

STATE OF GEORGIA
Annual Operating Budgets

STATE OF GEORGIA
Georgia Technology Authority



Annual Operating Budget
Excel Upload Manual

**STATE OF GEORGIA
Annual Operating Budgets**

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Georgia Technology Authority**

**Annual Operating Budget
Excel Upload**

Requirements:

- i **FTP Software Installed**
- i **ID on UNIX Server**
- i **Spreadsheet Journal Instructions**
- i ***Journal Template Files:**
 - 1. **Gllog.xlt**
 - 2. **Jrnlmicro.xla**
 - 3. **New_JRBD_2.xls**
- i **Copy Journal Template files to C:\bud_upload**



***If you do not have these files, contact Financial Systems at (404) 657-3956 or (888) 896-7771.**

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What you need to know about your FY2006 Budget

How you should name your Scenarios.

The AOB scenario should be AOB2006. If you find you need to correct your AOB after you have posted the controlled budget journals, you may use scenario AOB2006A. If further corrections are necessary use AOB2006B, then AOB2006C etc. If you need more than 26 corrections, please contact GTA Financial Systems Helpdesk for assistance.

Amendments should be Ayyxxx where yy = the year and xxx = your amendment number. For example, A06001 would be the first amendment of FY2006.

Internal Revisions should be IRyyxxxx where yy = the year and xxxx = your revision number. For example, IR060001 would be the first internal revision of FY2006.

How to date your Scenarios.

Your scenarios must have a date earlier than the date you are entering the first journal. For example, if I am working on my AOB on 04/15/2005, I might date my AOB2006 scenario 04/01/2005 when I create it.

How to date your Journals.

Your journals should have a date of the first day you want to spend money for the new year. Normally this would be 07/01/2005.

How to date your Budget Scenario Default panel.

You should date the Budget Scenario Defaults panel with your Fiscal Year beginning and ending dates. For 2006 that will be 07/01/2005 and 06/30/2006.

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What Reports will be available.

The following reports will be available to assist you with your AOB submission.

- Department Financial Summary (available at the Function and Sub-function level too)
- Schedule of Federal Funds
- Schedule of Other Funds
- Functional Budget Information
- Sub-Functional Budget Information

You can order these reports after you have created your controlled budget journals and before you post them. That way you can check your work and have a chance to fix things before you post your AOB.

Trees

If you would like to change your BCM trees, (BCM_ORG, BCM_PROJECT, or BCM_PROGRAM) you must do so before you load your AOB. After the AOB is posted, you can add values to the BCM trees but, you cannot move nor remove values from the BCM trees.

Setup

There are several steps to setting up PeopleSoft for FY2006 budgets. The Financial Systems staff will accomplish those for your agency prior to May 1st. If you have trouble trying to load your AOB, we may not have completed your agency's setup. Please call the Financial Systems Helpdesk @ (404)-657-3956 or (888) 896-7771 and we will assist you.

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There are 4 report options. We recommend you run these reports **after** you run BCM and **before** you run Budget Post Request.

1. AOB Functional Report - GLXXX0433A . This report can be requested by different levels and includes the Total Funds, State Funds and the number of positions. The Report Title option should be Functional and requested at the BD_Org Level.

Navigation: Go > Process Financial Information > Custom Budget/Reports > Reports > AOB Functional/Sub-Functional Report.

AOB Functional Report

Custom Budget Reports - Reports - AOB Functional/SubFunc Report

File Edit View Go Favorites Reports Help

RUNDX_GLS4033X

Operator ID: EPFORTSD
Run Control ID: AOB_REPORT

Business Unit: 46200 Tree Name: BCM_ORG
Budget Year: 2003 Tree Node Or Level: Level
Fund Code: Level Name: BD_APPROP
Report Title: Functional

InfoPac Report ID: GL4620433
Report Heading: AOB Functional/Sub-Functional Budget Info

FNVOLTST RUNDX_GLS4033X Update/Display

DocumentDirect - [gosysb.state.ga.us: GL4620433A (20030210144139)]

File Edit View Script Policy Options Window Help

State Of Georgia
Natural Resources, Dept of
AOB Functional Report
Requested Level: (2) BD_APPROP

Business Unit: 46200
Budget Year: 2003

Report ID: GL4620433A
Print Date: 02/10/2003
Page: 1
PS Id: GLS4033X

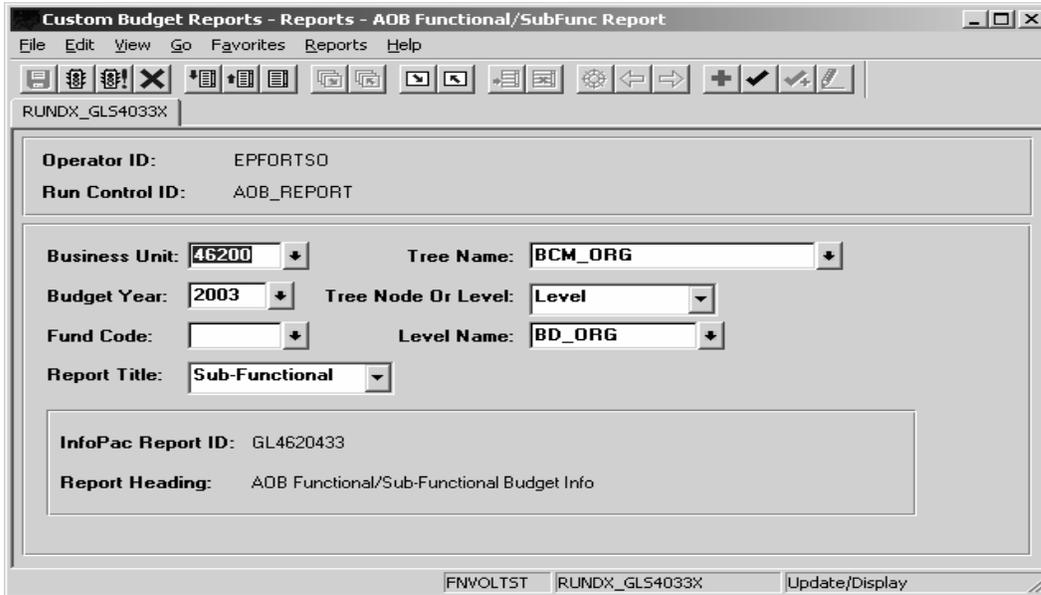
Organization	Statistics	Total Funds	State Funds
462A01 COMMISSIONERS OFFICE (ACT)		35,687,330.00	35,640,064.00
Position Count	22		
Vehicle Count	6		
462A02 PROGRAM SUPPORT DIV (ACT)		7,523,988.00	7,523,988.00
Position Count	79		
Vehicle Count	6		
462A03 HISTORIC PRESERVATION (ACT)		2,866,788.00	2,376,788.00
Position Count	33		
Vehicle Count	7		
462A05 COASTAL RESOURCES DIV (ACT)		2,749,538.00	2,518,676.00
Position Count	26		
Vehicle Count	26		
462A07 ENVIRONMENTAL PROTECTION (ACT)		55,684,955.00	45,473,527.00
Position Count	845		
Vehicle Count	304		
462A08 POLLUTION PREVENTION (ACT)		470,065.00	366,152.00
Position Count	9		
Vehicle Count	3		
462A41 PARKS ADMINISTRATION		4,036,841.00	416,203.00-
Position Count	13		
Vehicle Count	5		
462A43 PARK OPERATIONS		21,559,169.00	13,059,226.00
Position Count	325		
Vehicle Count	309		
462A44 LODGES		5,048,421.00	1,803,083.00
Position Count	53		
462A45 GOLF COURSES		4,946,910.00	1,189,515.00
Position Count	44		
Vehicle Count	16		

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2. AOB Sub-Functional Report - GLXXX0433B. This report is requested on the same panel as report above. The Report Title option should be Sub-Functional and requested at the BD_Org Level.

AOB Sub-Functional Report



Custom Budget Reports - Reports - AOB Functional/SubFunc Report

File Edit View Go Favorites Reports Help

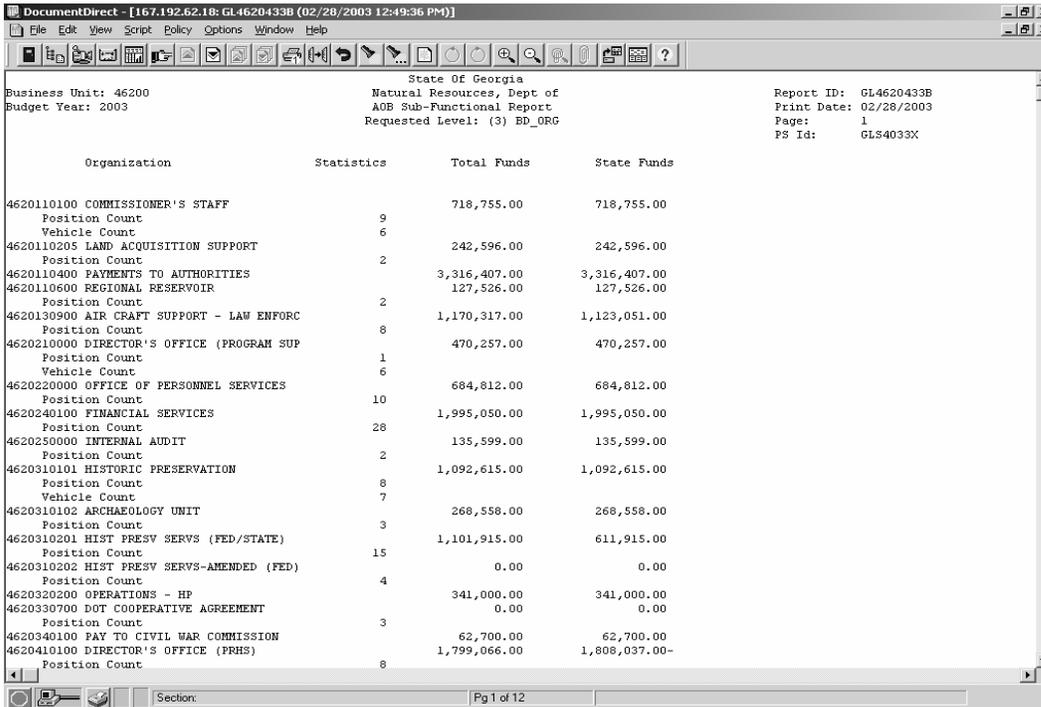
RUNDX_GLS4033X

Operator ID: EPFORTSD
Run Control ID: AOB_REPORT

Business Unit: 46200 Tree Name: BCM_ORG
Budget Year: 2003 Tree Node Or Level: Level
Fund Code: Level Name: BD_ORG
Report Title: Sub-Functional

InfoPac Report ID: GL4620433
Report Heading: AOB Functional/Sub-Functional Budget Info

FNVOLTST RUNDX_GLS4033X Update/Display



DocumentDirect - [167.192.62.18: GL4620433B (02/28/2003 12:49:36 PM)]

File Edit View Script Policy Options Window Help

State of Georgia
Natural Resources, Dept of
AOB Sub-Functional Report
Requested Level: (3) BD_ORG

Business Unit: 46200
Budget Year: 2003

Report ID: GL4620433B
Print Date: 02/28/2003
Page: 1
PS Id: GLS4033X

Organization	Statistics	Total Funds	State Funds
4620110100 COMMISSIONER'S STAFF		718,755.00	718,755.00
Position Count	9		
Vehicle Count	6		
4620110205 LAND ACQUISITION SUPPORT		242,596.00	242,596.00
Position Count	2		
4620110400 PAYMENTS TO AUTHORITIES		3,316,407.00	3,316,407.00
4620110600 REGIONAL RESERVOIR		127,526.00	127,526.00
Position Count	2		
4620130900 AIR CRAFT SUPPORT - LAW ENFORC		1,170,317.00	1,123,051.00
Position Count	8		
4620210000 DIRECTOR'S OFFICE (PROGRAM SUP		470,257.00	470,257.00
Position Count	1		
Vehicle Count	6		
4620220000 OFFICE OF PERSONNEL SERVICES		684,812.00	684,812.00
Position Count	10		
4620240100 FINANCIAL SERVICES		1,995,050.00	1,995,050.00
Position Count	28		
4620250000 INTERNAL AUDIT		135,599.00	135,599.00
Position Count	2		
4620310101 HISTORIC PRESERVATION		1,092,615.00	1,092,615.00
Position Count	8		
Vehicle Count	7		
4620310102 ARCHAEOLOGY UNIT		268,558.00	268,558.00
Position Count	3		
4620310201 HIST PRESV SERVS (FED/STATE)		1,101,915.00	611,915.00
Position Count	15		
4620310202 HIST PRESV SERVS-AMENDED (FED)		0.00	0.00
Position Count	4		
4620320200 OPERATIONS - HP		341,000.00	341,000.00
4620330700 DOT COOPERATIVE AGREEMENT		0.00	0.00
Position Count	3		
4620340100 PAY TO CIVIL WAR COMMISSION		62,700.00	62,700.00
4620410100 DIRECTOR'S OFFICE (FRHS)		1,799,066.00	1,808,037.00-
Position Count	8		

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- AOB Schedule of Federal Funds GLXXX0432A This report can be requested for Federal Funds, Other funds **or both**. Use the same panel as the report above. The Report Title option should be Federal and requested at the BD_Org Level.

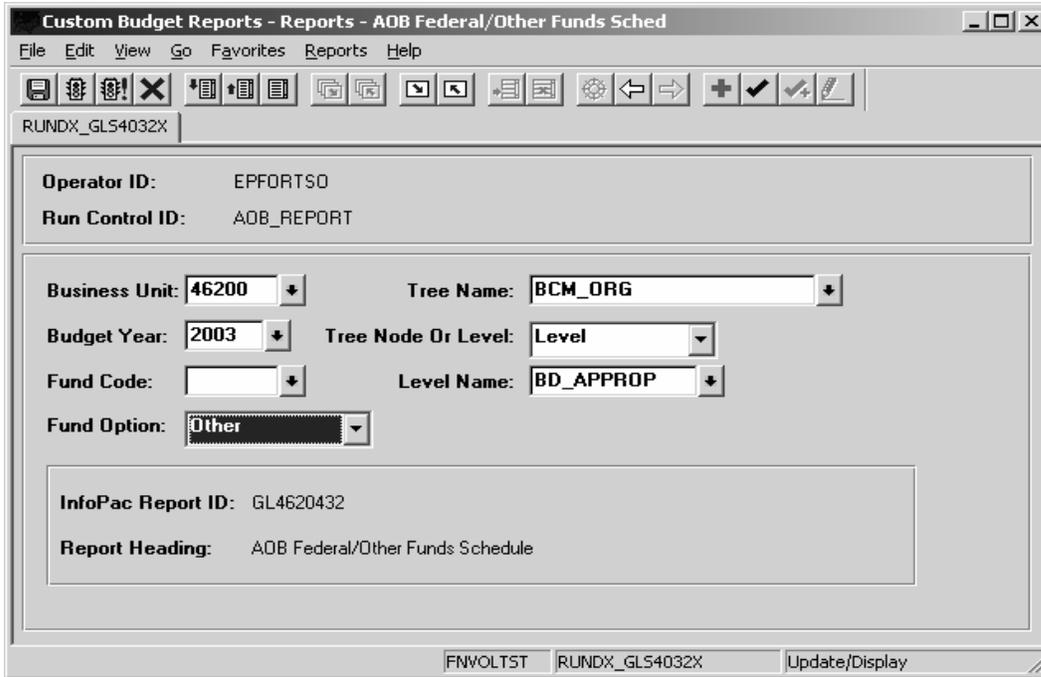
AOB Federal Funds Report

Description	CFDA Number	Annual Budget
29130 NPS HISTORIC PRESERV ADMIN	15.904	490,000.00
Federal Funds		490,000.00

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4. AOB Schedule of Other Funds GLXXX0432B This report is requested on the same panel as report above. The Report Title option should be Other and requested at the BD_Org Level.

AOB Other Funds Report



Custom Budget Reports - Reports - AOB Federal/Other Funds Sched

File Edit View Go Favorites Reports Help

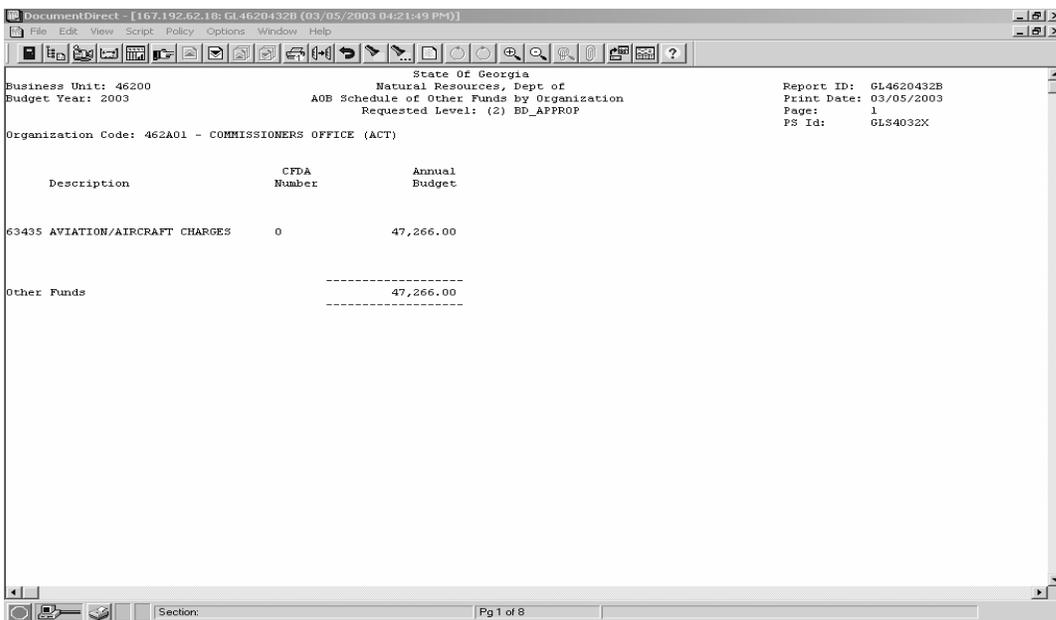
RUNDX_GLS4032X

Operator ID: EPFORTSD
Run Control ID: AOB_REPORT

Business Unit: 46200 Tree Name: BCM_ORG
Budget Year: 2003 Tree Node Or Level: Level
Fund Code: Level Name: BD_APPROP
Fund Option: Other

InfoPac Report ID: GL4620432
Report Heading: AOB Federal/Other Funds Schedule

FNVOLTST RUNDX_GLS4032X Update/Display



DocumentDirect - [167.192.62.18: GL4620432B (03/05/2003 04:21:49 PM)]

File Edit View Script Policy Options Window Help

State Of Georgia
Natural Resources, Dept of
AOB Schedule of Other Funds by Organization
Requested Level: (2) BD_APPROP

Business Unit: 46200 Report ID: GL4620432B
Budget Year: 2003 Print Date: 03/05/2003
Page: 1
PS Id: GLS4032X

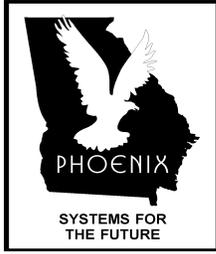
Organization Code: 462A01 - COMMISSIONERS OFFICE (ACT)

Description	CFDA Number	Annual Budget
63435 AVIATION/AIRCRAFT CHARGES	0	47,266.00
Other Funds		47,266.00

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Phoenix End-User Training

SPREADSHEET JOURNAL TEMPLATE – UTILIZING QUERY

PARTICIPANT GUIDE

PEOPLESOFT FINANCIALS FOR PUBLIC
SECTOR 7
PEOPLESOFT GENERAL LEDGER - BUDGET
DECEMBER 2004

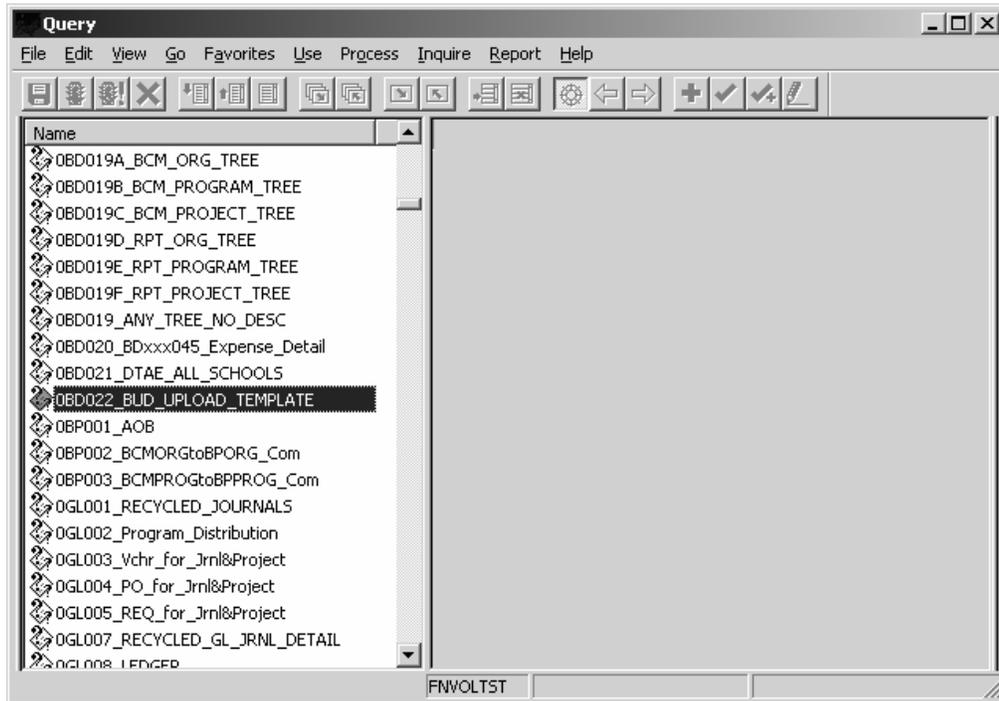
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Creating Budget Rows using Run Only Query – (OBD022_BUD_UPLOAD_TEMPLATE)

1. PeopleSoft Sign-on

Double Click: PeopleSoft Financials

2. **Navigate:** View⇒Navigator Display⇒Query
Highlight: OBD022_BUD_UPLOAD_TEMPLATE on left-hand-side of panel



3. **Right Click** To display drop down list box.
Select: “Run to Excel”
Enter: Business Unit: (*Your Agency Number*)
Enter: Budget Year: 2005 (for current budget rows)
Click: OK

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Creating Budget Rows (continued)

The Query pulls information from the Org and Revest Ledgers. After the Query runs, the following columns will be populated in the Excel Spreadsheet:

- ◆ Ledger
- ◆ Account
- ◆ Fund Code
- ◆ Organization
- ◆ Program
- ◆ Sub-Classification
- ◆ Budget Year
- ◆ Project Grant
- ◆ Budget Total Amount
- ◆ Business Unit

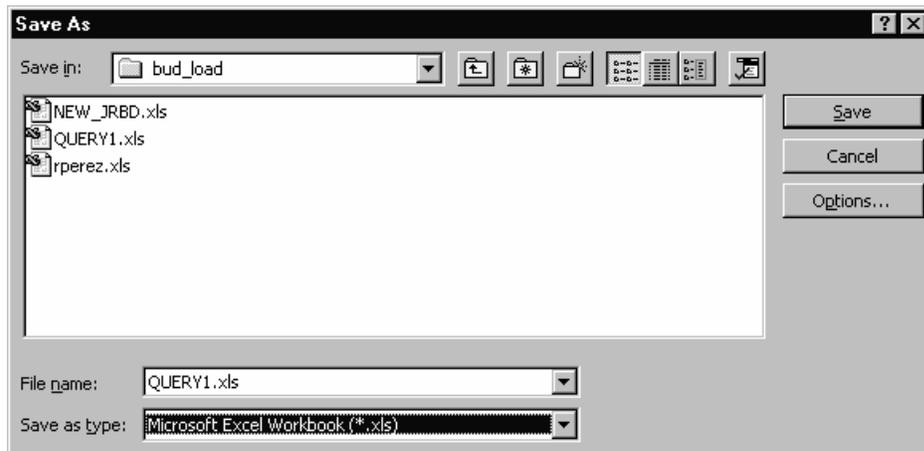
Once query has run to excel, it should be saved to the file directory of your choice.

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Creating Budget Rows (continued)

4. Save File

- Click:** File/Save As
Click: “Save in” drop down list
Select: C: drive
Double Click: bud_upload
Verify: File name”Query1”
Select Save as type: “Microsoft Excel Workbook.(*.xls)”
Click:  to save

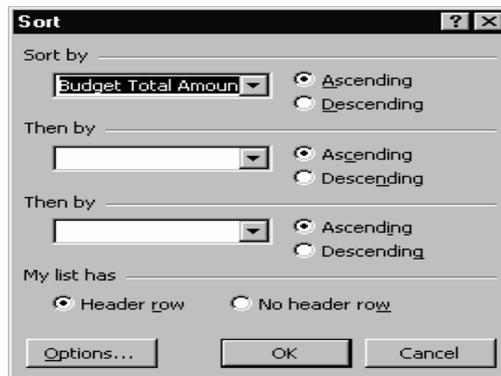


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Manipulate Data in Excel Spreadsheet

1. Delete Zero Amount Lines in “Budget Total Amount”

- Select:** Entire spreadsheet by clicking on the blank cell left of the Column Heading (A) and above Line 1
- Select:** **Data and Sort.**
- Click:** Header Row radio button
- Select:** **Budget Total Amount** from the “Sort by” list box
- Click:** Ascending
- Click:** OK.



- Navigate:** To Column I (Budget Total Amount)
- Select:** Rows with zero (0) amounts by highlighting
- Select:** From tool bar “Edit/Delete/Delete Entire Row or
Click on Right Mouse Button and Delete

Note: The number of rows remaining on spreadsheet. This will ensure enough space is in the template when the spreadsheet is copied to the journal.

Number of Rows: _____ (minus 1 for the Header Row)

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Manipulate Data in Excel Spreadsheet (continued)

2. Change Budget Year to 2006

Click: Cell G2
Type: 2005
Press: Enter
Click: Cell G2
Select: **Edit/Copy**
Select: **Paste to All Rows**
Select: **Data and Sort**
Select: **Ledger** from the “Sort by” list box

Click:  to save

3. Change Ledger to Control

Click: Cell A2
Type: CONTROL
Press: Enter
Click: Cell A2
Select: Edit/Copy
Select: Paste to All Rows

4. Insert Additional Columns

Click: Column I (Budget Total Amount)

Select: Insert three (3) columns

Name Columns: Columns I, J and K should be named
I = **JOB**
J = **Scenario**
K = **Currency**

Leave Column I (JOB) Blank

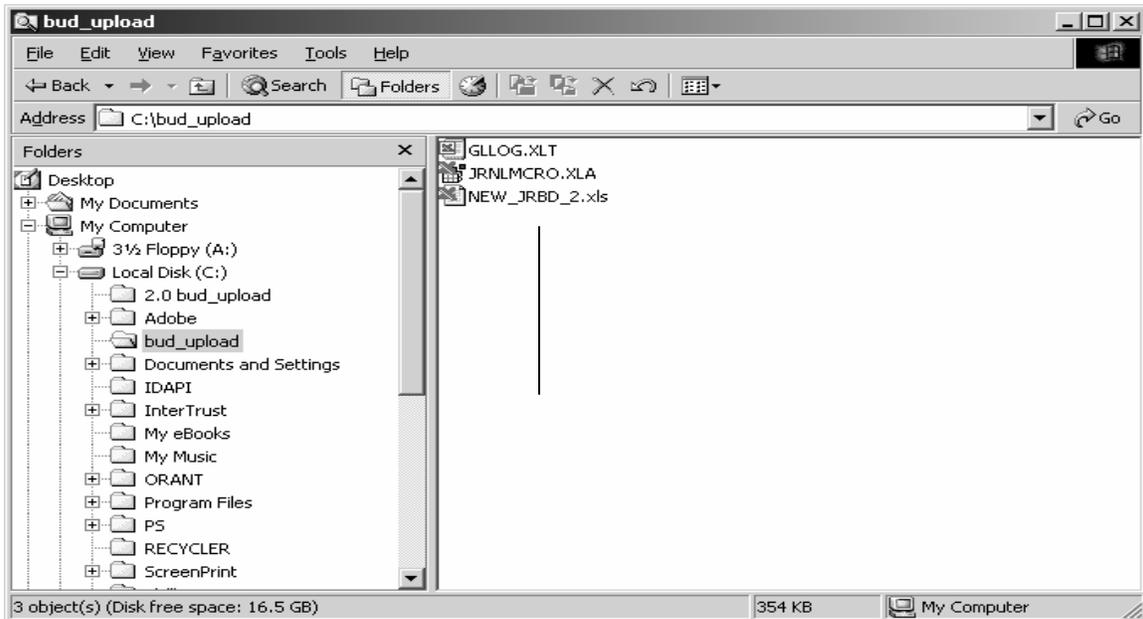
Column J Enter the **Scenario** name and copy to all lines

Column K – Enter **USD** and copy to all lines

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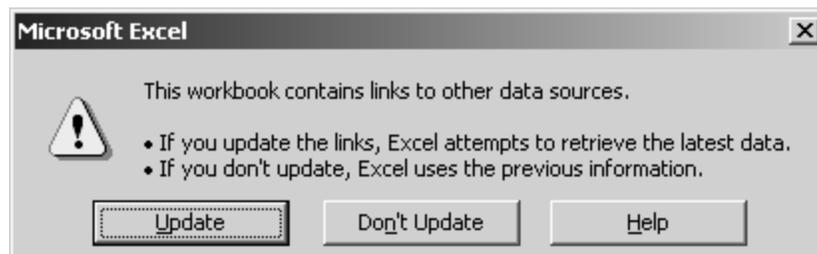
A. Spreadsheet Journal Template

- Navigate:** Start⇒Programs⇒Accessories⇒Windows Explorer
Select: C:\ Drive⇒bud_upload
Double Click: NEW_JRBD_2.xls



- The following screen will be displayed.

Click: Don't Update

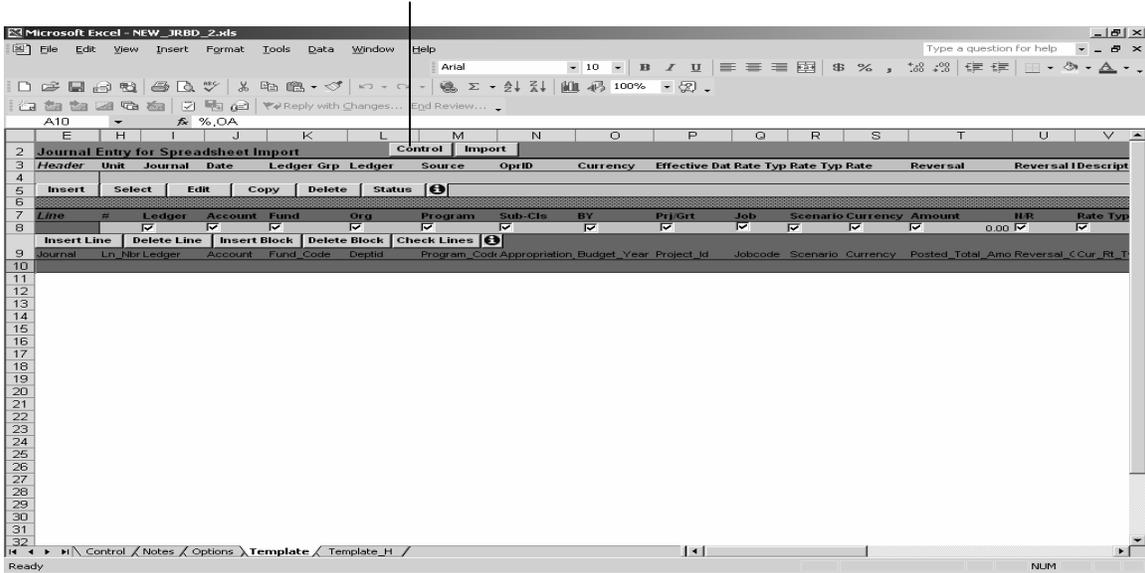


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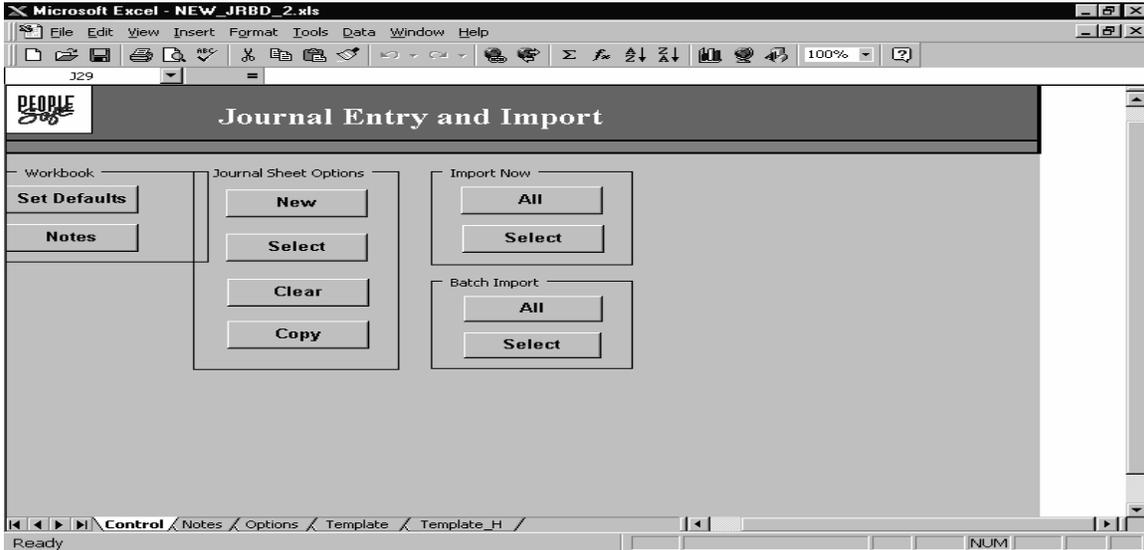
Spreadsheet Journal Template (continued)

3. The following screen will be displayed.

Click: **Control**



The Journal Entry and Import panel will display.



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Spreadsheet Journal Template (continued)

4. **Navigate:** File⇒Save As
 Save in: C:\bud_upload
 File name: *(Assign a name)*

NOTE: Always save the file at this point so you don't copy over the original template.

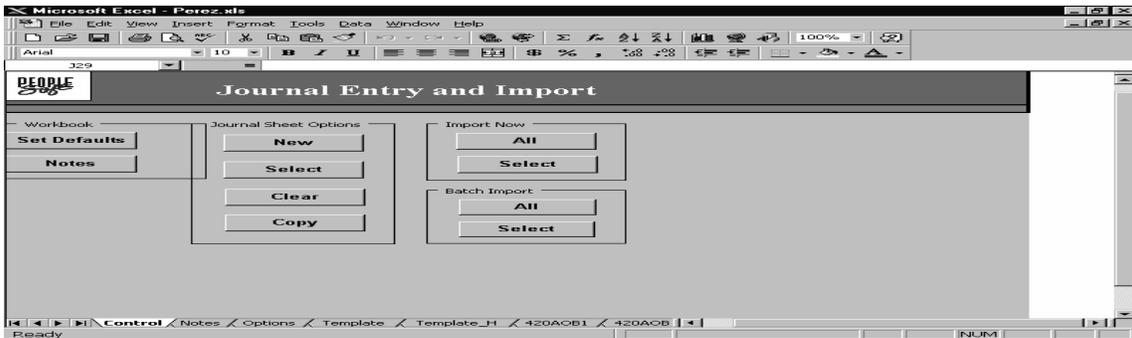


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B. Enter Header Defaults

From the Workbook Section

Select: **Set Defaults**



Header Defaults:

Business Unit: **40000**
Date: **07/01/2005** (This should always be mm/dd/yyyy)

Note: *The date has to be entered as noted above with slashes.*

Ledger Group: **CONTROL**

Source: **BUD**

Operator: **(Your PeopleSoft ID)**

Enable Multibook: Unchecked
After Successful Import: Do Not Change Import Status
Import Message Options: Log Both Error and Success Messages
Display Error Messages Online: Deselect or Uncheck the box

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Enter Header Defaults (continued)

Compare your panel with the one shown below

General Options [?] [X]

Header Defaults

Business Unit: 40000

Date: 07/01/2005

Ledger Group: CONTROL

Source: BUD

Operator: RTSO

Enable Multibook

After Successful Import

Change Import Status to Imported

Do Not Change Import Status

Import Message Options

Log Errors Only

Log Both Error and Success Messages

Display Error Messages Online

Language Preference: English

English

OK

Cancel

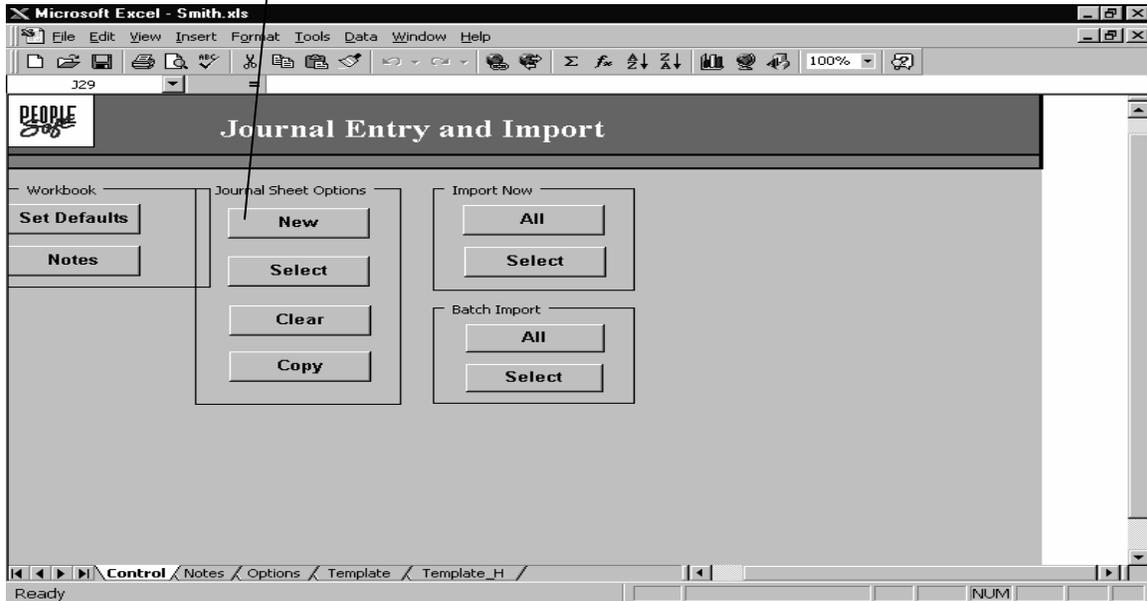
Click:

OK

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C. Add a New Journal Worksheet

Select: NEW



Name New Journal Sheet: 400xxxxx (First three are business unit and last five your choice. Lower case.) Do not exceed 8 characters.



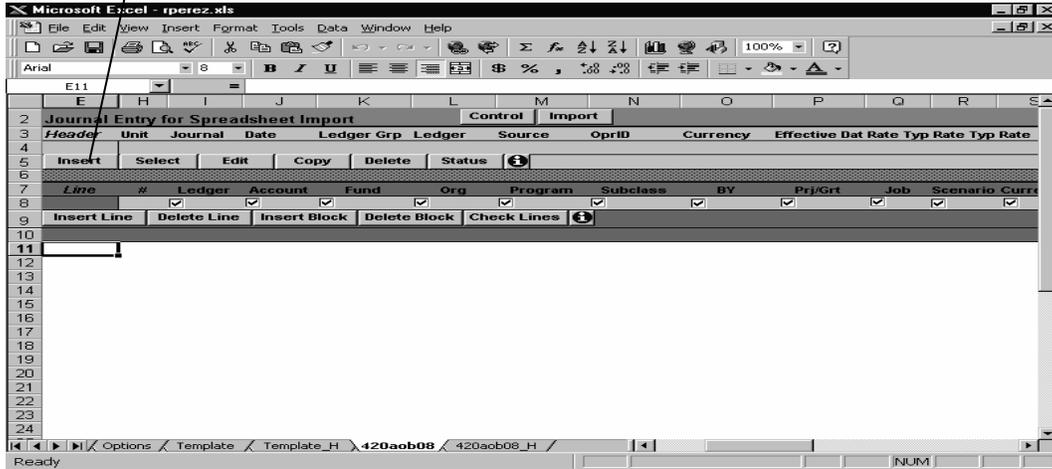
Click: OK

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D. Create Journal Header

Click:

Insert (Line 5) or CTRL-H



Enter: Journal ID: 400aobxx
Enter: Foreign Currency: USD
Description: Leave Blank
Click: OK

The other fields are populated from the Header Default Screen . Verify the information, especially that the Journal date and Effective date include slashes.

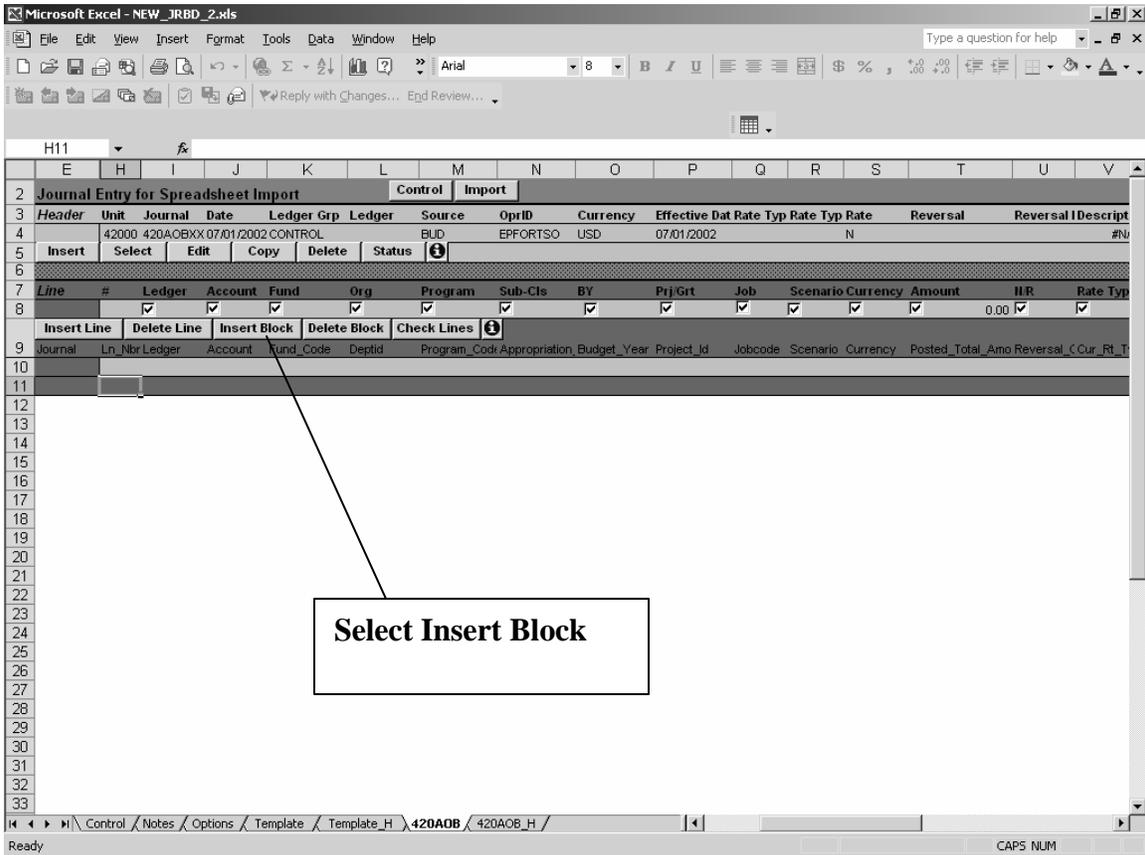
Unit: 40000 Journal ID: 400aob06 Journal Date: 07/01/2005
 Ledger Group: CONTROL
 Ledger:
 Source: BUD
 Operator: EPFOR
 Currency Information
 Foreign Currency: USD
 Effective Date: 07/01/2005
 Rate Type:
 Exchange Rate:
 Reversal
 None
 Begin Next
 End Next
 On Date Specified by User
 Description:
 OK Cancel

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E. Create Journal Lines in Journal Template

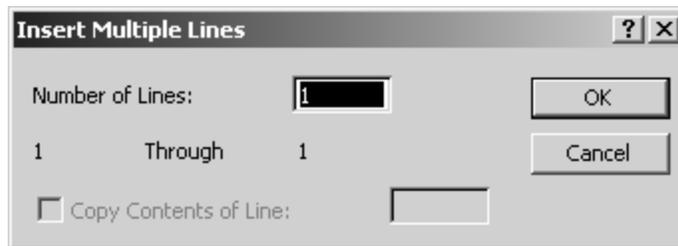
1. Inserting a Block of Lines

Click: Insert Block (Line 9)



Enter: Enter the number of rows to be extracted from the Excel Spreadsheet

Click: OK



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Create Journal Lines (continued)

2. **Transfer Spreadsheet data to Journal Template -
Copy from columns A2 through where the data ends in column L**

Click: Window (From Menu Bar)
Select: Query1.xls

3. **Return to Journal Template**

Click: Window (From Menu Bar)
Select: Your Journal (Your First Initial and Complete Last
Name.xls), then place cursor on cell **I-11**
Click: **Edit⇒Paste Special⇒Values**
Click: OK

4. **In the Journal Template enter the Data below in the next five columns, then
copy, Edit/Paste where the row ends in column AB.**

Rate = **1**
Open Status = **N**
Currency_CD = **USD**
Base Amount = Enter the Formula: **+T11**
Stat Amt = **Defaults to Zero**
Description = **Leave Blank**

Highlight cells W11 (Rate Column)..thru....AB11 (Stat Amt Column),
Select: **(Edit/Copy)**
Highlight cells W11.... thru.... where the row ends in column AB,
Select: **(Edit/Paste)**

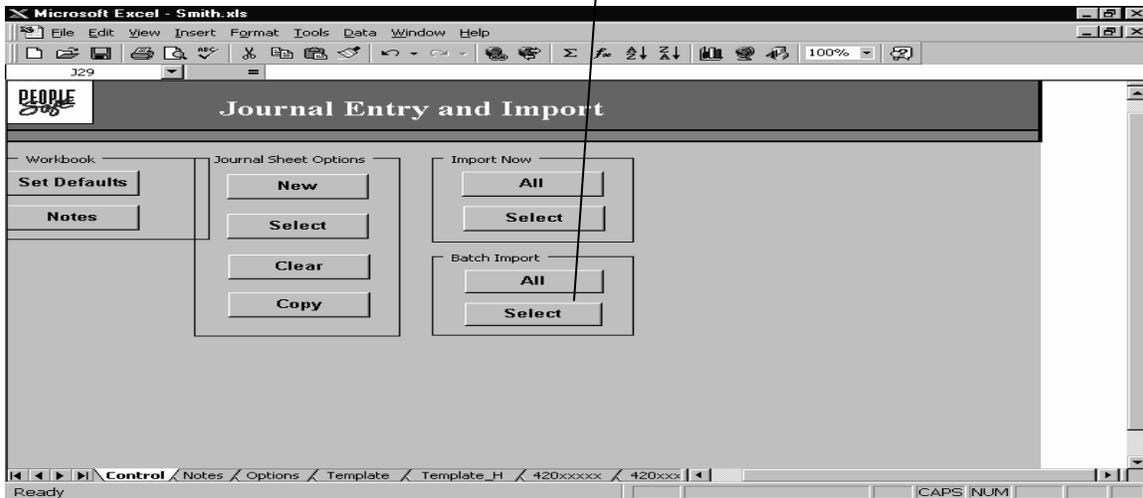
Click:  to Save

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F. Create PMI file for Import to PeopleSoft

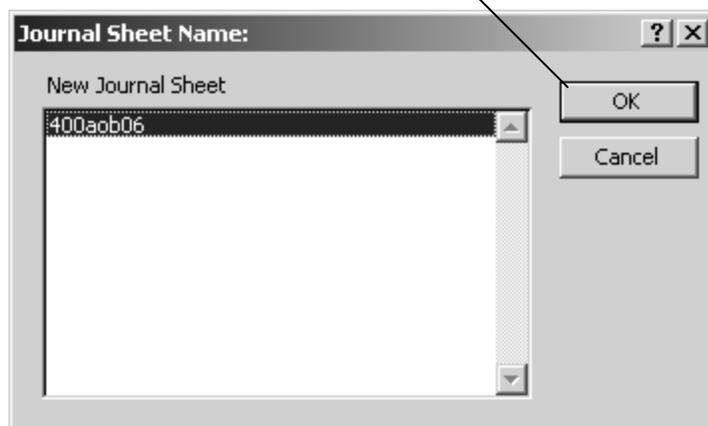
1. Click: **Control** to return to the Journal Entry and Import Panel
2. From the Batch Import Section of panel

Click: **“Select”**



Journal Sheet Name: **“Highlight”** the Journal to be Imported displayed in the New Journal Sheet panel.

Click: **OK**



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Create PMI file (continued)

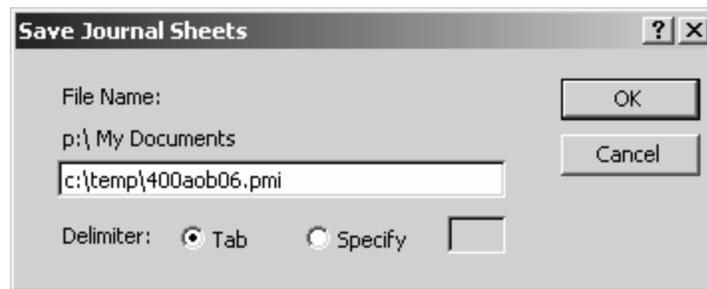
3. Establishing the File Name

In the ‘Save Journal Sheet’ panel use the following naming convention **C:\TEMP\bbbxxxxx.pmi**
bbb = business unit, xxxxxx = agency defined

All of file name.pmi must be in **lower case**.

Compare your panel to the one below:

Note: “all of file name.pmi” must be in lower case and less than or equal to 8 characters (i.e. 400i0001.pmi, 400a0001.pmi, 400aob06.pmi)



Click: OK

If you are selecting the batch import process again, you will see this message:

C:\Temp\400aob06.pmi already exists

Override the existing file?

Click: OK

The Save Journal Sheets panel will display listing the total Journals (which should be one) and the number of Lines in the journal.

Verify that the number of journals equal one and the the total line count is equal to what you pasted into the template. If correct, then

Click: OK

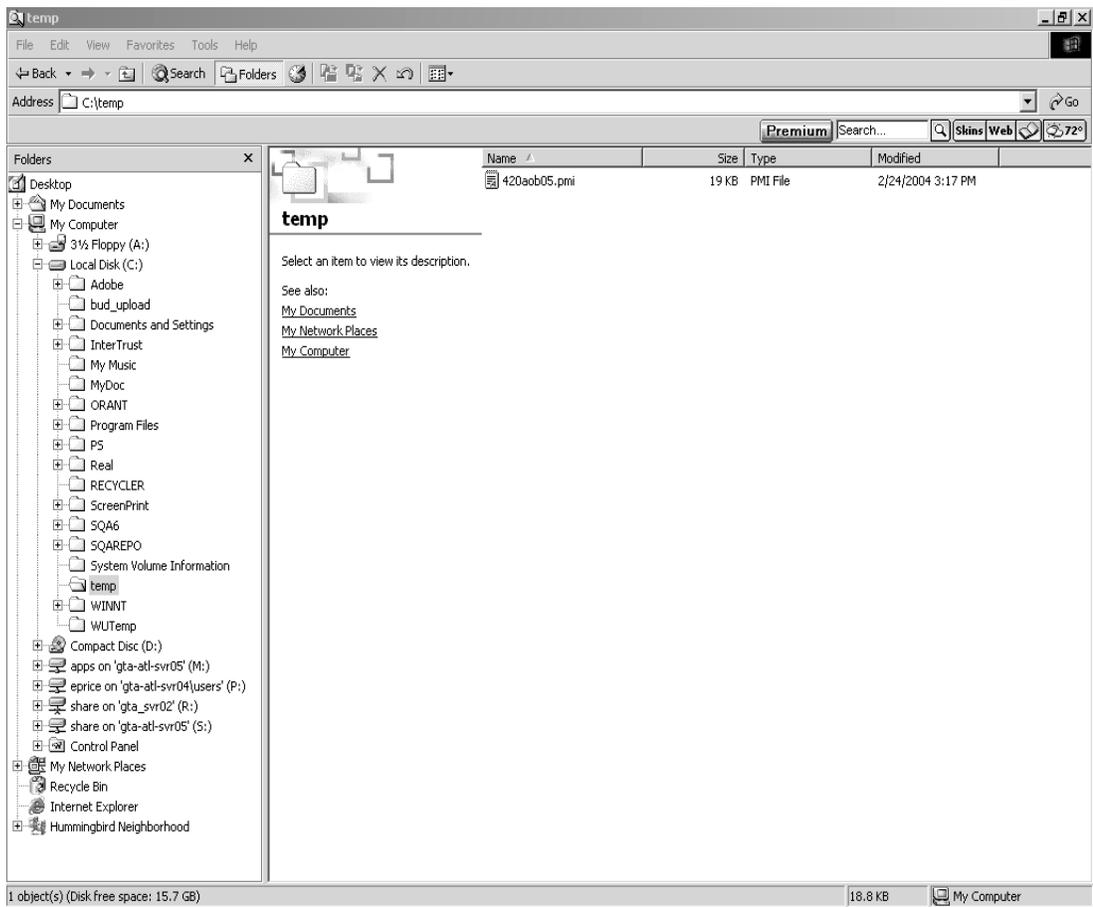
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G. Verify Location of File

Minimize: Excel Spreadsheet Template

Maximize: Window Explorer and verify location of file is **C:\temp**

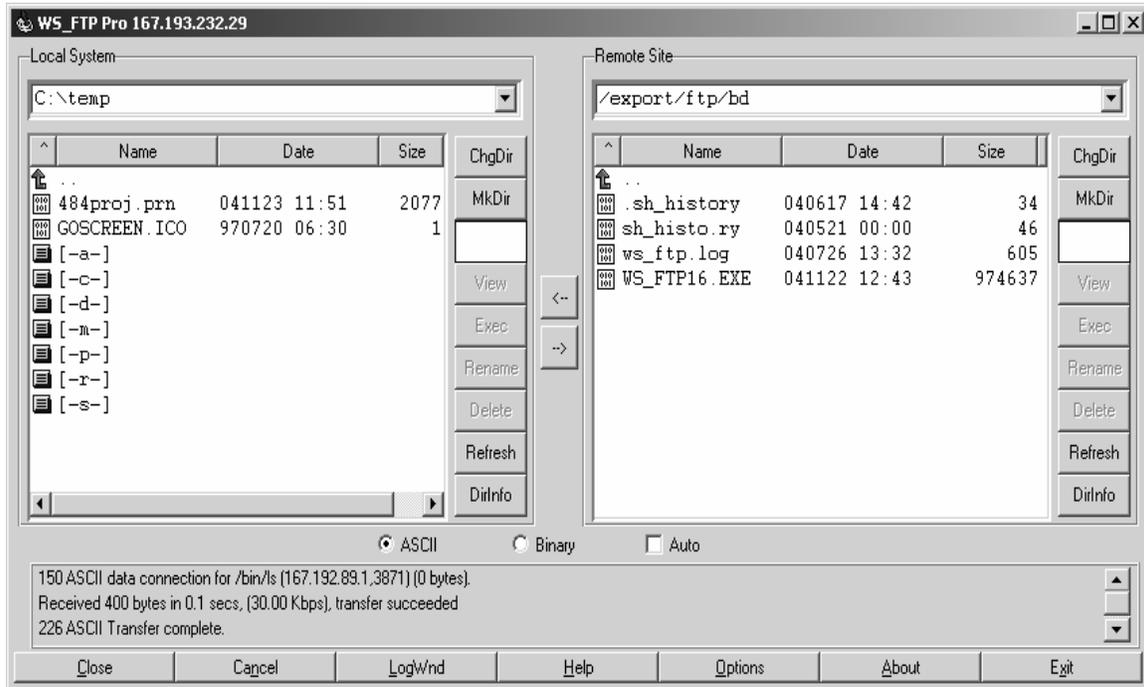
Minimize: Window Explorer



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H. Transfer “.pmi” File to UNIX Server

Transfer the .pmi file using the WS_FTP Software loaded on your computer.



Highlight the .pmi file in the C:\Temp window, click and drag (or use file transfer arrow) to move the file to the /export/ftp/bd window. The file will be picked up by the Unix Server within approx. 15 minutes and place it in the /psfinapps/data/bd directory waiting for the next step, Batch Journal Import.

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I. Run Batch Journal Import Process

1. PeopleSoft Sign-on

Double Click: PeopleSoft Financials and logon.

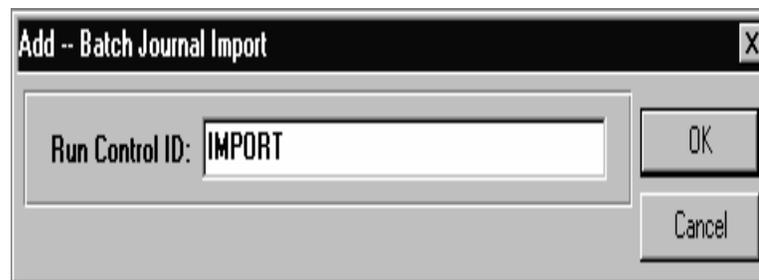
2. **Navigate:** GO⇒Define Business Rules⇒Design Chartfields
Use⇒Scenario⇒Add

Enter: Add your scenario using the same effective date
used in your Journal Template, i.e. 07/01/2005

3. **Navigate:** GO⇒Process Financial Information⇒Process Journals
Process⇒Batch Journal Import⇒Add or Update/Display

Enter: Run Control ID: **IMPORT**

Click: **OK**



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J. Define Batch Journal Import

Enter or select the following:

Number of Data Files: **Single**

File Name: **/psfinapps/data/bd/400aob06.pmi** (Note: File name must match exactly because it is case sensitive.)

If Journal Already Exists: Select: **Skip**

If Journal is Invalid: Select: **Skip**

Process Journals - Process - Batch Journal Import

File Edit View Go Favorites Use Process Inquire Report Help

Batch Journal Import

Operator ID: EPFORTSO
Run Control ID: IMPORT

Number of Data Files: Single Multiple
File Name: /psfinapps/data/bd/400aob06.pmi
(The PMI file itself)

If Journal Already Exists: Skip Update Abort
If Journal is Invalid: Skip Abort

FNVOLTST Batch Journal Import Update/Display

Click  to save

Click  to run the process

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K. Run Process - Process Scheduler Request Window

Enter or select the following:

Run Location:

Click: **Server**
Select Server Name: **PSUNX**

Output Destination:

Click: **File**
File/Printer: **/tmp/ +P-d**

Description:

Highlight: **Budget Journal Import BDS9000X**

Click: **OK**

Description	Name	Process Type Descr
Budget Journal Import	BDS9000X	SQR Report

Display the Process Monitor panel

Navigate: Go -> PeopleTools -> Process Monitor

Click:  occasionally to refresh the view until your process displays "Success."

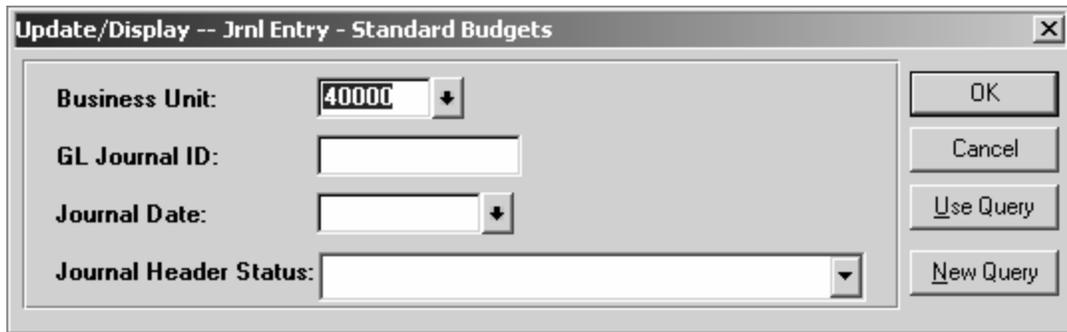
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L. View Journal Entry in PeopleSoft

Select: Use⇒Jrnl_Entry - Standard Budgets⇒
Journal Entry Header⇒Update/Display

Enter: Business Unit: 40000

Click: OK



Update/Display -- Jrnl Entry - Standard Budgets

Business Unit: 40000

GL Journal ID:

Journal Date:

Journal Header Status:

OK

Cancel

Use Query

New Query

“Highlight” the Journal and Click Select: To view Journal

Enter a Long Description in the Header panel.

Review the Lines panels and SAVE before proceeding to Journal Edit.

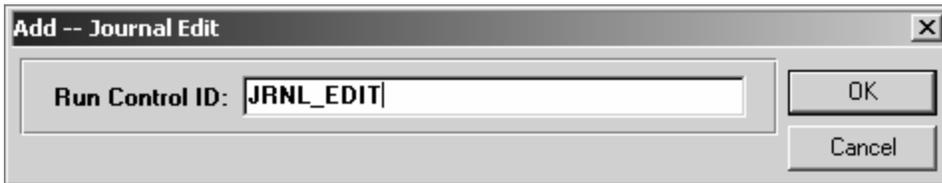
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Editing the Budget Journal

Access the Journal Edit Process panel.

Navigate: Select: Go → Process Financial Information → Process Journals → Process → Journal Edit → Add or Update/Display

Enter: **JRNL_EDIT** in the Run Control ID. Click OK.



The screenshot shows a dialog box titled "Add -- Journal Edit". It has a close button (X) in the top right corner. The main area contains a text input field labeled "Run Control ID:" with the text "JRNL_EDIT" entered. To the right of the input field are two buttons: "OK" and "Cancel".

Select/Enter the following information:

Process Frequency:	Always
Description:	(Scenario Name)
Unit Option:	Value
Unit:	(Business Unit/Agency Number)
Ledger Option:	Value
Ledger Grp:	CONTROL
Source Option:	Value
Source:	BUD
Journal ID:	Some
Journal From:/To	Click arrow and select Journal ID
Edit:	<input checked="" type="checkbox"/>

Click  to save.

Click  to run the edit process.

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Editing the Budget Journal (continued)

Enter the following information on the Process Scheduler Request panel:

Run Location: **Server**
Server: **PSUNX**
Output Destination: **File**
File/Printer: **/tmp/ +P-d**

Click and highlight **PS/GL Journal Edit** in the Description field.

Description	Name	Process Type Descr
PS/GL Journal Edit	GLPJEDIT	COBOL SQL
+ PS/GL Jnl Edit and Error Rpt	GLJEDERR	PSJob

Click **OK**.

Open the Process Monitor

Go → PeopleTools → Process Monitor

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Verify the Budget Journals Edit Status

Before going to the next process, always verify that the edit process is successful by actually viewing the status in the Process Journal list box.

Navigate: Go → Process Financial Information → Process Journals → Use →
Jrnl Entry-Standard Budgets → Journal Entry Header → Update/Display

Enter the following:

Business Unit: (Business Unit/Agency Number)

Click: **OK**

The edit status of the budget journal is valid. If the edit status is Error, go to the “Errors” tab and resolve.

The Journal statuses are:

“**N**” = Edit Required,

“**E**” = Error(s),

“**V**” = Valid.

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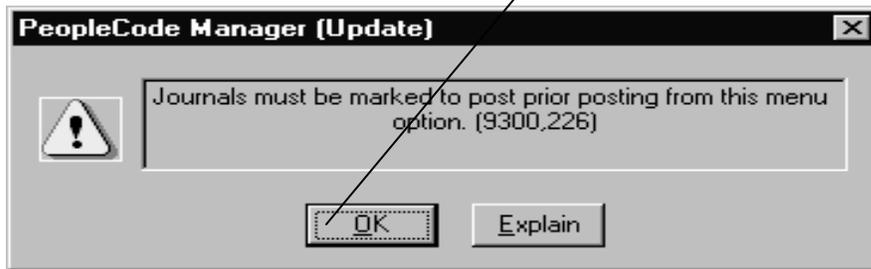
Posting the Journal to a Standard Budget Ledger

Access the Journal Post Process panel.

Navigate: Go → Process Financial Information → Process Journals →
Process → Journal Post → Add (Update/Display, if run control exist)

Enter: JRNL_POST in the Run Control ID. Click OK

PeopleCode Manager (Update) Click OK



Enter the following information:

Process Frequency:	Always
Description:	(Scenario Name)
Unit Option:	Value
Unit:	(Business Unit)
Ledger Option:	Value
Ledger Grp:	CONTROL
Source Option:	Value
Source:	BUD
Journal ID:	Some
Journal From:	ID number assigned by System
Journal To:	ID number assigned by System
Journal Date:	All
FY/PD Optn:	All

Click  to Save.

Click  to run the Post process.

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Posting the Journal (continued)

Enter the following information on the Process Scheduler Request panel:

Run Location: **Server**
Server: **PSUNX**
Output Destination: **File**
File/Printer: **/tmp/ +P-d**

Highlight the process name **PS/GL Journal Post**

Click **OK**.

Process Scheduler Request

Operator ID: EPPORTSO Run Control ID: JRNL_POST

Run Location: Client Server
Server: PSUNX

Output Destination: File Printer Window
File/Printer: /tmp/ +P-d

Run Date/Time: Date: 08/06/2004 Time: 03:54:00 PM
Reset to current Date/Time

Run Recurrence: Once
Name: []
New Update Delete

Description	Name	Process Type Descr
PS/GL Journal Post	GLPPPOST	COBOL SQL

Click the **Process Monitor** application in the Windows application bar and monitor the process instance identified in the previous step.

Verification that the Journal Post process was successful will be confirmed in **Adjust Standard Budgets panel**.

When the Post Process is successful the journal is posted to the Control Ledger. Entries can be viewed in Adjust Standard Budget.

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Budget Scenario Defaults

Access the Budget Scenario Defaults panel

Navigate: Go → Process Financial Information → Prepare Controlled Budgets →
Use → Budget Scenario Defaults → Add

Enter the following information:

Business Unit: (Business Unit/Agency Number)
Budget Year 2006
Scenario: (Scenario Name)

Enter the budget scenario defaults :

Description: (Scenario Name)
Journal Line Description: (Scenario Name)
Begin Date: 07/01/2005 (Budget Year Begin Date)
End Date: 06/30/2006 (Budget Year End Date)
Reference Number: Leave Blank

Click  to save.

Do not run this process!

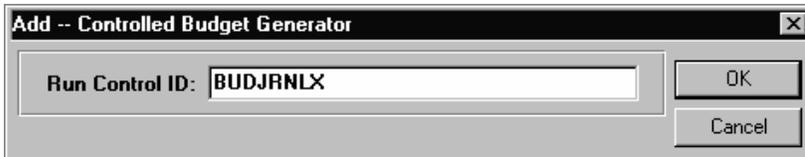
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Creating Controlled Budget Journals from Standard Budget

Access the Budget Journal Create Request panel.

Navigate: Go → Process Financial Information → Prepare Controlled Budgets →
Process → Controlled Budget Generator → Add or Update/Display

Enter: **BUDJRNLX** in the Run Control ID name. Click **OK**.



The screenshot shows a dialog box titled "Add -- Controlled Budget Generator". It has a close button (X) in the top right corner. Below the title bar, there is a text input field labeled "Run Control ID:" containing the text "BUDJRNLX". To the right of the input field are two buttons: "OK" and "Cancel".

Enter the process request information:

Business Unit: (Business Unit/Agency Number)
Budget Year: 2006
Fiscal Year: Defaults to correct Fiscal Year
Source Scenario: (Scenario Name)
As of Date: 07/01/2005

Click  to save.

Click  to run the Controlled Budget Generator process.

Enter the following information on the Process Scheduler Request panel:

Run Location: Server
Server: PSUNX
Output Destination: File
File/Printer: /tmp/ +P-d

Highlight the process name Budget Journal Create Request

Click **OK**.

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Creating Controlled Budget Journals (continued)

Verify the Budget Post process was successful. Verify information in the Inquiry Budget Section of Analyze Controlled Budgets and on the system generated Report BDXXX0406.

Note the Journal Id range on page 3 of BUDJRN LX Report

Sample Report

<p>State Of Georgia STANDARD BUDGET TO CONTROL BUDGET CONVERSION BUDJRN LX</p>	<p>Report ID: BD8260403 Print Date: Page: 1 PS ID: BDS4003X</p>
<p>Process Instance: 8065</p>	
<p>First Journal ID Number Written = 0000001448 Last Journal ID Number Written = 0000001451</p> <p>SQR End of Run</p> <p>***** * BUDJRN LX Processing Has Completed *</p> <p>Start Time: End Time: 10-JAN-2003_03:27:23_PM</p>	<div style="border: 1px solid black; padding: 10px; width: fit-content; margin: auto;"><p>Note: Journal ID's should match the Journal ID's on the BDXXX0406 Budget Post Report.</p></div>

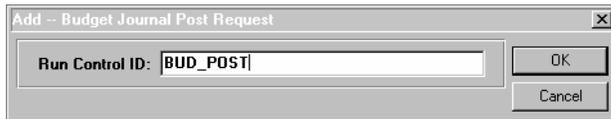
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Posting Controlled Budget Journals

Access the Budget Journal Post Request panel.

Navigate: Select: Go → Process Financial Information → Prepare Controlled Budgets → Process → Budget Journal Post Request → Add or Update/Display

Enter: **BUD_POST** for the Run Control ID.



Enter the post process request information:

Frequency: ALWAYS (Grayed out)
Description: **(Scenario)**
Business Unit: **(Business Unit/Agency Number)**
Ledger Option: All (Grayed out)
Journal Date: All (Grayed out)
Scenario: **Select Scenario Number from drop down**

The posting process takes the journals that were generated from the BUDJRNLX process, which are now associated with the Scenario, and posts them to the controlled budget ledgers. When you select your Scenario to be posted, the system posts the associated journals. You can match the journals on the BUDJRNLX (BDXXX0403) report with the journals on the Budget Post (BDXXX0406) report.

Click  to save.

Click  to run the Budget Journal Post process.

Enter the following information on the Process Scheduler Request panel:

Run Location: Server
Server: PSUNX
Output Destination: File
File/Printer: /tmp/ +P-d
Description: Budget Journal Post Request **is highlighted**

Highlight the process name **Budget Journal Post** **Click: OK**

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Posting Controlled Budget Journals (continued)

Verify the Budget Post process was successful. Verify information in the Inquiry Budget Section of Analyze Controlled Budgets and on the system generated Report BDXXX0406.

Note the Journal Id range on page 1 on the Budget Post Report

Sample Report

Business Unit: 82600		State Of Georgia		Department Of Administrative Services		Report ID: BD8260406			
Process Instance: 8067		Carroll Tech		Budget Journal Post Process		Print Date: 08/10/2004			
		PS ID: BDS4006X				Page: 1			
Journal ID	Journal Date	Ledger	Account Fund	Deptid	Program	Approp BY	Project Id	Stat C	Amount
0000001448	01-JUL-2004	ALLOT	000000 A	826A01	ALL	884 2005			\$ 45,000.00
Transaction was Posted Scenario: A03001									
0000001449	01-JUL-2004	APPROP	000000 A	826A01	ALL	884 2005			\$ 45,000.00
Transaction was Posted Scenario: A03001									
0000001450	01-JUL-2004	ORG	510000 A	826B01	ALL	884 2005	01932		\$ 45,000.00
Transaction was Posted Scenario: A03001									
0000001451	01-JUL-2004	REVEST	000001 A	826B01	01932	2005	01932		\$ 45,000.00
Transaction was Posted Scenario: A03001									

<p>Request parameters :</p> <p>Operator ID - EPFORTSO</p> <p>Run Control ID - BUD_POST</p> <p>Business Unit - 82600</p> <p>Scenario - A05001</p> <p>From Journal ID - 0000001448</p> <p>To Journal ID - 0000001451</p> <p>From Journal Date-</p> <p>To Journal Date -</p>	<p>Note: Journal ID's should match the Journal ID's on the BDXXX0403 BUDJRN LX report.</p>
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BUDGET JOURNAL REQUEST STATISTICS:

Total Credit Amount:	\$ -180,000.00
Total Debit Amount:	\$ 180,000.00
Total Rejected Amount:	\$ 0.00
Number of Journals Read:	8
Number of Journals Posted:	4
Number of Journals With Errors:	0

Process completed and budget is now available.

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APPENDIX

WS_FTP Pro Properties

FTP Software Set up

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WS_FTP

If your agency decides to enter their budget via Excel spreadsheet journal, they must have FTP software to do so. Any FTP software should work. The software you can use is WS_FTP from ipswitch. www.ipswitch.com for a nominal fee.

Please check with your budget office to see if they plan to use the Excel journal. If they do, please install FTP software using the technical data below for setting up the FTP session they need.

IP address: 167.193.232.29
Host Type: UNIX (standard)
User ID: bdxxx (equals the 3-digit agency number)
Password: password

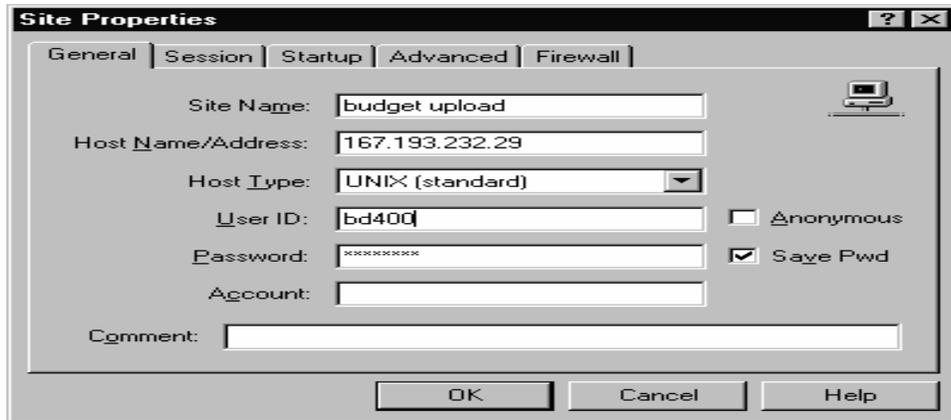
The remote system should come up in the path /export/ftp/bd. If it does not, then navigate there and set this as the default. Usually the Local System default is C:\Temp.

/export/ftp/bd is where budget journal files will be sent from C:\temp

If you have any questions, please contact the Financial Systems Help Desk at 404/657-3956 or 888/896-7771.

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Click: "General" tab



We will be using the IP Address (Host Name/Address) *167.193.232.33* for the training database. At your office use the address in the panel shot (167.193.232.29). Some agencies may view this screen first. Screen can be set up by technical staff. User ID is "bd" + **3 digit agency number**. The password is "password." Lower case is required and can be permanently saved by clicking the "Save Pwd" box.

Important: Set "ASCII" radio button as default

Click: Options
Click: Session (cont'd)



Startup Transfer Mode:

Click: **ASCII**
Click: Set as Default
Click: OK (to return to transfer screen)

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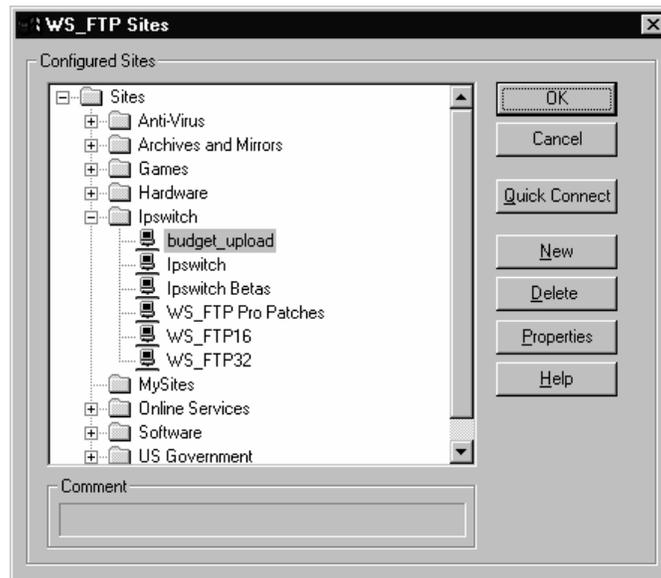
Transfer “.pmi” File to UNIX Server

1. Logon to the FTP Server

Double Click: WS_FTP Pro Icon

Highlight: budget_upload

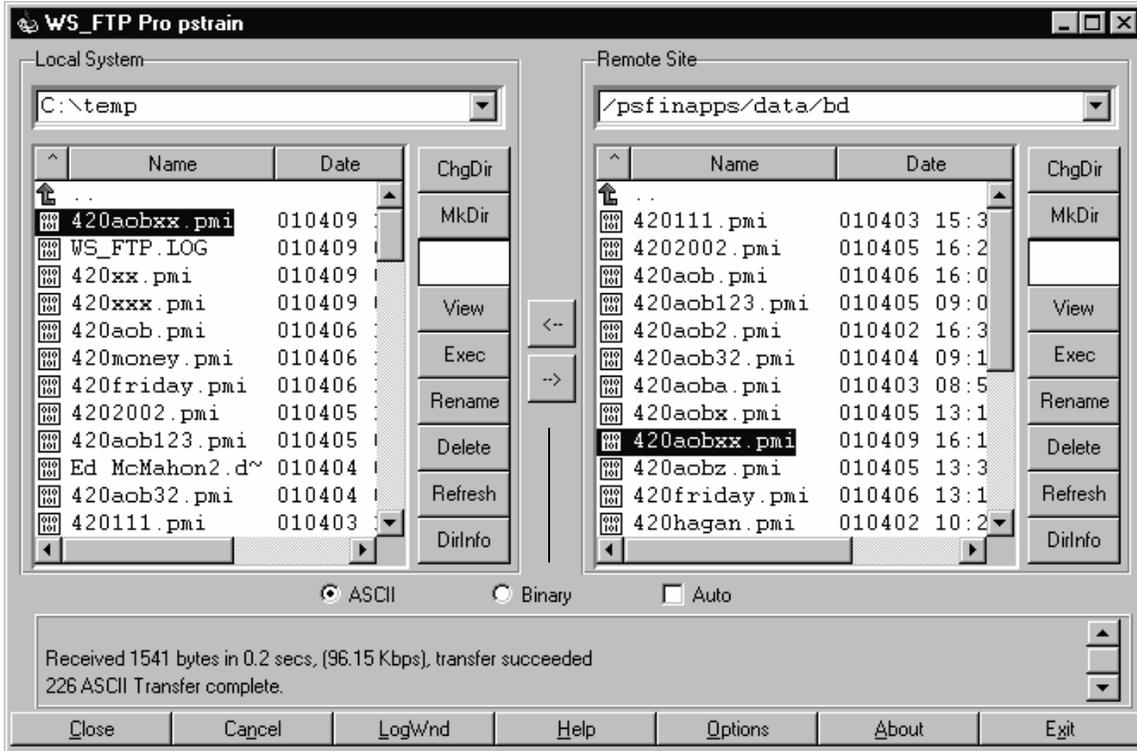
Click: OK



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2. **Highlight:** File (Local System)

The Local System will be where you saved the journal, C:\temp



Click: Forward arrow to transfer file

3. **Verify File**

Highlight: Transferred File (420aobxx.pmi)
Click: View button on Remote Site panel.
Close: Report View
Minimize: WS_FTP Pro

Note: When agencies forward their file from the Local System to the Remote System, file will reside temporarily in “/export/ftp/bd”. On the quarter hour (00, 15, 30 or 45), the file is moved to the production directory (/psfinapps/data/bd). If the file is not gone from the “/export/ftp/bd” directory after the quarter hour contact the GTA/Financial Systems Help Desk.

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