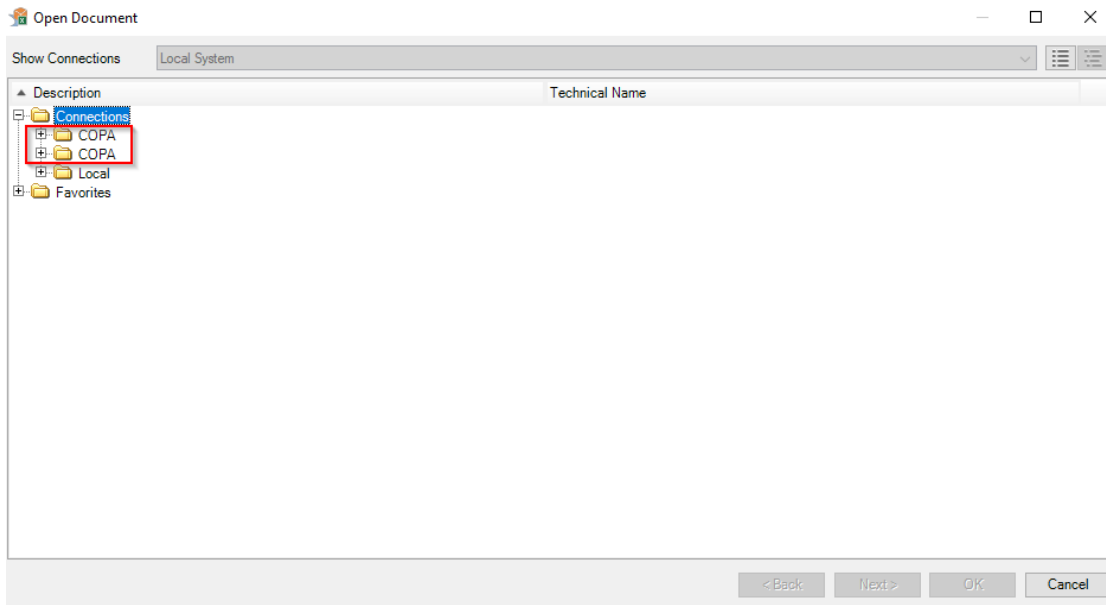

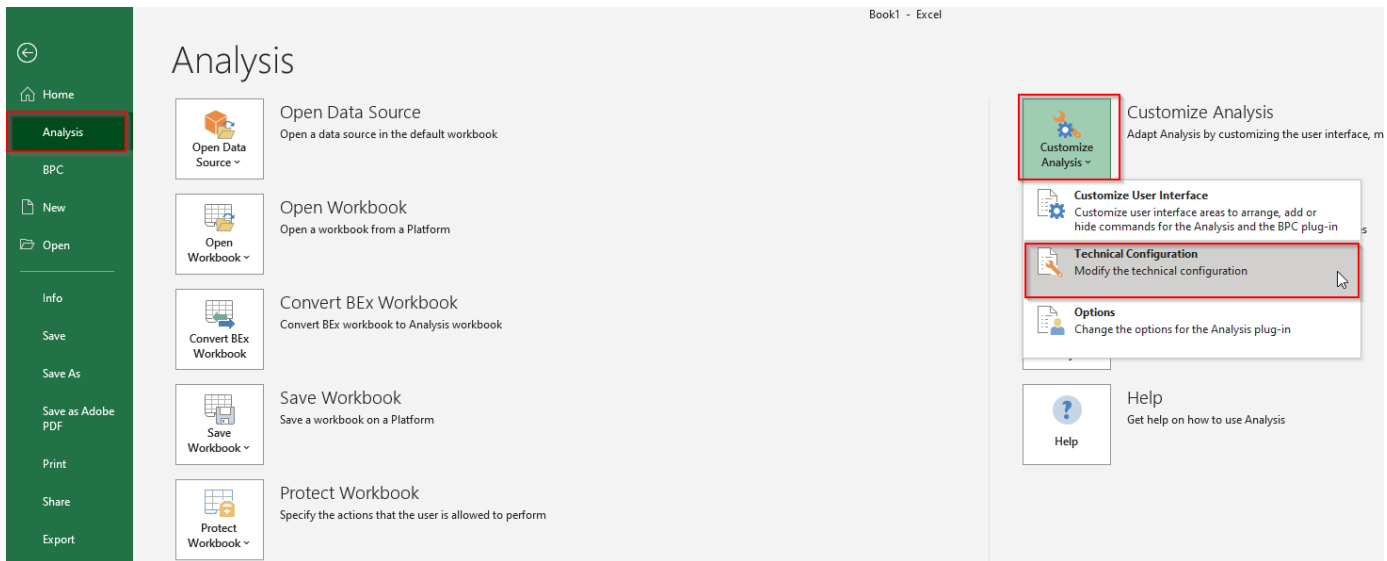Search for operator in the search bar, and ensure the boxes are unchecked.
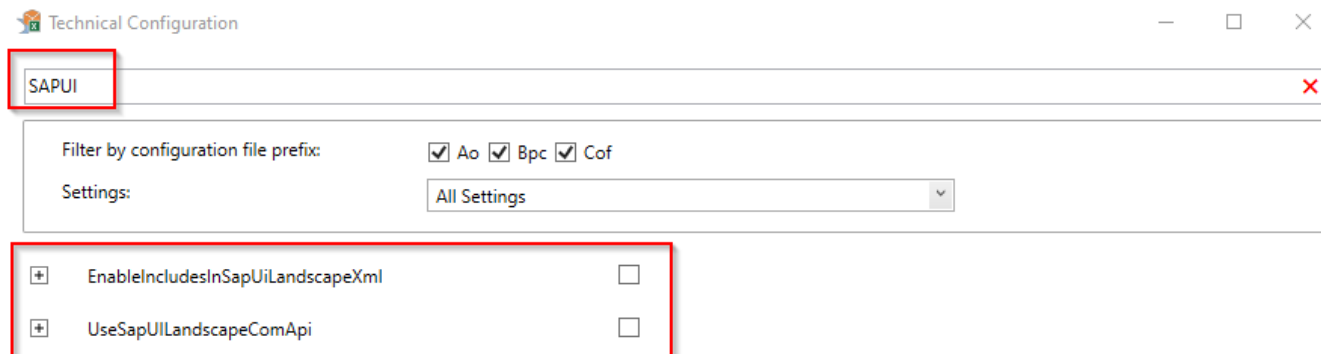
DOUBLE COPA FOLDER CONNECTION

Users encounter two 'COPA' folders on the connections screen when given the option to select a connection.

Ensure that the 'EnableIncludesInSapUiLandscapeXml' and 'UseSapUILandscapeComApi' settings are unchecked under Technical Configuration.
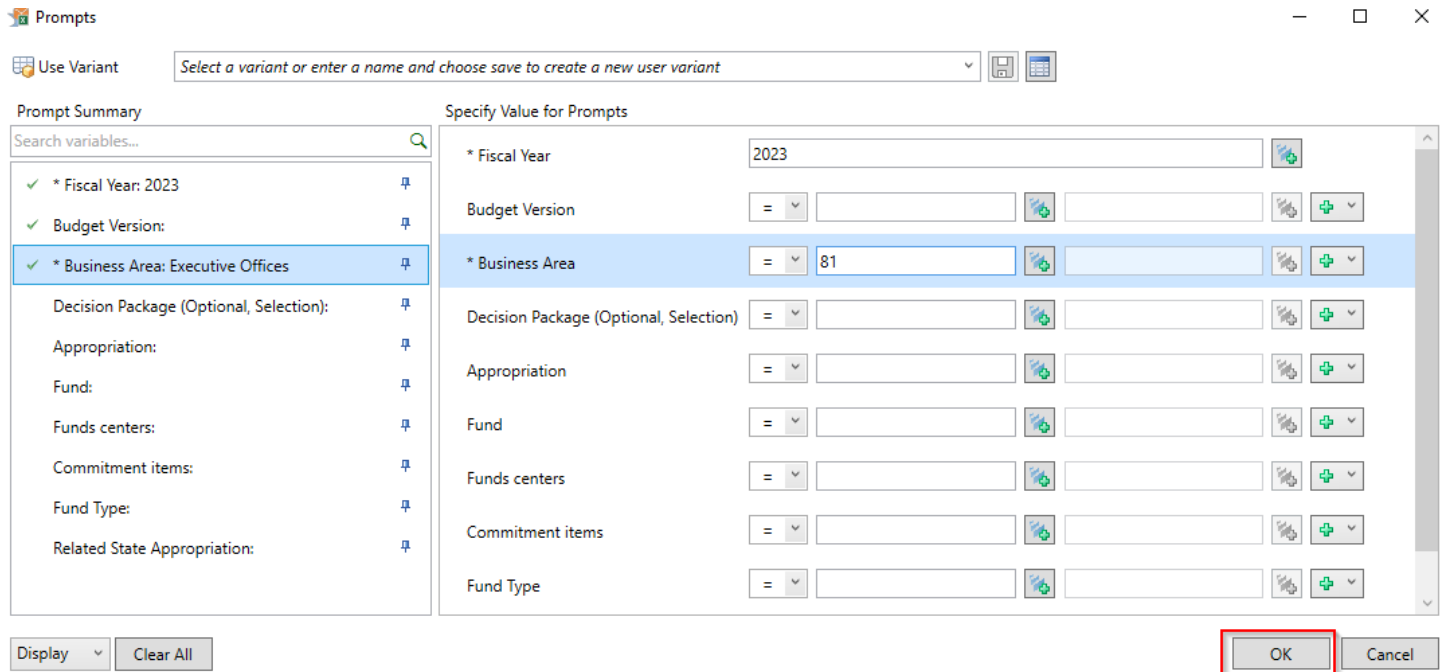

Search for SAPUI in the search bar, and ensure the boxes are unchecked.
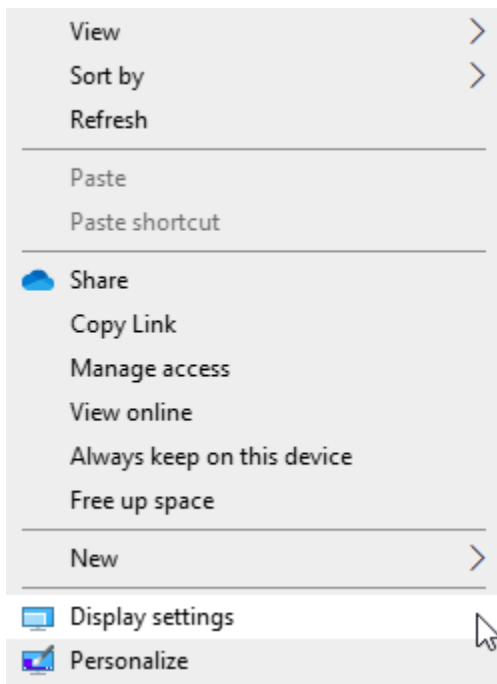
CAN'T CLICK 'OK' ON PROMPT BOX

Currently there have been occurrences of users not being able to click the 'OK' button on prompt boxes of reports that are being run.

In these scenarios the OK button is not grayed out and all mandatory fields are entered correctly, however when the cursor hovers over the OK button and a user clicks, no action takes place on the screen.


The most common fix for this item is to right click on your desktop and go to display settings.

As seen on the next page, each monitor setting will be available to update. Ensure that each monitor is set to 100% under the scale and layout section.

Display

Rearrange your displays

Select a display below to change the settings for it. Press and hold (or select) a display, then drag to rearrange it.

| 4 | 3 | 2 | 1 |

Identify   Detect
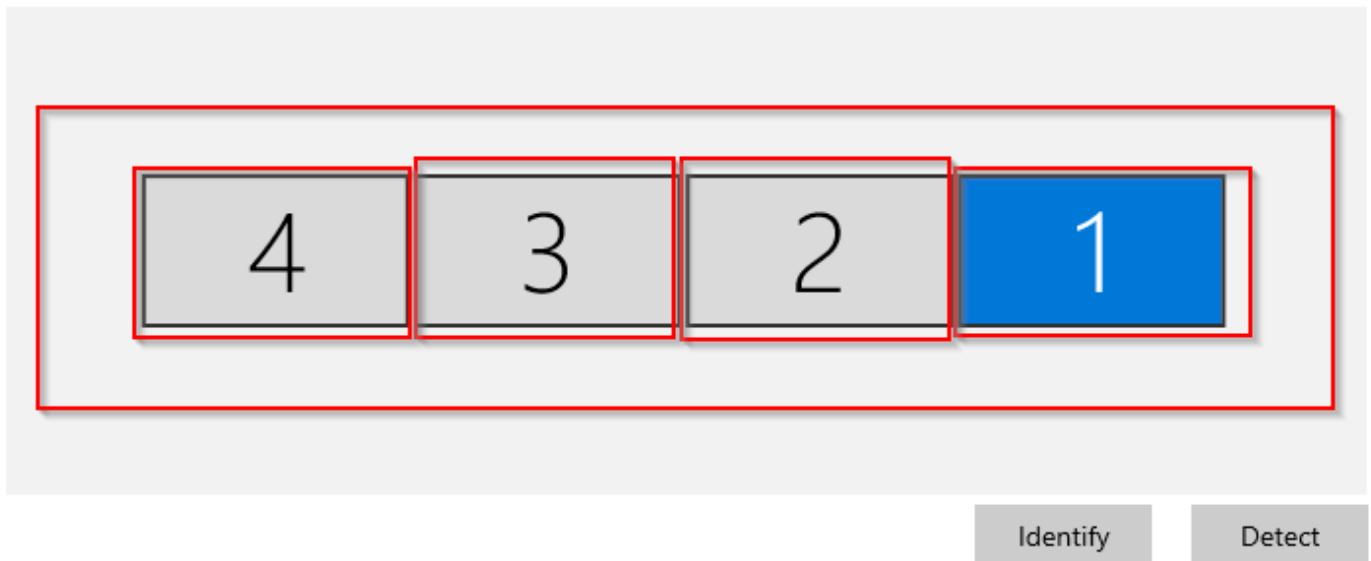
Brightness and color

Change brightness for the built-in display

Night light

Off

Night light settings

Windows HD Color

Get a brighter and more vibrant picture for videos, games and apps that support HDR.

Windows HD Color settings

Scale and layout

Change the size of text, apps, and other items

100%