wvOASIS

Our Advanced Solution with Integrated Systems

Budget Development

Training Manual

Version 1.0

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About This Course

Course Description

This course provides users with a working knowledge of the system used by the State of West Virginia for Budget Development: *wv*OASIS Budget Development. Users will be introduced to key concepts, access a training version of the system, and practice executing tasks they will need to perform on the job.

Prerequisites

There are no course prerequisites for this course. It is assumed that personnel attending this training have basic computer literacy skills and are comfortable using computer-based programs and applications. To access the system, users must have an active MyApps account.

Terminology

The terms listed in Table 1 are used throughout the Budget Development course.

Table 1: Budget Development Terminology

#	Term	Description
1	Allocations	Allocations may be used to directly increase or decrease the budget amount for a set of dimensions, transfer budget dollars from one set of dimensions to another, or use one set of dimensions as a basis to calculate the allocation amount that should be posted to another set of dimensions.
2	Budget Forms	Online templates designed in a format similar to spreadsheets, but in a relational database.
3	Business Intelligence (BI)	Business Intelligence is a combined reporting solution that provides a warehouse for *wv*OASIS data, tools to populate the warehouse efficiently, a toolset to access the data in the warehouse, and pre-defined folders that allow easy access to data in the warehouse.
4	Cabinet	Group composed of the Cabinet secretary, constitutional officers, HEPC (Higher Ed Policy Commission), CTC, Council for Community and Technical College Education and State Board of Education.
5	Chart of Accounts	Setup which captures the dimensional structure for documenting and reporting on budget data.
6	Consolidations	Consolidations are used to aggregate, or add together, budget data at increasingly higher hierarchical levels. They allow users to focus on an area of the budget relevant to their responsibilities.
7	Dimensions	Dimensions are the building blocks for the Budget Development system. Some typical dimensions that appear in budgets are Budget Objects, Fund, Organization, Program, Project and Time Period.

8	Formatted System Query (FSQ)	Formatted System Queries (FSQs) are used to query and display data at any point in the budget cycle. An FSQ displays information from the Budget Development system in a table format similar to a spreadsheet.
9	Organization	A context-sensitive term used to describe both Departments (FIMS orgs) and Units (FIMS extended orgs). When it refers to a department, the organization code is a four digit number. When it refers to a unit, it concatenates the department with the unit making it an eight digit number.
10	Salary and Benefit Forecasting System (SBFS)	The Salary and Benefit Forecasting System (SBFS) is a module within Budget Development that is used to establish and maintain information pertaining to positions, employees and their corresponding HR and benefit data.
11	Stage	Identifies where a request is in the budget development cycle.
12	Time Period	A collection of user-defined columns that capture data throughout the budget process. Time periods are snapshots of the budget at specific points in the budget process.
13	Wild card	An asterisk (*) used as a substitute for any other character (including primary characters, alphabetical and/or numerical) for which you are searching.
14	*wv*OASIS Budget Development	The system used by the State of West Virginia for Budget Development.

1. OVERVIEW OF BUDGET FORMS AND STAGES

Lesson Overview

The Budget Development system is based on processing of budget requests through a series of pre-defined stages. Users with different security profiles have access to different stages. Movement through stages is in one direction only (a request cannot be moved from a higher stage to a lower one), although all users (Unit, Department, Cabinet) have multiple opportunities to make changes to a request.

Learning Objectives

In this lesson, you will:

- Define budget stages
- Explain the pull process of stage progression
- List the forms used in Budget Development
- Identify the stages associated with each budget form
- Identify the Chart of Account elements used in the Budget Development system

1.1. Budget Stages

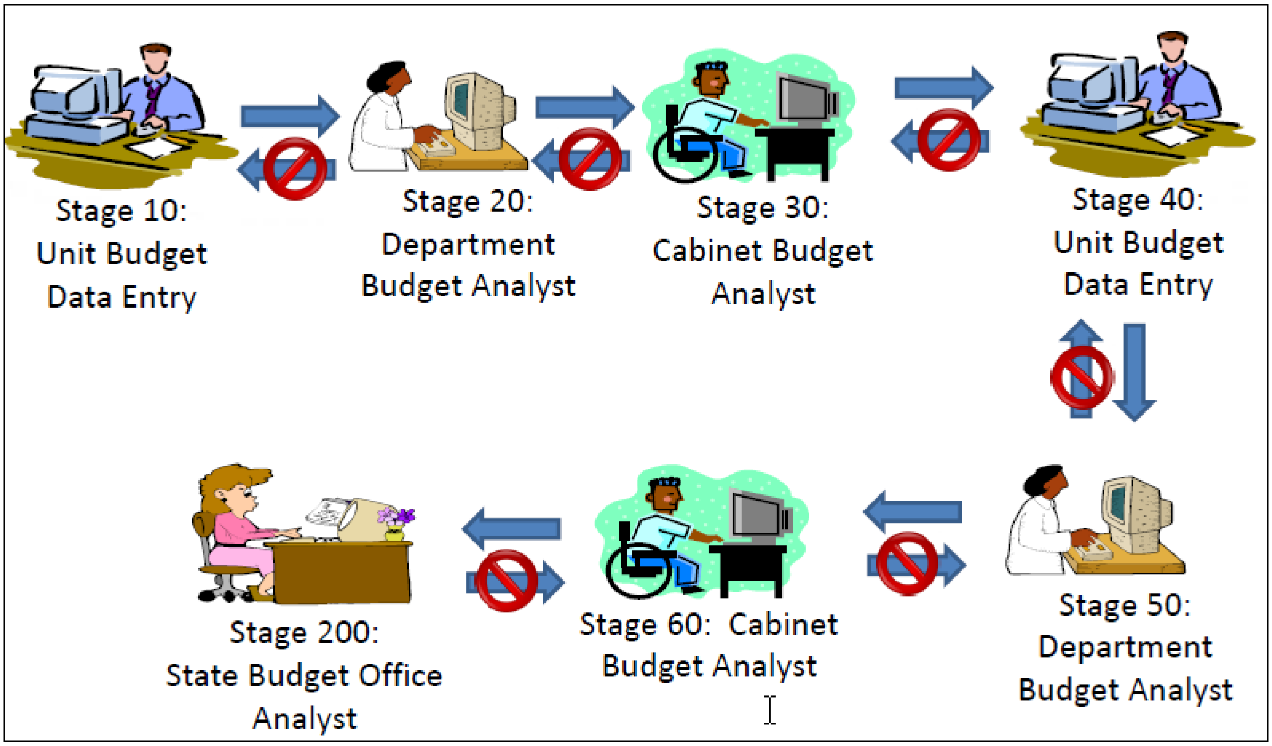
Stages

Stages identify where a request is in the budget development lifecycle. Stages are used to define periods for creation, review, editing and approval at various levels of authority. Changes to the request are recorded in a delineated form as designated users access, review and edit these budget requests throughout the various budget stages. The stages will lead up to a final budget submission that will become the approved budget.

Pull Process

Stage progression is achieved through a *pull process* within the budget forms. After a user creates a form, it does NOT automatically advance to the next stage, and the creator cannot advance it to the next stage unless they have the authority for the next stage. It must be pulled to the next stage by a user with a higher level of access. Forms move through stages in one direction only (Figure 1). The right to enter or change data in forms at various stages is determined by the user's security profile.

Figure 1: Movement of a Request through Stages



Stages by User Group

Budget requests move through stages, with each stage associated with specific user groups (Table 2). Not all budget forms will include all the stages. Only users belonging to the assigned user group will have the ability to a view and edit the budget request form at a particular stage. Once a request has been moved to the next stage, it can only be edited by users who have access to that next stage. Stages can be bypassed when no revisions are necessary. Once a form has been saved to a higher stage, it cannot be reversed. If additional review stages are not implemented, the form would have to be deleted, and a new form would have to be recreated.

Table 2: Example of Stages for AR2 Agency Form

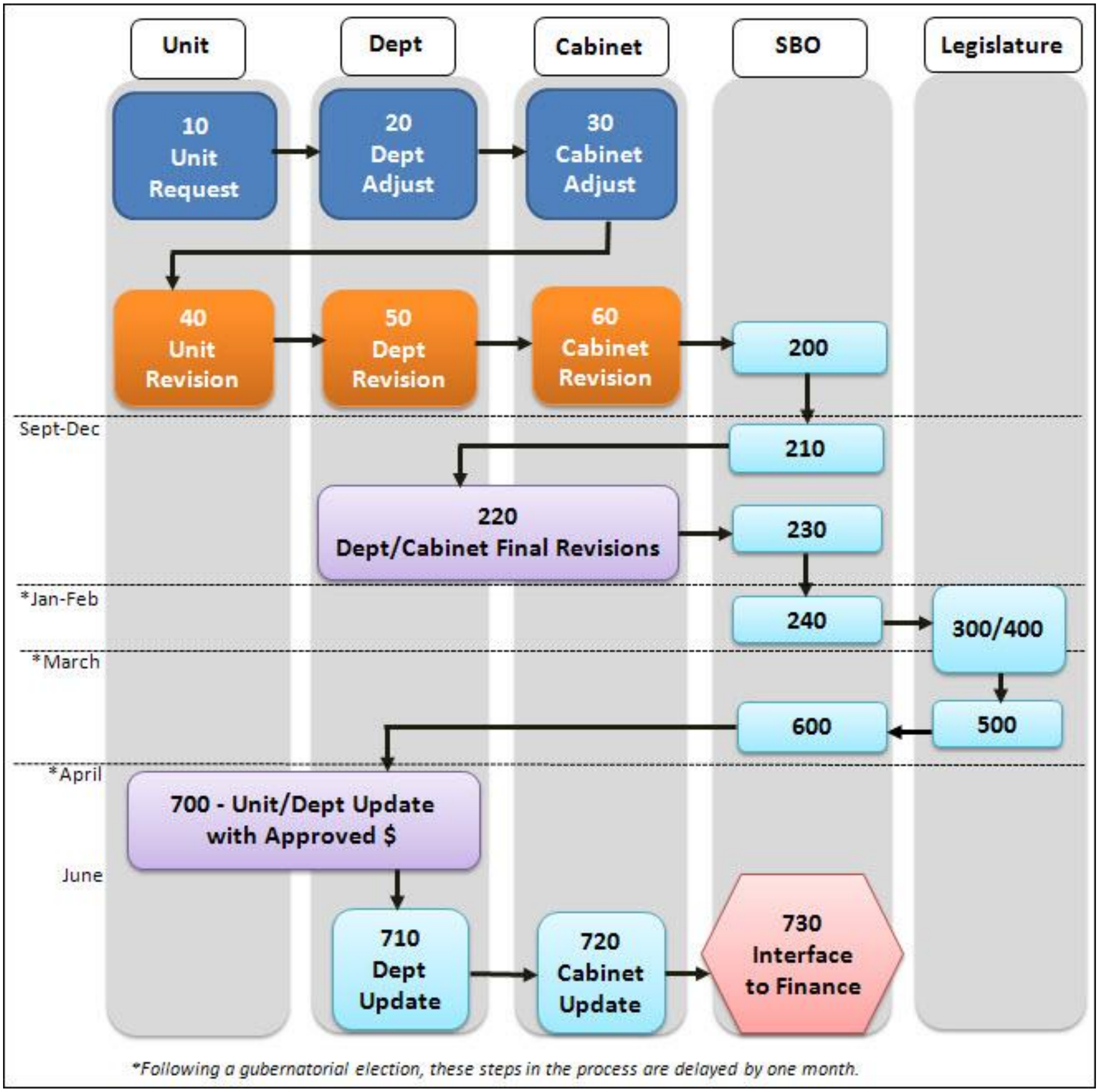
User Group	Stages
Unit	10, 40, 700
Department	10, 20, 30, 40, 50, 220, 700, 710, 720
Cabinet	20, 30, 40, 50, 60, 220, 710, 720
State Budget Office	200, 210, 220, 230, 240, 730, 720

Stages of the Budget Development Process

Figure 2 illustrates the stages of the Budget Development process.

> ***Note:***
> ***Not all budget forms will go through all stages; some may go through only a subset of this cycle.***

Figure 2: Stages of the Budget Development Process



1.2. Budget Forms

In the Budget Development system, budgets are developed by entering data in pre-defined ***budget forms***. Budget forms are online templates designed in a format that is similar to spreadsheets, but in a relational database. The forms have been set up and configured to meet the State's needs. Users decide which form they need to fill out based on the type of information needed. When describing *wv*OASIS Budget Development in this document, the terms ***budget form*** and ***budget request*** are synonymous. The State's Budget Development system includes the forms listed in Table 3.

Table 3: Budget Development Forms

#	Form Name	Layout Code	Description/Purpose
Unit-Level Forms			
AR2	Base Budget (Appropriation Base Request Account Summary)	AR2_AGENCY_REQ	Base budget request
AR4	Improvement Request	AR4_AGENCY_REQ	Changes to upcoming budget
AR5	Supplemental Request	AR5_AGENCY_REQ	Supplemental requests for CY
AR12	Revenue Estimates	AR12_AGENCY_EST	Provide revenue estimates
AR13	Quarterly Allotment	AR13_AGENCY_REQ	Provide quarterly allotments
AR14	Dues and Fees	AR14_AGENCY_REQ	List dues and fees
AR15	Sub Revenue Estimates	AR15_SUB_REVENUE_EST	List budget at sub revenue level
PY Ad	PY Actual Adjustments	PY_ACT_ADJUSTMENTS	Adjusts actual expenditures for report
Department-Level Forms			
AR1	Evaluation Summary	AR1_AGENCY_SUMMARY	Identify major purpose, objectives, long-range goals, the population served, the major services they provide and any other pertinent information.
AR3	Schedule of Federal Receipts	AR3_AGENCY_EST	A consolidated report containing a detailed itemization of all federal funds received by the State spending units during the preceding fiscal year, as well as those anticipated to be received during the current and following fiscal years.
AR8	Capital Project Listing	AR8_AGENCY_REQ	For projects that involve major construction, land acquisition, or renovation activity that adds value to or significantly increases the useful life of the State's physical assets.
AR10	Program Summary	AR_10_AGENCY_REQ	Provide financial details and brief text about a program

Not all budget requests go through all stages. Table 4 lists the stages associated with each budget form.

Table 4: Stages Associated with Budget Forms

STAGE		BUDGET FORM						
		Unit Level			Department Level			
		AR2	AR4	AR12	AR1	AR3	AR8	AR10
10	Unit Request	√	√	√				
20	Dept Adjust	√	√	√	√	√	√	√
30	Cabinet Adjust	√	√	√		√	√	√
40	Unit Revision	√	√	√				
50	Dept Revision	√	√	√		√	√	√
60	Cabinet Revision	√	√	√		√	√	√
200	SBO	√	√	√	√	√	√	√
210	SBO	√	√	√		√	√	√
220	Dept/Cabinet Revision	√	√	√	√	√	√	√
230	SBO	√	√	√	√	√	√	√
240	SBO	√	√					
700	Unit/Dept Update	√		√				
710	Dept Update	√		√				
720	Cabinet Update	√		√				
730	SBO	√		√				

Note: This table lists budget forms that will be covered in this training. See Appendix A for additional budget forms to be implemented later.

1.3. Chart of Accounts

The Chart of Accounts setup in Budget Development captures the dimensional structure for documenting and reporting on budget data. It is driven by the budget process, the Financial Chart of Accounts structure, reporting requirements, and historical data needs. Ultimately, an organization's business rules drive the dimensions that will be associated with each budget line (financial string).

Budget Development provides the following dimensions with which to build chart of accounts budget structures.

1. Budget Object (Revenue Source, Object Code, FTE)
2. Fund
3. Organization (For use as Departments and Units)
4. Narrative Program

5. Capital Project
6. Federal Program
7. Sub-Fund
8. Sub-Object
9. Sub-revenue
10. Budget Fiscal Year
11. Appropriation (WVFIMS Activity)
12. Time Period

1.4. Overview of Budget Request Creation Process

Creating a budget request involves the following steps:

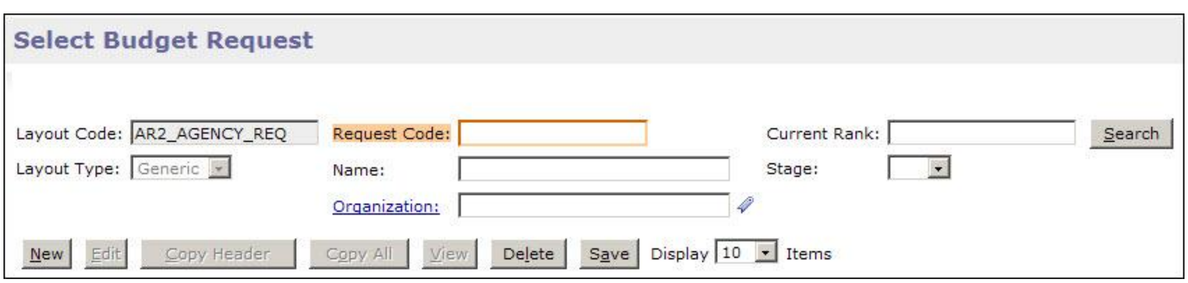
1. Log in to the Budget Development system.
2. Search for and select a form for a specific budget request from the Select Budget Request screen (Figure 3).
3. Enter form header information on the Create Budget Request screen (Figure 4).
4. Enter additional lines (budget, personnel) if applicable on the Budget Request form (Figure 5).
5. Notify the next-stage reviewer.

Selecting a Budget Request

From the Select Budget Request screen (Figure 3), you can search for an existing budget request, or create a new one.

- To search for an existing request, click the Search button, and then make a selection from the search results.
- Searches can be done by request code , name, stage, or organization
- Wildcard (*) can be used for searches
- To create a new request, click the New button.

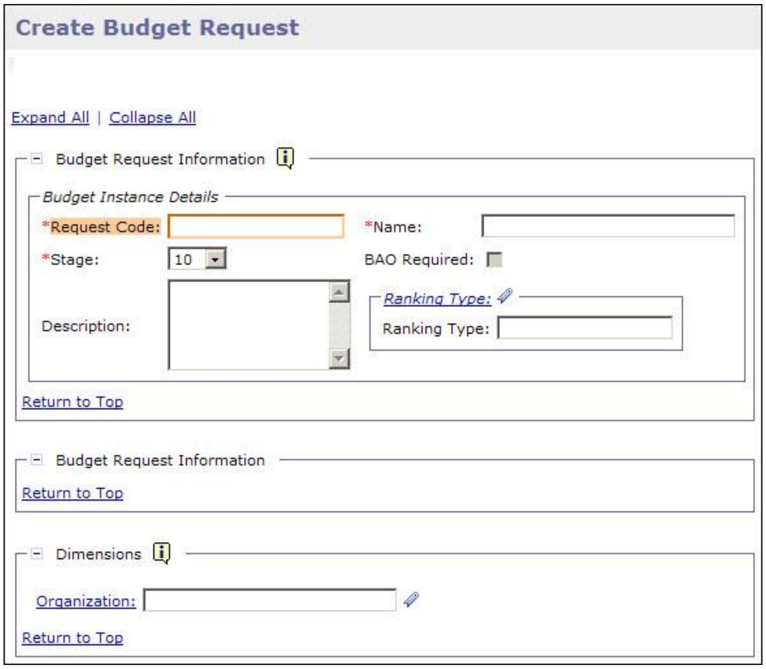
Figure 3: Select Budget Request screen



Creating a Budget Request

The first screen of every form (Figure 4) has header information that must be completed for that form.

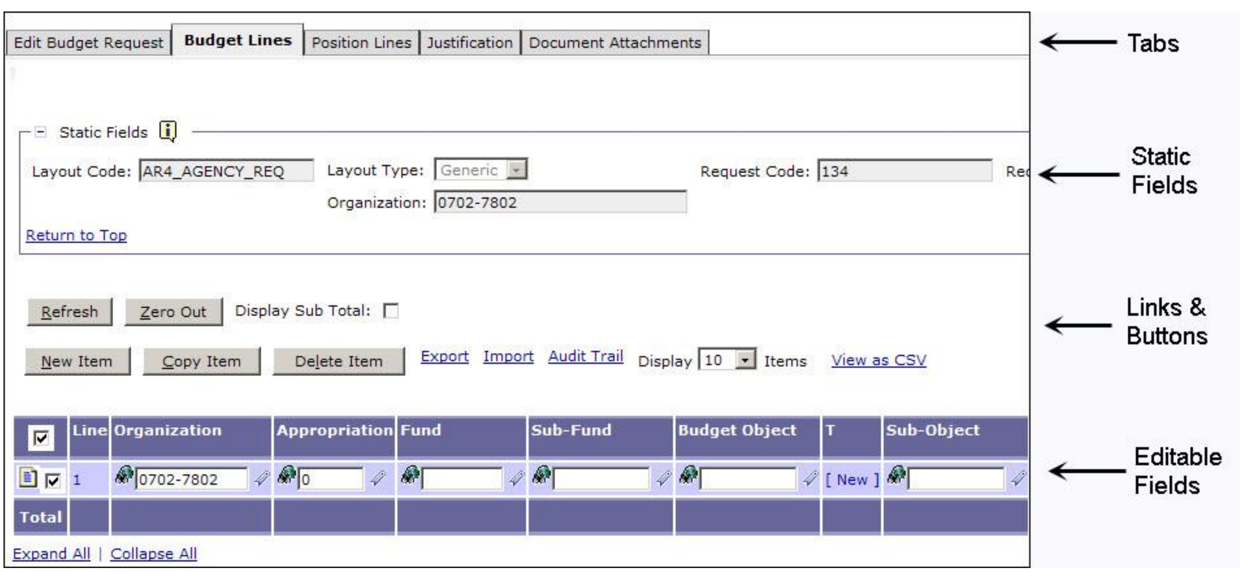
Figure 4: Header Information



A typical budget request form has the following components, illustrated in Figure 5.

- Tabs
- Static fields – informational only; cannot be edited
- Action links and buttons
- Editable fields where data is entered. Also includes icons for searching and for selecting items from a favorites list

Figure 5: Sample Budget Request Form



Naming Conventions for Budget Forms

When you create a budget form, you will specify a name for the form. Budget form names are linked to specific names associated with a unit, department, federal program, improvement, capital project or narrative program. You cannot have the same name in one department on the same type of form. Naming conventions are summarized in Table 5.

Table 5: Naming Conventions for Budget Forms

Budget Form		Naming Convention	Example of Form Name
AR1	Evaluation Summary	Department name	State Police
AR2	Base Budget	Unit name	T1 Fairmont
AR3	Schedule of Federal Receipts	Federal Program name	Endangered Species
AR4	Improvement Request	Improvement name	Barracks Upgrade
AR5	Supplemental Request	Supplemental name	Upgrade Data Center
AR8	Capital Project Listing	Capital Project name	Research/Science Building
AR10	Program Summary	Narrative Program name	Administration
AR12	Revenue Estimates	Unit name	T1 Fairmont
AR13	Quarterly Allotments	Unit name	T1 Fairmont
AR14	Dues and Fees	Department name	State Police
AR15	Sub Revenue	Unit name	T1 Fairmont

Table 6 lists additional guidelines for budget form names.

Table 6: Guidelines for Naming Budget Forms

Guideline	Correct	Not Correct
Use initial caps (not all upper case or all lower case), except for acronyms	Water Resources	WATER RESOURCES water resources
Enter the name exactly as it appears in the *wv*OASIS system (except for casing)	Police and Watchmen	Police & Watchmen Police/Watchmen
	Secretary of State	Sec of State
	Sec of Administration	Secretary of Administration
	EPSCOR – Office of Technology	EPSCOR
	TMDL Program	TMDL
Spaces between words are ok. Do not use underscore.	Capitol Building	Capitol_Building

Organization Structure

*wv*OASIS uses the term ***Organization*** to describe both Departments (FIMS orgs) and Units (FIMS extended orgs). The term is context-sensitive, depending on the organization level. On some forms

(AR3, AR8, AR10) when you are asked for organization codes, it refers to department codes, which are four digits. On other forms (AR2, AR12, AR4) when you are asked for an organization code, it refers to unit codes, which concatenate the department with the unit making it an eight digit code (Table 7).

Table 7: Organization Codes

Context	Organization Means	Example of Field Value in Form
In Unit-level forms (AR2, AR4, AR12)	Department + Unit number 8-digit number	
In department-level forms (AR3, AR8, AR10)	Department number 4-digit number	

Lesson Summary

In this lesson you:

- Listed the forms used in Budget Development
- Identified the budget workflow stages of each form
- Identified the Chart of Accounts Dimensions utilized in Budget Development
- Reviewed the basic process of creating a budget request
- Identified the naming convention for budget forms

Check Your Progress

1. Which is/are true of budget forms and stages?
   a. Budget forms move through stages.
   b. Users decide which form they need to fill out based on the information needed.
   c. Each stage is associated with specific user groups.
   d. All of the above.

2. Budget forms move through stages, with each stage associated with specific user groups.
   a. True
   b. False

3. Through which type of process is stage progression achieved within the budget forms?
   a. Pull
   b. Push

4. Which are Unit-level forms?

a. Schedule of Federal Receipts (AR3)
b. Program Summary (AR10)
c. Revenue Estimates (AR12)
d. Evaluation Summary (AR1)
e. Capital Project Listing (AR8)

5. All forms go through all the stages of the Budget Development process.
   a. True
   b. False

6. Fields in a budget form that are informational only (cannot be edited) are called:
   a. Tabs
   b. Editable fields
   c. Static fields
   d. Action links

7. Base Budget forms (AR2) utilize which naming convention?
   a. Narrative Program name
   b. Department name
   c. Unit name
   d. Improvement name

8. On a Department-level form, the Organization code would be:
   a. An 8-digit number
   b. A 4-digit number
   c. Department number + Unit Number
   d. The Unit number

2. Getting Started in Budget Development

Lesson Overview

The *wv*OASIS Budget Development application is a web-based system which users access through MyApps. There are several ways to navigate within the application. You can also obtain online help without leaving the system, and search for information within the Budget Development database.

Learning Objectives

In this lesson, you will:

- Log in to the Budget Development system
- Navigate within Budget Development
- Access online help
- Create a bookmark
- Search for data in Budget Development

2.1. Log in and Navigate

Internet Browser Requirements

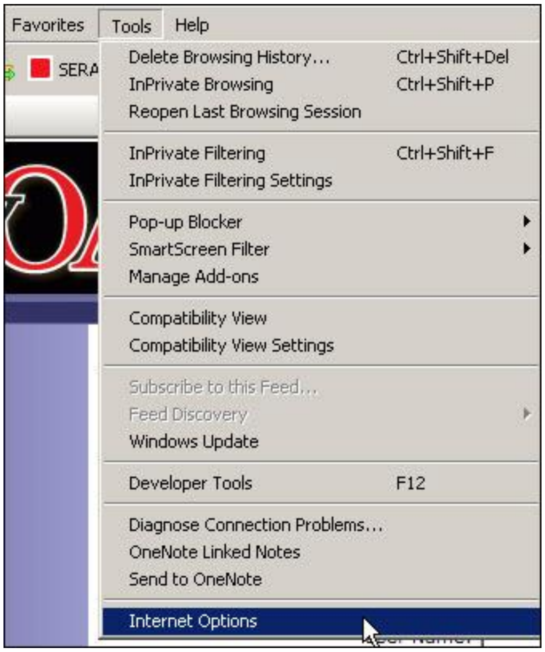
The Budget Development system is accessed through a web browser and is compatible with the following browser/Java versions:

- Microsoft Internet Explorer version 8.0 or 9.0
- Mozilla Firefox version 10.ESR
- Java JRE version 1.6.x (for reporting only)

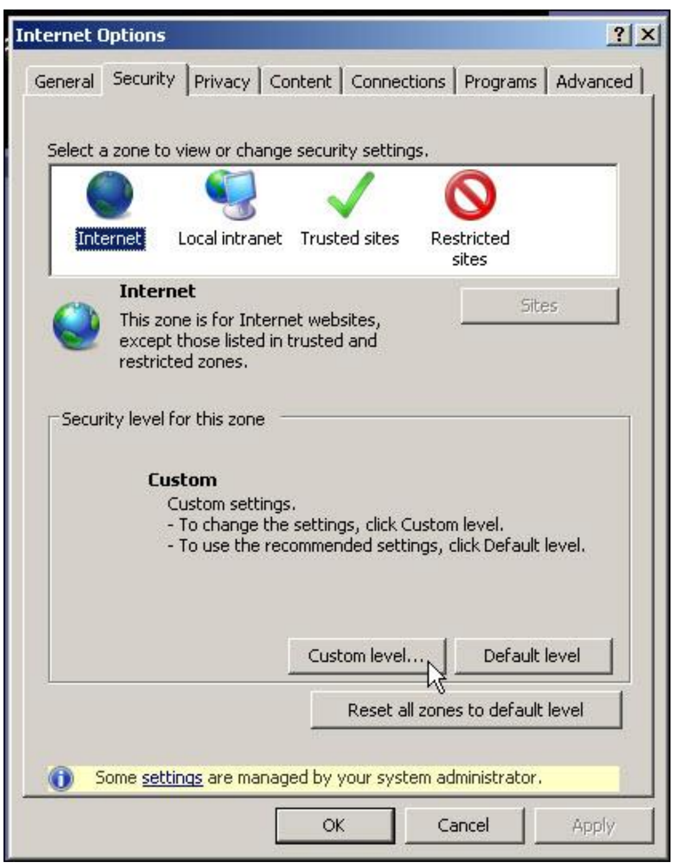
Security Menu Settings

To ensure that application menus display as intended, make the following adjustment in your browser:

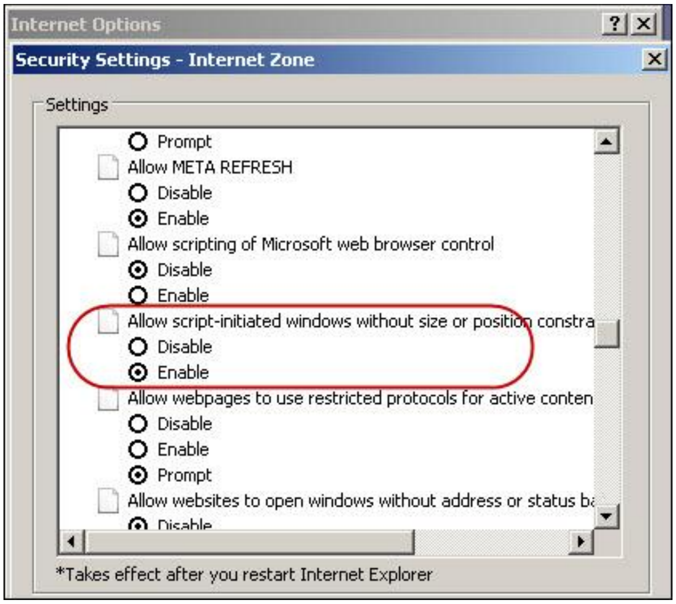
1. Open a browser window (Internet Explorer 8.0 or 9.0)
2. On the menu bar, click **Tools**, then **Internet Options**.



3. Click the **Security** tab.
4. Click the **Internet** icon.
5. Click the **Custom level** button

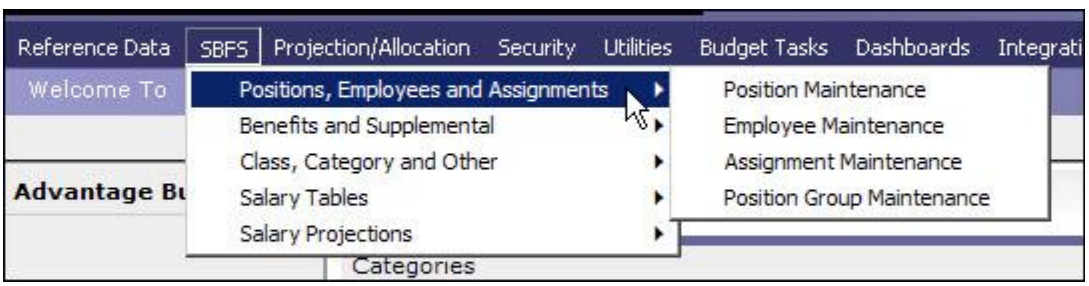


6. Scroll down to **Allow script-initiated windows without size or position constraints**.



7. Select the **Enable** option.
8. Click the **OK** button, and then click **OK** again to save the setting.

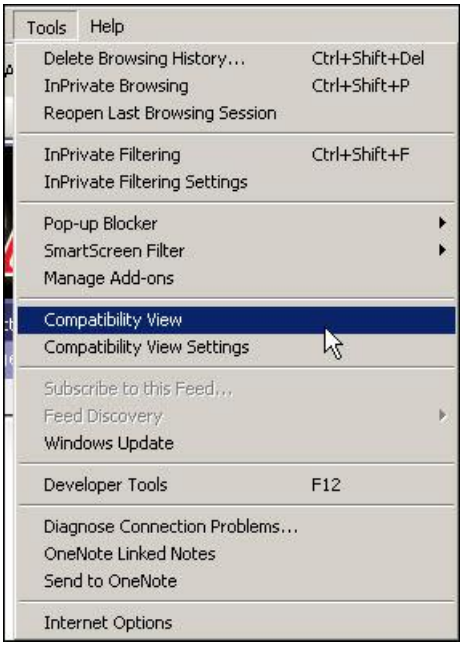
With this adjustment, menus will display correctly as shown below:



Compatibility View

Check the compatibility setting in your browser:

1. On the browser toolbar, click **Tools**.
2. Check to make sure **Compatibility View** is NOT selected. If a check mark is displayed to the left of Compatibility View, click it to remove the check mark.



Accessing and Navigating within Budget Development

Users access the Budget Development system by logging in through MyApps. There are multiple ways to navigate within the application, including:

- Top Navigation Toolbar
- Functional Area Navigation Toolbar
- Category Links on the Home Page
- Breadcrumb trail
- Back button (within forms)

These methods are illustrated in Figure 6 and described in Table 8.

Figure 6: Navigating Within Budget Development

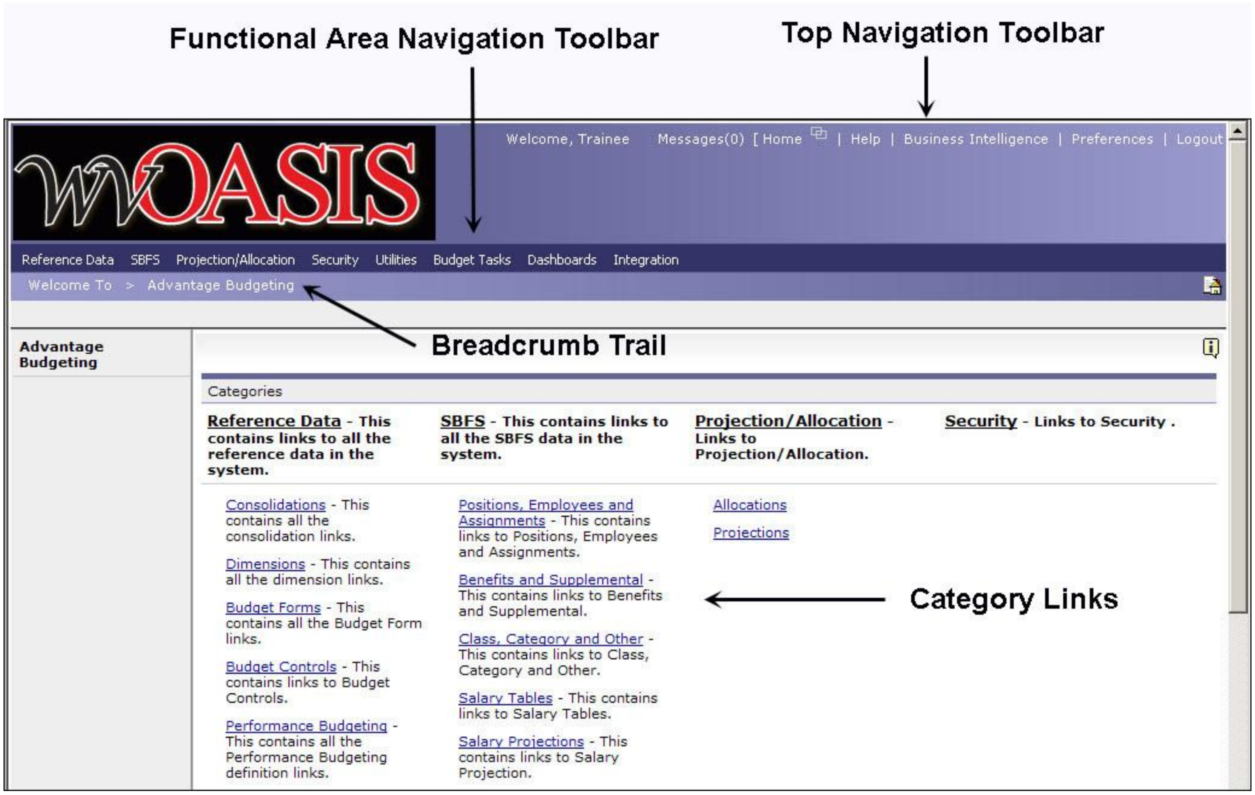


Table 8: Ways to Navigate in Budget Development

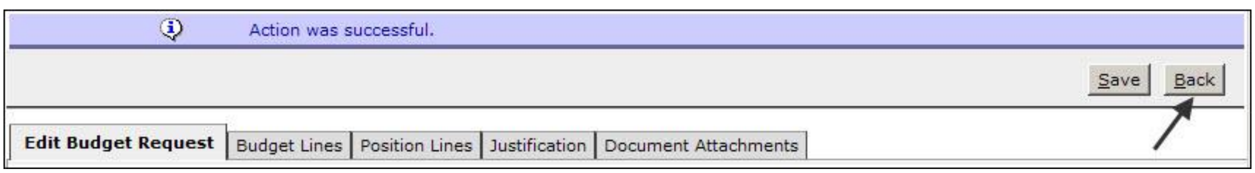
Method	Location	Links	Function
Top Navigation Toolbar	Upper right of screen	Home	Returns to Home page
		Help	Provides context-sensitive help for the screen
		Business Intelligence	Link to Business Intelligence tool
		Preferences	Customize screen fonts, colors, etc.
		Edit password	Change your password
		Logout	Logs user out of Budget Development, ends the current session and returns to Login page.
		Messages	Links to messages from the system administrator.

Functional Area Navigation Toolbar	Below the *wv*OASIS logo	Reference Data SBFS Projection/Allocation Security Utilities Budget Tasks Dashboards Integration Bookmarks	Access to major functional areas. Each category contains a drop-down menu that lists more options within that area.
Category Links	Home page	Same links as for Functional Area Navigation Toolbar	
Breadcrumb Trail	Below Functional Area toolbar	Navigates back to previously visited locations	

Note: *Your security profile determines what data you have access to and which menu items are displayed in your view.*

Do not use the **Back** or **Refresh** buttons on your web browser. Use only the **Back** button within the application itself (Figure 7).

Figure 7: Back Button



Activity 2.1: Log in and Navigate

Scenario

You have received your MyApps user ID and are ready to log in to the Budget Development system. Navigate within Budget Development using the links on the toolbars on the Home page and create a bookmark to a page that you will use frequently throughout this course.

Setup

- ✓ User has internet access and a compatible web browser
- ✓ User has a MyApps ID and password

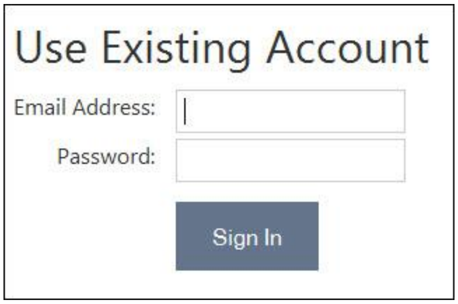
Steps

A. Log in to the Budget Development system.

Note: During training, your instructor may provide additional login instructions.

1. Open a web browser and enter the following address for the MyApps site: https://myapps.wvsao.gov.

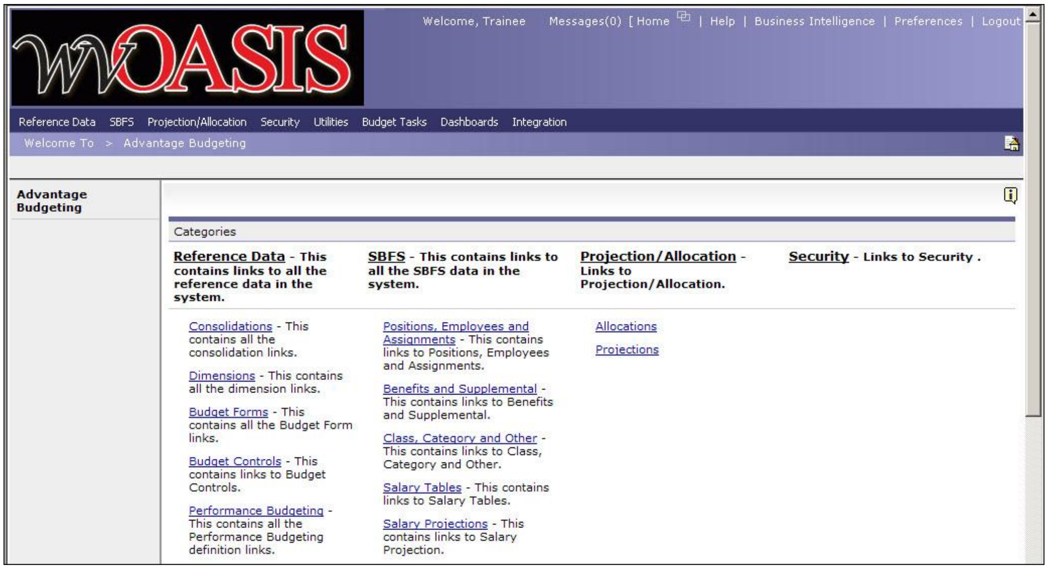
2. Log in to MyApps using your MyApps User ID (Email) and password.



3. Click the **myOASIS** link.

4. Click the **Budget Development** link.

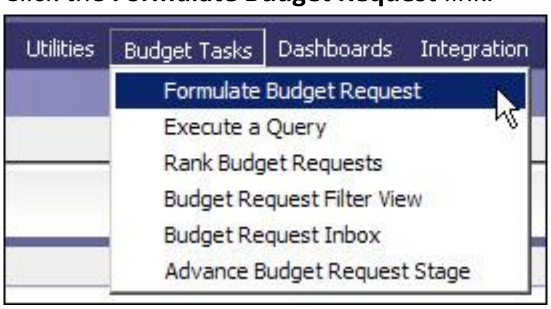
5. Click the link for the Budget Development training environment as directed by your instructor. The Advantage Budgeting Home page is displayed.



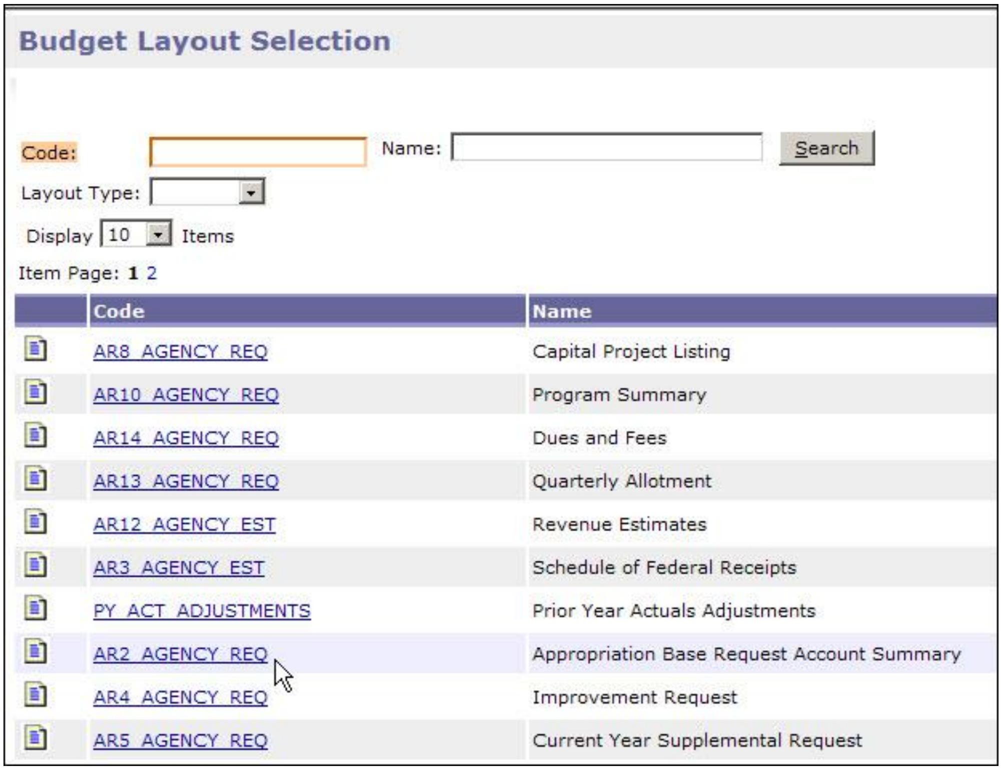
B. Navigate to an AR2 Budget Request.

1. In the Functional Area Navigation Toolbar, below the *wv*OASIS logo, click the **Budget Tasks** link.

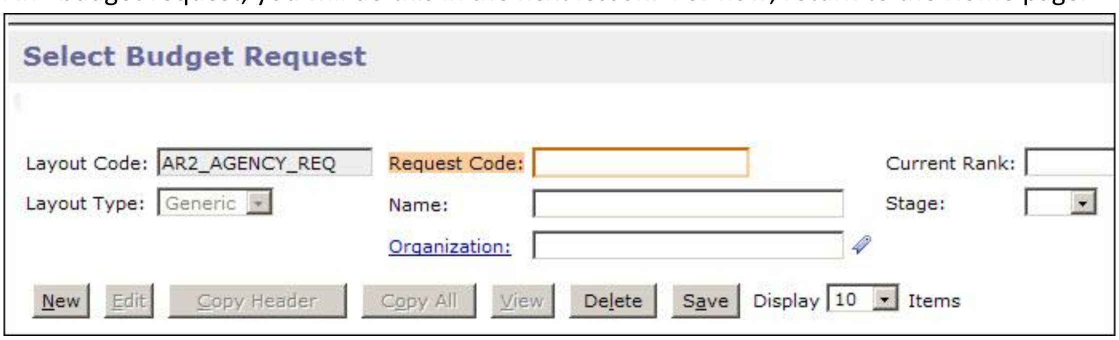
2. Click the **Formulate Budget Request** link.



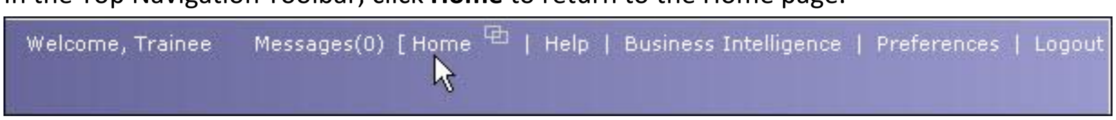
3. The **Budget Layout Selection** page is displayed, showing the budget request forms available to you. Click the **AR2_AGENCY_REQ** link to open an AR2 request form.



4. The **Select Budget Request** page is displayed. From here, you would continue with creating your AR2 budget request; you will do this in the next lesson. For now, return to the Home page.

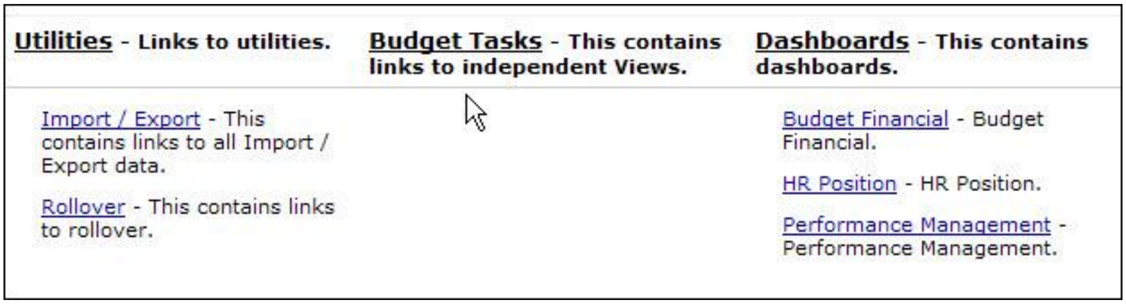


5. In the Top Navigation Toolbar, click **Home** to return to the Home page.

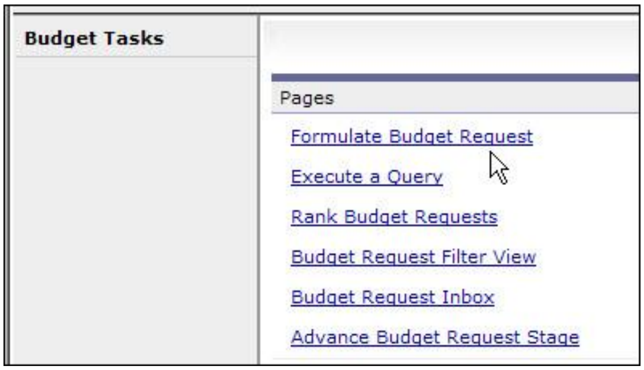


C. Use the **Categories** links on the Home page to navigate to the same page as previously, and create a bookmark for this page.

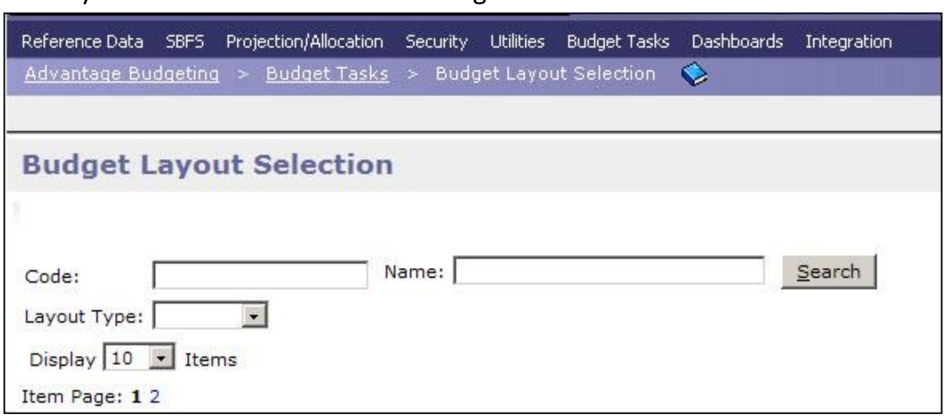
1. From the Home page, scroll down to the Budget Tasks category and click the **Budget Tasks** link.



2. Click the **Formulate Budget Request** link.

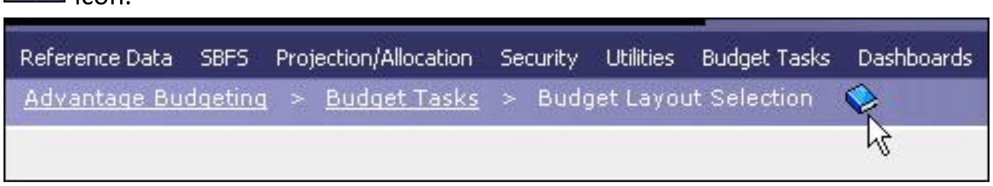


3. The **Budget Layout Selection** page is displayed. The Breadcrumb Trail for this search appears directly below the Functional Area Navigation Toolbar.



D. Create a Bookmark to the Budget Layout Selection page.

1. In the **Budget Layout Selection** page, to the right of the Breadcrumb Trail, click the **Bookmarks**  icon.



2. Two messages are displayed in the Message Tab:

E. Return to the Home page and verify that the bookmark was created.

1. In the **Top Navigation Toolbar**, click the **Home** link to return to the Home page.

2. In the **Functional Area Navigation Toolbar**, click the **Bookmarks** link.

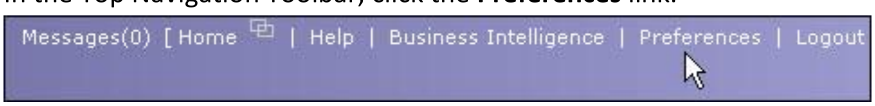
3. Click the **Budget Layout Selection** link.

The Budget Layout Selection page that you bookmarked is displayed.

F. Using the same method as in previous steps, create another Bookmark to a page of your choice.

G. Change your tabbing options.

1. In the Top Navigation Toolbar, click the **Preferences** link.



2. Click the **Usability Settings** tab.
3. In the **Expert User** section, check the **Expert User Option** checkbox. This ensures that throughout the application, tabbing from field to field will only include editable fields.

4. In the Top Navigation Toolbar, click **Home** to return to the **Home** page.

2.2. Get Online Help

The Budget Development application contains a context-sensitive Help function that can be accessed from almost any page within the application, except within search pages. Context-sensitive help provides online documentation that is specific to the location of the user within the application. If users click the Help link from the Home page, they will get information about the Home page. If they click the Help link from inside a budget form, they will get information about that budget form. This makes it easy to get immediate help without having to browse through lengthy multi-page documentation.

Activity 2.2: Get Online Help

Scenario

You will practice accessing documentation about the Budget Development system from several different locations within the system.

Setup

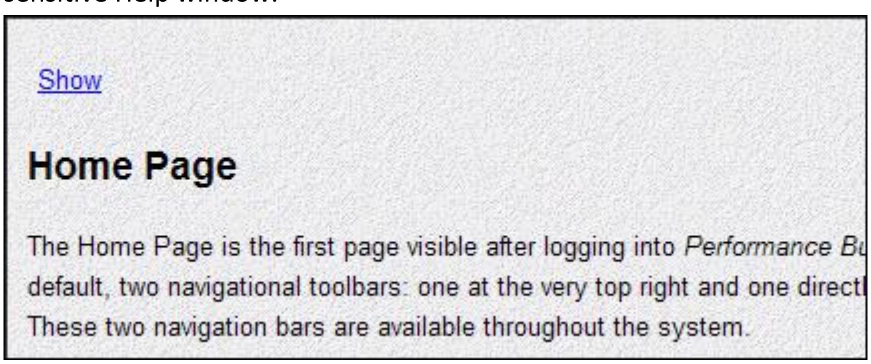
✓ User is logged in to the Home page of Budget Development

Steps

A. Use the **Help** function from the Home Page.

1. On the **Top Navigation Toolbar**, click the **Help** link.

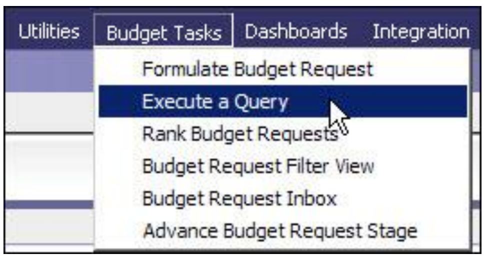
2. The Help window is displayed. “Home Page” and related information is displayed in the context sensitive Help window.



3. In the top right corner of the **Help** page, click the browser window Close button to close the Help window.

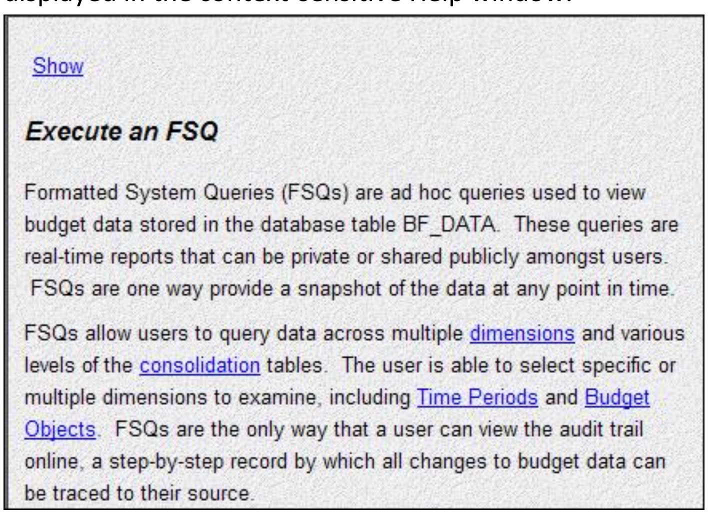
B. Use the **Help** function while in the Execute a Query page.

1. In the **Functional Area Navigation Toolbar** below the *wv*OASIS logo, click the **Budget Tasks** link.
2. Click the **Execute a Query** link.

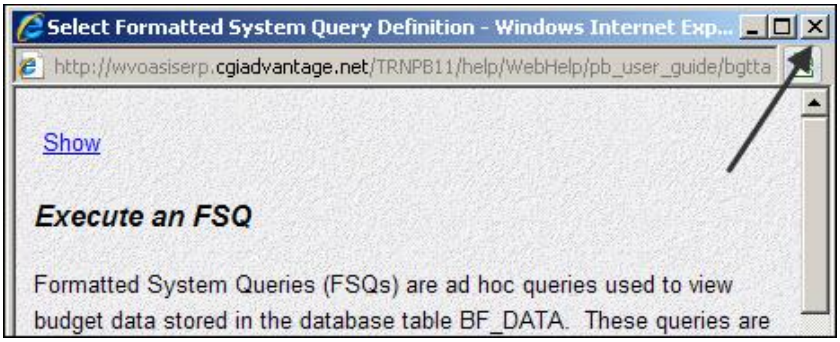


3. On the **Top Navigation Toolbar**, click the **Help** link.

4. The Help window for **Execute an FSQ** is displayed. Information about executing an FSQ is displayed in the context-sensitive Help window.



5. In the top right corner of the **Help** page, click the browser window Close button to close the Help window.



2.3. Search within Budget Development

In Budget Development, you can search for data that has been entered into the system (for example, by organization name, or for a specific budget request), as well as for key elements or objects (for example, a list of all form layouts available). Guidelines for searching are summarized in Table 9.

Wild Card

The asterisk character [*] is used as a wild card for searches. The ***wild card*** is a substitute for any other character (including primary characters, alphabetical and/or numerical) for which you are searching. It may precede or follow the primary characters. It is also useful for those occasions when you are unsure about correct spelling or an exact value.

Table 9: Search Criteria

Search Rule	If you enter this	Will return records with this name	Will NOT return records with this name
Search is case sensitive, except with wild card or when searching for code.	Legal	• Legal	• LEGAL • LEGAL SERVICES • ILLEGAL
Search is exact string	LEGAL	• LEGAL	• LEGAL SERVICES • LEGAL DIVISION
Wild card at the end of the search term returns records that begin with the search term.	LEGAL*	• LEGAL • LEGAL SERVICES • Legal • Legal Counsel	• OFFICE OF LEGAL SVS • PARALEGAL STUDIES • ILLEGAL HARVESTING
Wild card at the beginning of the search term returns records that end with the search term	*LEGAL	• LEGAL • Legal • UC SUPPORT LEGAL	• OFFICE OF LEGAL SVS • PARALEGAL STUDIES • ILLEGAL HARVESTING
Wild card before and after the search word returns all entries that include that term	*LEGAL*	• LEGAL • OFFICE OF LEGAL SVS • PARALEGAL STUDIES	

		• ILLEGAL HARVESTING	
When searching for code, if search term is entered in lower case, it will be converted to upper case	*Agency* will be changed to *AGENCY*	• AR2_AGENCY_REQ • AR1_AGENCY_SUMMARY	
When searching for code without a wild card, use underscore to indicate spaces	AR8 AGENCY REQ	None	• AR8_AGENCY_REQ

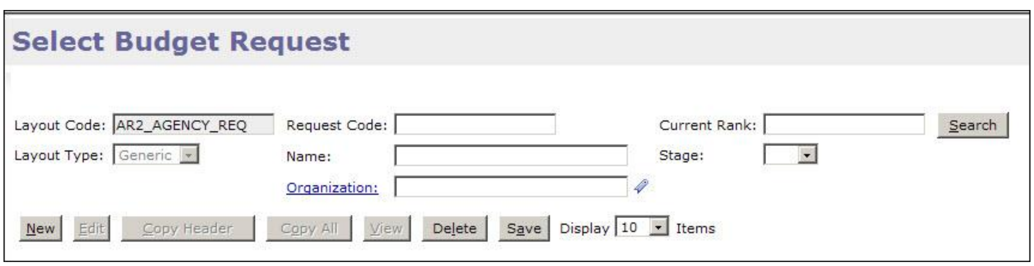
Filtering Search Results

Search pages contain fields at the top of the page that allow for a more specific search. Entering search criteria to narrow a search greatly reduces the amount of time the system spends performing the search as well as the number of records in the search result.

In the Select Budget Request page, the following fields can be used to filter search results (Figure 8):

- Request Code
- Stage
- Name
- Organization
- Capital Project
- Federal Program
- Narrative Program

Figure 8: Example of Fields Available for Filtering a Search



Demo 2.3: Search in Budget Development

Scenario

Use different methods to search for a record and view how the way in which you enter the search term impacts the results.

Note: Search results will vary depending on user access and security levels. The instructor will demo this activity showing search results with full access. Your search results may differ.

Setup

✓ User is logged in to the Budget Development Home Page

Steps

A. Search for the code for the Fairmont building.

1. In the Functional toolbar, click **Budget Tasks**.
2. Click **Formulate Budget Request**.
3. Click the **AR2_AGENCY_REQ** link.
4. Click the **Organization** link.
5. In the **Organization Search** page, in the Name field, enter ***FAIRMONT.***
6. Click **Search**. All organizations that contain the word Fairmont are displayed.

	Code	Name
Select	0313-9434	SUPERFUND - FAIRMONT
Select	0604-BU5316	Armories_- Fairmont
Select	0612-1002	T1 Fairmont
Select	0612-8004	T8 Fairmont
Select	0802-5425	Fairmont

B. Use a Wildcard to conduct a search for all Organizations that begin with 0612.

1. In the **Code** field, enter **0612***.
2. Click the **Search** button. All organization codes that begin with 0612 are displayed.

	Code	Name
Select	0612	STATE POLICE
Select	0612-0612	DEFAULT
Select	0612-1000	T1 HDQS SHINN
Select	0612-1001	T1 Bridgeport
Select	0612-1002	T1 Fairmont
Select	0612-1003	T1 Grafton
Select	0612-1004	T1 Hundred

C. User lowercase letters to search for a code.

1. In the **Code** field, enter **state***.
2. Click the **Search** button. The system changes state* to STATE* and returns one item.

D. Search for all records beginning with “HUMAN”.

1. In the **Name** field, enter ***HUMAN****.
2. Click the **Search** button. Records beginning with HUMAN are returned in the grid.

		Code	Name
Select		0313-9006	HUMAN RESOURCES
Select		0323-9678	HUMAN RESOURCES
Select		0323-SCHRRS	Human Res
Select		0402-0017	HUMAN RESOURCES
Select		0441-BU6930	Human Resources
Select		0445-2531	Human Resource Office

E. Search for Public Health organizations.

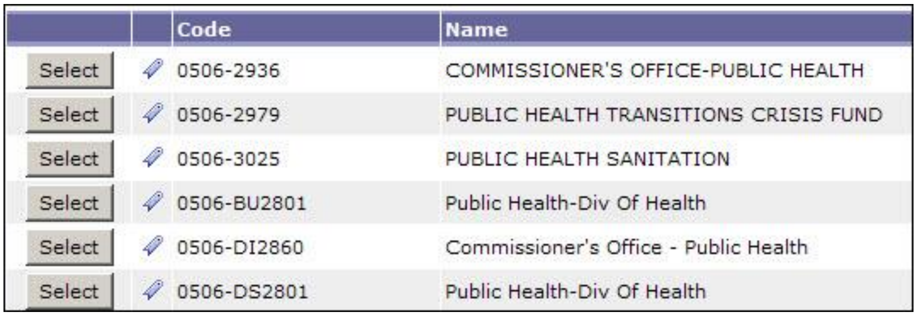
1. In the **Name** field, enter **public health**.
2. Click the **Search** button. No records are returned because there are no names that consist of only these two words, and no names that are all lower case.

		Code	Name	Usage	Postable
- NO ITEMS TO DISPLAY -					

3. In the **Name** field, change **public health** to **Public Health**.
4. Click the **Search** button. No records are returned because there are no names that consist of only these two words, and no names that are initial cap.
5. In the **Name** field, change **Public Health** to **PUBLIC HEALTH**.
6. Click the **Search** button. No records are returned because there are no names that consist of only these two words.
7. In the **Name** field, change **PUBLIC HEALTH** to **PUBLIC HEALTH***.
8. Click the **Search** button. Eight names that begin with **PUBLIC HEALTH** are returned.

		Code	Name
Select		0506-2979	PUBLIC HEALTH TRANSITIONS CRISIS FUND
Select		0506-3025	PUBLIC HEALTH SANITATION
Select		0506-BU2801	Public Health-Div Of Health
Select		0506-DS2801	Public Health-Div Of Health
Select		0506-GP2801	Public Health-Div Of Health
Select		0506-SC2801	Public Health-Div Of Health
Select		0506-SC3447	Public Health Sanitation - Oehs
Select		0511-2797	PUBLIC HEALTH SBI MODULAR LAB COSTS

9. In the **Name** field, change **PUBLIC HEALTH*** to ***PUBLIC HEALTH***.
10. Click the **Search** button. Additional records that contain **PUBLIC HEALTH** are returned, in addition to those that begin with **PUBLIC HEALTH**.



		Code	Name
Select		0506-2936	COMMISSIONER'S OFFICE-PUBLIC HEALTH
Select		0506-2979	PUBLIC HEALTH TRANSITIONS CRISIS FUND
Select		0506-3025	PUBLIC HEALTH SANITATION
Select		0506-BU2801	Public Health-Div Of Health
Select		0506-DI2860	Commissioner's Office - Public Health
Select		0506-DS2801	Public Health-Div Of Health

F. Log out of the system.

1. Click the **Cancel** button.
2. From the **Top Navigation Toolbar**, click the **Logout** link.

This will take you back to the MyApps screen.

Lesson Summary

In this lesson, you:

- Logged in to the Budget Development application
- Navigated within Budget Development
- Accessed online help
- Created a bookmark
- Searched for data in Budget Development

Check Your Progress

1. Users will access the Budget Development system through MyApps.
   a. True
   b. False

2. If you enter State* as a search term, which organization name will be returned?
   a. State Surplus Property
   b. New Huntington State Office
   c. Real Estate Division
   d. Commission on Uniform State Laws

3. Which browser is currently NOT compatible with *wv*OASIS Budget Development?
   a. Microsoft Internet Explorer 9.0

b. Microsoft Internet Explorer 10.0
c. Mozilla Firefox version 10.ESR
d. Microsoft Internet Explorer 8.0

4. The Budget Development Help function is:

    a. Context-sensitive
    b. Accessible only from the Home page
    c. User-dependent
    d. Available only when an error message is received

5. Your security profile determines what data you have access to and which menu items are displayed in your view.

    a. True
    b. False

3. Creating Unit-Level Budget Forms

Lesson Overview

Unit-level users will typically originate three budget forms: base budget, improvement, and revenue estimate. Each of these forms advances through a series of stages. In this lesson you will practice creating these three forms.

Learning Objectives

In this lesson, you will:

- Create a Base Budget Request (AR2)
- Create an Improvement Request (AR4)
- Create a Revenue Estimate Budget Form (AR12)

3.1. Create a Base Budget Request (AR2)

The Base Budget Request (AR2)

The agency budget process begins with the agency's Units preparing budget requests and submitting them to the Department Manager and Cabinet Secretary for review. In Budget Development, the request is created in a Base Budget Request (AR2) at the detailed Sub-Fund and Sub-Object level. The ability to view and update the request will be restricted to members of their Unit until the request is submitted to Department and Cabinet level. The Department Manager and Cabinet Secretary will have the ability to make adjustments to each budget line for all Units under their jurisdiction prior to submitting to the State Budget Office (SBO).

Stages of the Base Budget Request (AR2)

The Base Budget Request will normally be created at stage 10 and progress through the approval process (stages and processing steps) listed in Table 10 and Table 11.

Table 10: AR2 Request - User Groups by Stage

Stage		User Groups
10	Unit Request	UNIT, DEPT
20	Department Adjustment	DEPT, CABINET
30	Cabinet Adjustment	DEPT, CABINET
40	Unit Revision	UNIT, DEPT, CABINET
50	Department Revision	DEPT, CABINET

60	Cabinet Revision	CABINET
200	SBO Static	SBO
210	SBO Revision	SBO
220	Dept, Cabinet, SBO Collaboration	DEPT, CABINET, SBO
230	SBO Revision	SBO
240	SBO	SBO
700	Unit Revision	UNIT, DEPT
710	Department Review	DEPT, CABINET
720	Cabinet Review	DEPT, CABINET, SBO
730	SBO Final Review	SBO

Table 11: AR2_AGENCY_REQ Processing Steps and Stages

Step	Description
1	Unit user creates request at stage 10
2	Dept user pulls individual requests from stage 10 to stage 20 and updates.
3	Cabinet user pulls individual requests from stage 20 to stage 30 and updates.
4	Cabinet user pulls request from stage 30 to stage 40, allowing Unit user for a second pass
5	Dept user pulls individual requests from stage 40 to stage 50, allowing Dept user a second pass
6	Cabinet user pulls individual requests from stage 50 to stage 60, allowing Cabinet a second pass
7	SBO user performs mass stage advancer to pull request from stage 60 to 200, allowing for SBO only access
8	SBO user pulls individual requests from stage 200 to stage 210, allowing SBO only access.
9	SBO user pulls individual requests from stage 210 to 220, allowing Dept and Cabinet access.
10	SBO user pulls individual requests from stage 220 to 230, allowing SBO only access
11	SBO user pulls individual request from stage 230 to 240
12	SBO executes Allocation to rollup budget data
13	A mass stage advancer moves requests from stage 200 to 700, allowing Units and Departments the ability to update AR2 with approved dollars, at decentralized level. This step is performed once the Governor's Budget has been adopted by the State.
14	Dept user pulls individual requests from stage 700 to stage 710 and updates.
15	Cabinet user pulls individual requests from stage 710 to stage 720 and updates.
16	SBO user performs mass stage advancer to pull request from stage 720 to 730, allowing for SBO only access

AR2 Required and Optional Fields

Table 12 lists the required and optional fields for an AR2 form.

Table 12: AR2 Form – Required and Optional Fields

Tab	Section	Field	Required/ Optional	Value
Edit Budget Request (Header)	Budget Instance Details	Request Code	Required	Auto-populates when form is saved.
		Name	Required	60-character alphanumeric field used to identify the name of the budget request. Naming convention: Use the name of the Unit code. Example: T1 Fairmont
		Stage	Required	The default starting stage for the form is auto-populated.
		BAO Required	Not used	
		Description	Optional	A brief description of the request. 255-character alphanumeric field.
		Ranking Type	Not used	
	Dimensions	Organization	Required	An 8-digit combination of *wv*OASIS Department and Unit numbers.
	Justification Text	Justification Text	Optional	
Budget Lines		Organization	Required	Auto-populates from Header (Edit Budget Request tab)
		Appropriation	Required	
		Fund	Required	
		Sub-Fund	Required	Default = 0
		Budget Object	Required	
		Sub-Object	Required	Default = 0
		Request	Required	
		Justification	Optional	

Activity 3.1: Create a Base Budget Request (AR2)

Scenario

You are ready to prepare a base budget for your unit in the Budget Development system.

Setup

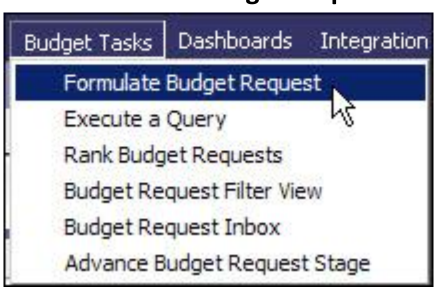
- ✓ User has access at Unit level or higher
- ✓ User is logged in to the Home page of Budget Development

Steps

A. Open a new Base Budget request.

1. On the Functional Area Navigation Toolbar (below the *wv*OASIS logo), click the **Budget Tasks** link.

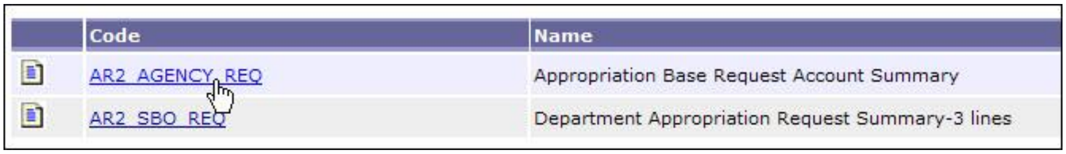
2. Click **Formulate Budget Request**.



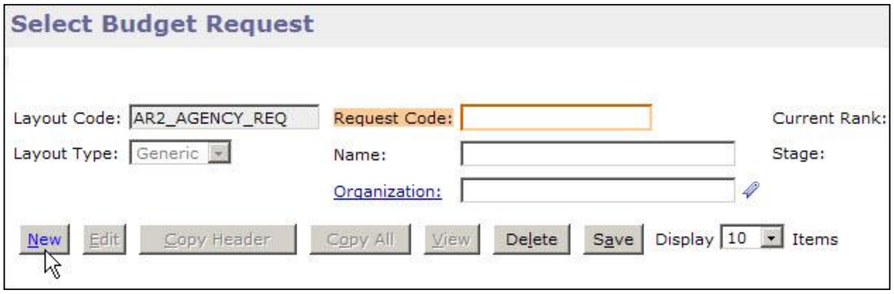
3. In the **Code** field, enter ***AR2**** to search for the AR2 form.

4. Click the **Search** button.

5. Click the **AR2_AGENCY_REQ** link.



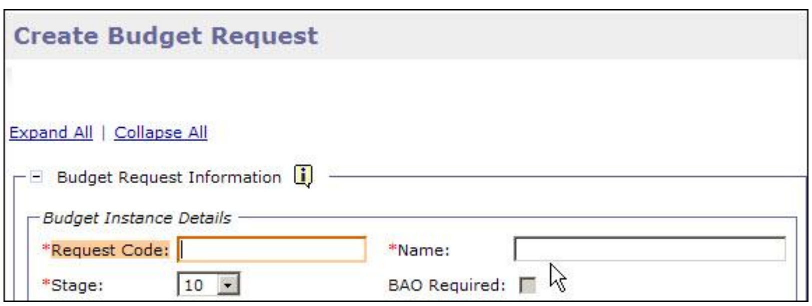
6. The **Select Budget Request** page is displayed. Click the **New** button.



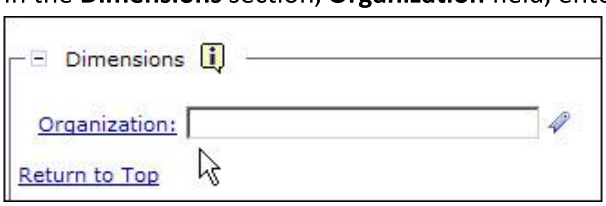
B. In the **Create Budget Request** page, enter the header information.

1. Do not enter a **Request Code**. The budget system will automatically generate a number.
2. In the **Name** field, enter ***XX_Unit Name***, where XX = your initials and Unit Name = the name of your unit.

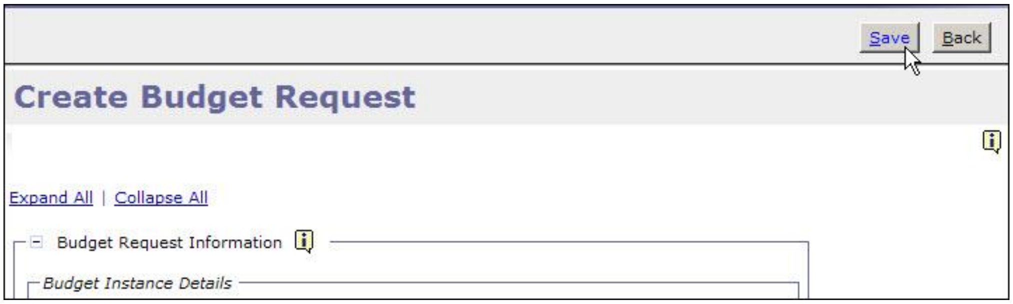
> ***Note:*** *You are entering your initials for training purposes only.*
> *On the job, you will enter* ***only*** *the unit name.*



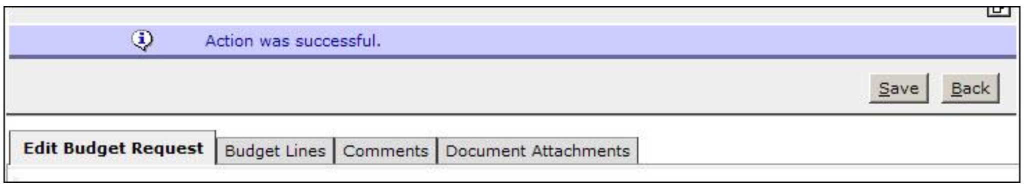
3. Note that the **Stage** field auto-populates with 10. AR2 requests start with stage 10.
4. In the **Dimensions** section, **Organization** field, enter ***the eight-digit value from your data card.***



5. Click the **Save** button.



6. Check to make sure **Action was successful** is displayed in the message bar below the wvOASIS logo. Note that the Create Budget Request heading has been replaced with a series of tabs.

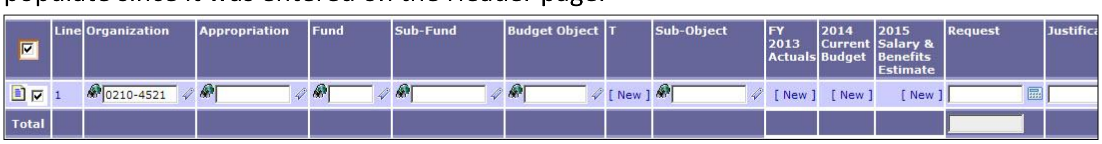


C. Enter budget line information.

1. Click the **Budget Lines** tab at the top of the form.

The budget form will preload budget lines based on the actual data from Fiscal Year 2013.

2. Click the **New Item** button to enter a budget line for the form. The Organization field will auto-populate since it was entered on the Header page.



3. In the **Appropriation** field, enter ***02900*** (Other Expenses).

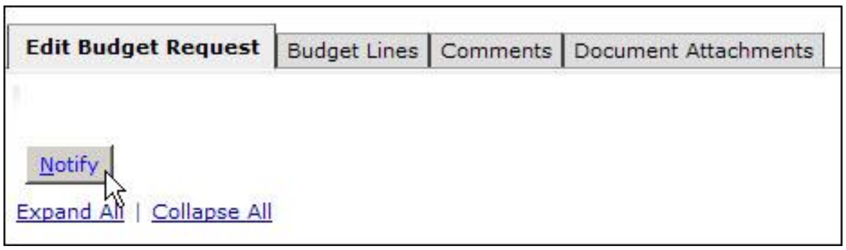
4. In the **Fund** field, enter the ***value from your data card***.
5. In the **Sub-Fund** field, enter the ***value from your data card***.
6. In the **Budget Object** field, enter ***3200*** (Office Expenses).
7. In the **Sub-Object** field, enter ***3200-0000.***

8. In the **Request** field, enter ***25000***.
9. Click the **Save** button. This stores the changes to the database. Check to make sure **Action was successful** is displayed in the message bar.

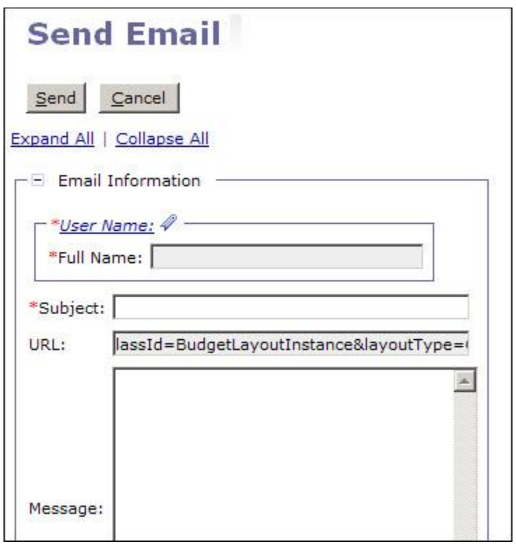
B. Notify the reviewer that the budget request is ready for review.

1. Click the **Edit Budget Request** tab.

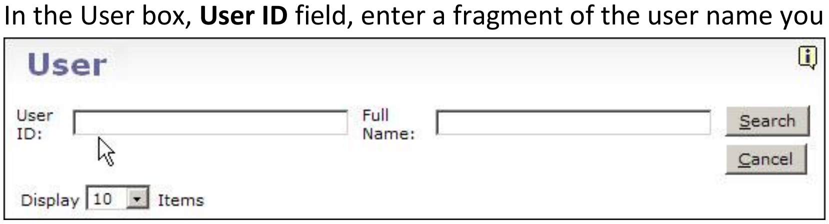
2. Click the **Notify** button.



The Send Email box is displayed.

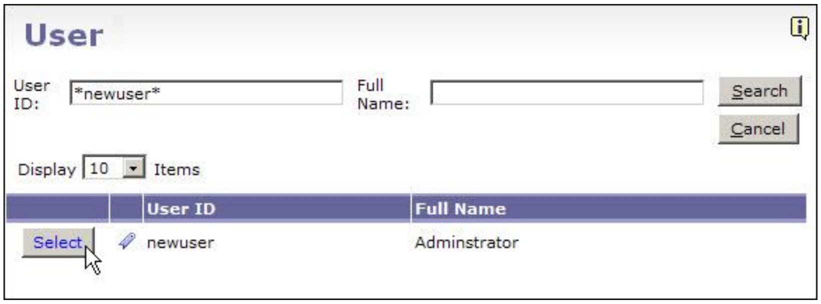


3. Search for the user name.
   a. In the **Send Email** box, click the **User Name** link.
   b. In the User box, **User ID** field, enter a fragment of the user name you are looking for.



   c. Click the **Search** button.

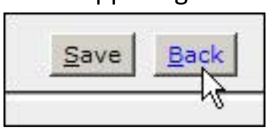
d. Click the **Select** button to the left of the user name.



4. In the **Subject** line, enter ***AR2 request ready for approval***.
5. If desired, in the **Message** field, enter additional information.
6. Click the **Send** button.

D. Return to the **Home** page.

1. In the upper right corner of the screen, click the **Back** button.



2. On the Top Navigation toolbar, click the Home link.

3.2. Create an Improvement Request (AR4)

The Improvement Request Form (AR4)

An Improvement Request (AR4) form is submitted for any changes, including additional positions and position funding, to the upcoming budget. New positions requested on the Positions tab will create expense lines on the Budget Lines tab.

These requests are captured at the detailed level and submitted to the State Budget Office (SBO) for review and possible approval. Unit users are able to create and modify AR4 requests only for their specific Unit, at their appropriate stage.

Stages of the Improvement Request (AR4)

The Improvement Request form will be created at stage 10 and progress through the approval process (stages and steps) listed in Table 13 and

Table 14.

Table 13: AR4 Form User Groups by Stage

Stages		User Groups
10	Unit Request	UNIT, DEPT
20	Department Adjustment	DEPT, CABINET
30	Cabinet Adjustment	DEPT, CABINET
40	Unit Revision	UNIT, DEPT, CABINET
50	Department Revision	DEPT, CABINET
60	Cabinet Revision	CABINET
200	SBO Static	SBO
210	SBO Revision	SBO
220	Dept, Cabinet, SBO Collaboration	DEPT, CABINET, SBO
230	SBO Revision	SBO
240	SBO	SBO

Table 14: AR4_AGENCY_REQ Processing Steps and Stages

Step	Description
1	Unit user creates request at stage 10
2	Dept user pulls individual requests from stage 10 to stage 20 and updates.
3	Cabinet user pulls individual requests from stage 20 to stage 30 and updates.
4	Cabinet user pulls request from stage 30 to stage 40, allowing Unit user for a second pass
5	Dept user pulls individual requests from stage 40 to stage 50, allowing Dept user a second pass
6	Cabinet user pulls individual requests from stage 50 to stage 60, allowing Cabinet a second pass
7	SBO user performs mass stage advancer to pull request from stage 60 to 200, allowing for SBO only access
8	SBO user pulls individual requests from stage 200 to stage 210, allowing SBO only access.
9	SBO user pulls individual requests from stage 210 to stage 220, allowing Dept and Cabinet user the ability to make final changes.
10	SBO user pulls individual requests from stage 220 to 230, allowing for SBO only access
11	SBO user pulls only approved improvements from stage 230 to stage 240
12	SBO executes Allocation to rollup budget data from decentralized level to centralized level

AR4 Required and Optional Fields

Table 15 lists the required and optional fields for an AR4 form.

Table 15: AR4 Form – Required and Optional Fields

Tab	Section	Field	Required/ Optional	Notes
Edit Budget Request (Header)	Budget Instance Details	Request Code	Required	Auto-populates when form is saved
		Name	Required	60-character alphanumeric field used to identify the name of the budget request. Naming convention: Use the Improvement name. Example: *Barracks Upgrade*
		Stage	Required	The default starting stage for the form is auto-populated
		BAO Required	Not used	
		Description	Optional	A brief description of the request. 255-character alphanumeric field.
		Ranking Type	Not Used	
		Priority	Required	Establishes the relative rank of a request in relation to other requests
	Dimensions	Organization	Required	An 8-digit value that is a combination of Department and Unit numbers
Budget Lines		Organization	Required	Auto-populates from Header
		Appropriation	Required	
		Fund	Required	
		Sub-Fund	Required	Default = 0
		Budget Object	Required	
		Capital Project	Required	Default = 0
		Narrative Program	Required	
		One Time	At least one is required	
		On-Going		
Justification		Expenditure Summary	Required	

		Anticipated benefits to the program or the effects if improvement is not funded	Required	
		Anticipated cost savings to budget if improvement is approved	Required	

Activity 3.2: Create an Improvement Request (AR4)

Scenario

Create an improvement request for a new position with funding for new vehicles and office expenses.

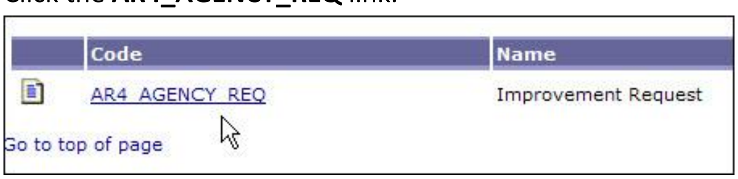
Setup

- ✓ User has access at Unit level or higher
- ✓ User is logged in to the Home page of Budget Development

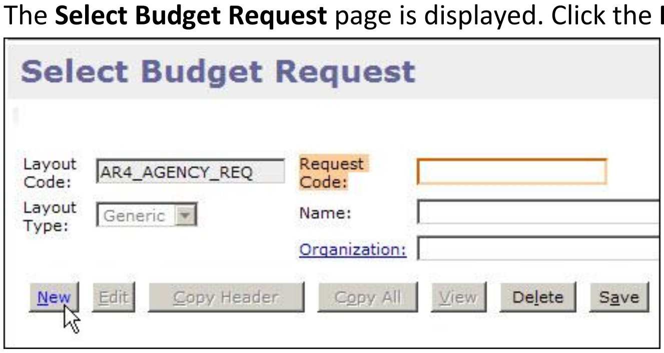
Steps

A. Open a new Improvement Request.

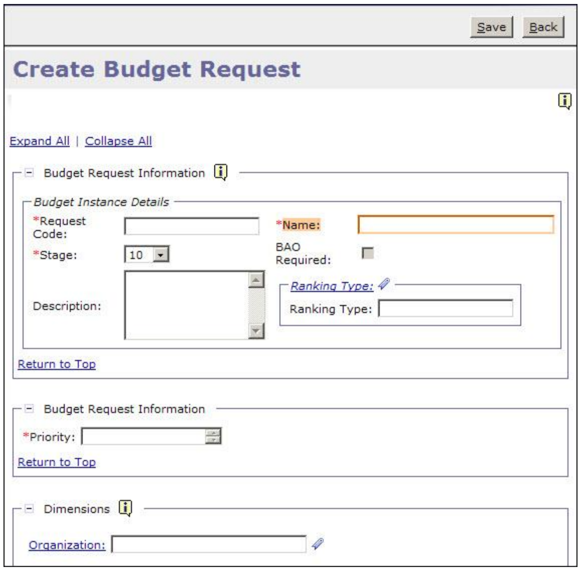
1. On the Functional Area Navigation Toolbar (below the *wv*OASIS logo), click the **Budget Tasks** link.
2. Click the **Formulate Budget Request** link.
3. In the **Code** field, enter ***AR4**** to search for an AR4 form.
4. Click the **Search** button.
5. Click the **AR4_AGENCY_REQ** link.



6. The **Select Budget Request** page is displayed. Click the **New** button.



7. The **Create Budget Request** page is displayed.

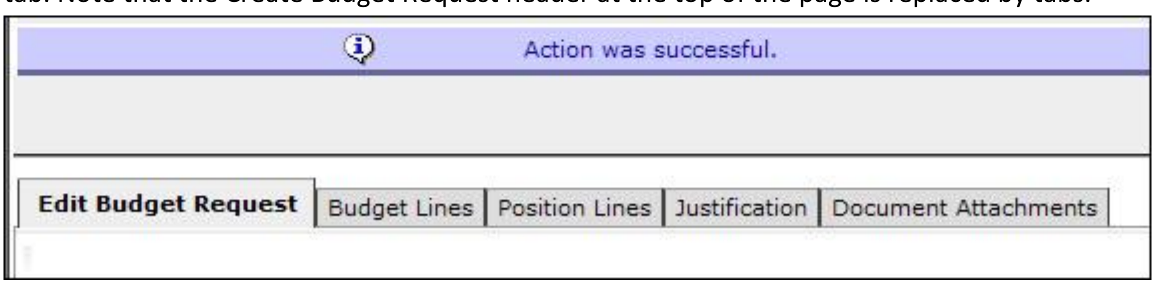


B. Enter the header information.

1. Do not enter a **Request Code**. The budget system will automatically generate a number.
2. In the **Name** field, enter ***XX_Improvement Name***, where XX = your initials and Improvement Name = the name of the improvement.

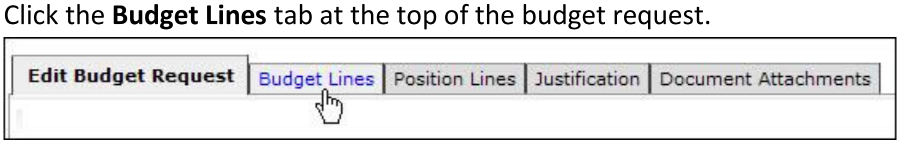
Note: *You are entering your initials for training purposes only.* *On the job, you will enter* ***only*** *the improvement name.*

3. Note that the **Stage** field auto-populates with **10**. AR4 requests start with stage 10.
4. In the **Budget Request Information** section, **Priority** field, enter ***1***.
5. In the **Organization** field, enter ***the eight-digit unit code from your data card***.
6. Click the **Save** button. Check to make sure **Action was successful** is displayed in the message tab. Note that the Create Budget Request header at the top of the page is replaced by tabs.



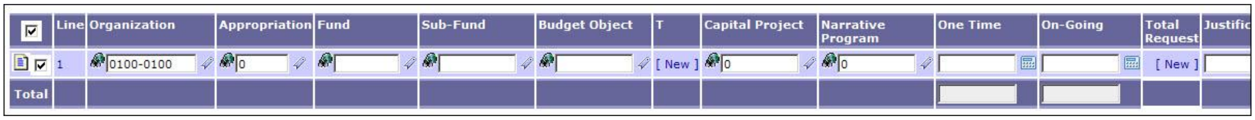
C. Enter budget information on a new line.

1. Click the **Budget Lines** tab at the top of the budget request.

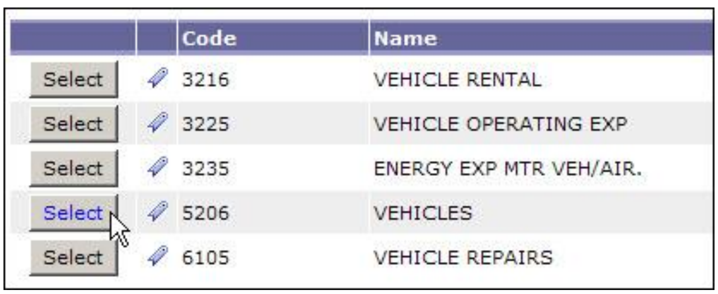


2. Click the **New Item** button.

A row will be displayed where chart of account codes and a request amount can be entered.



3. In the **Appropriation** field, enter ***07000*** (Equipment).
4. In the **Fund** field, enter ***the value from your data card***.
5. In the **Sub-Fund** field, enter ***the value from your data card***.
6. Search for a **Budget Object**:
    a. To the left of the **Budget Object** field, click the **Search** icon.
    b. In the **Budget Object Search** window, **Name** field, enter ****VEH****
    c. Click the **Search** button.
    d. From the list, select code **5206** (Vehicles).



7. In the **Capital Project** field, enter ***the value from your data card***.
8. In the **Narrative Program** field, enter ***the value from your data card.***
9. In the **One Time** field, enter ***100,000***.
10. In the **On-Going** field, enter ***200.***
11. In the **Justification Line** field, enter ***Request for new vehicle and maintenance***

D. Add another Budget Line for office expenses.

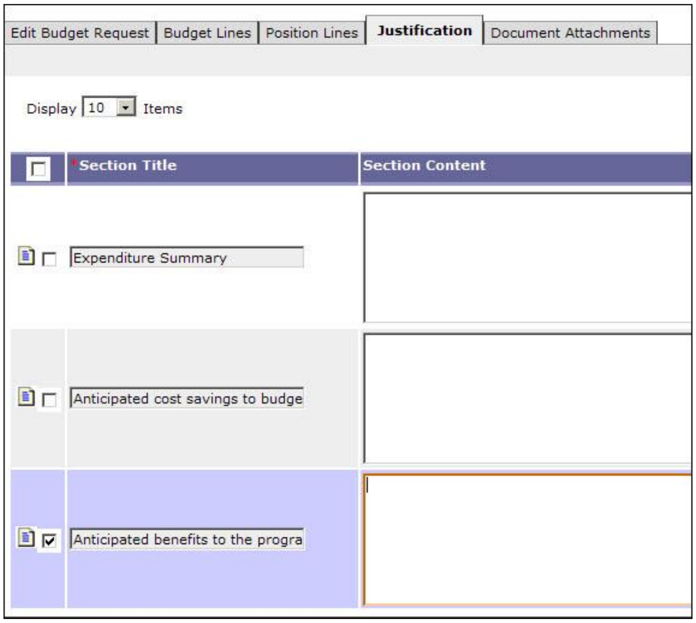
1. With the completed budget line selected (make sure the check is inserted in the box to the left of the Organization code) click the **Copy Item** button to create a duplicate line.

2. In the duplicate line, Change **Appropriation** to ***13000*** (Current Expenses).
3. Change **Budget Object** to ***3200*** (Office Expenses).

4. Change **One Time** to ***2400***.
5. In the **Justification Line** field, enter ***Request for additional office expenses***.

E. Enter information on the Justification tab.

1. Click the **Justification** tab.



2. In the **Expenditure Summary** field, enter ***This request is for the purchase of a vehicle and office expenses.***
3. In the **Anticipated cost savings to budget if improvement is approved** field, enter an explanation.
4. In the **Anticipated benefits to the program or the effects if improvement is not funded** field, enter an explanation.
5. Click the **Save** button.

3.3. Create a Revenue Funds Estimate (AR12)

Revenue Funds estimates such as Special Revenue, Federal Revenue and Lottery can be accomplished in the budgeting application with use of budget forms. Estimates for each of the funds can be done on separate forms for each Unit. Each form will have its own distinct, descriptive text fields to track comments as the form flows through the budget approval process. The revenues will be populated on the AR12 form and are broken out by quarters on the form.

Stages of a Revenue Funds Estimate (AR12)

Budget forms move through stages, with each stage for a particular form associated with specific user groups. Only users belonging to the assigned user group will have the capability to view and edit the budget request form at a particular stage.

The Revenue Fund Estimate form will normally be created at stage 10 and progress through the approval process (stages and steps) listed in Table 16 and Table 17. Unit users are able to create and modify AR12 requests only for their specific Unit, at their appropriate stage.

Table 16: AR12 User Groups by Stage

Stages		User Groups
10	Unit Request	UNIT, DEPT
20	Department Adjustment	DEPT, CABINET
30	Cabinet Adjustment	DEPT, CABINET
40	Unit Revision	UNIT, DEPT, CABINET
50	Department Revision	DEPT, CABINET
60	Cabinet Revision	CABINET
200	SBO Static	SBO
210	SBO Revision	SBO
220	Dept, Cabinet, SBO Collaboration	DEPT, CABINET, SBO
230	SBO Revision	SBO
700	Unit Revision	UNIT, DEPT
710	Department Review	DEPT, CABINET
720	Cabinet Review	DEPT, CABINET, SBO
730	SBO Final Review	SBO

Table 17: AR12_AGENCY_REQ Processing Steps and Stages

Step	Overview of Processing Steps
1	Unit user create request at stage 10
2	Dept user pulls individual requests from stage 10 to stage 20 and updates.
3	Cabinet user pulls individual requests from stage 20 to stage 30 and updates.
4	Cabinet user pulls request from stage 30 to stage 40, allowing Unit user a second pass
5	Dept user pulls individual requests from stage 40 to stage 50, allowing Dept user a second pass
6	Cabinet user pulls individual requests from stage 50 to stage 60, allowing Cabinet a second pass
7	SBO user performs mass stage advancer to move request from stage 60 to 200, allowing for SBO only access
8	SBO user pulls individual requests from stage 200 to stage 210, allowing SBO only access.
9	SBO user pulls individual requests from stage 210 to stage 220, allowing Dept and Cabinet user the ability to make final changes.
10	SBO user pulls individual requests from stage 220 to 230, allowing for SBO only access
11	A mass stage advancer moves requests from stage 200 to 700, allowing Units and Departments

Step	Overview of Processing Steps
	the ability to update AR12 , at decentralized level. This step is performed once the Budget has been adopted by the State.
12	Dept user pulls individual requests from stage 700 to stage 710 and updates.
13	Cabinet user pulls individual requests from stage 710 to stage 720 and updates.
14	SBO user performs mass stage advancer to pull request from stage 720 to 730, allowing for SBO only access

AR12 Required and Optional Fields

Table 18 lists the required and optional fields for an AR12 form.

Table 18: AR12 Form – Required and Optional Fields

Tab	Section	Field	Required/ Optional	Notes
Edit Budget Request (Header)	Budget Instance Details	Request Code	Required	Auto-populates when form is saved
		Name	Required	60-character alphanumeric field used to identify the name of the budget request. Naming convention: Use the name of the Unit code. Example: *T1 Fairmont*
		Stage	Required	The default starting stage for the form is prepopulated.
		BAO Required	Not used	
		Description	Optional	A brief description of the request. 255-character alphanumeric field used to enter additional details about the budget request.
		Ranking Type	Not Used	
	Dimensions	Organization	Required	An 8-digit combination of Department and Unit numbers
Budget Lines		Organization	Required	Auto-populates from Header
		Fund	Required	
		Sub-Fund	Required	Default = 0
		Budget Object	Required	
		Q1 Estimate	Required	
		Q2 Estimate	Required	
		Q3 Estimate	Required	

Tab	Section	Field	Required/ Optional	Notes
		Q4 Estimate	Required	
		Justification Line Text	Optional	

Activity 3.3: Create a Revenue Estimate Request (AR12)

Scenario

You are ready to prepare a revenue estimate for your unit in the budget development system.

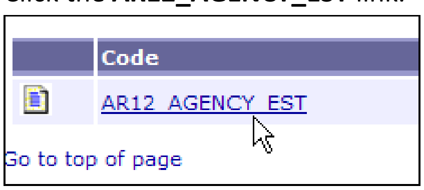
Setup

- ✓ User has Unit level access
- ✓ User is logged in to the Home page of Budget Development

Steps

A. Open a new Revenue Estimate Request.

1. On the Functional Navigation Toolbar (below the *wv*OASIS logo), click the **Budget Tasks** link.
2. Click **Formulate Budget Request**. The **Budget Layout Selection** page is displayed.
3. In the **Code** field, enter ***AR12**** to search for an AR12 form.
4. Click the **Search** button
5. Click the **AR12_AGENCY_EST** link.



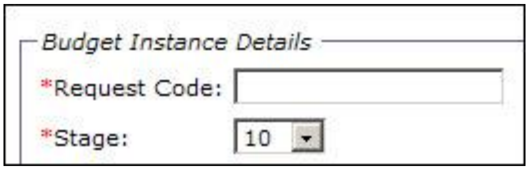
6. The **Select Budget Request** page is displayed. Click the **New** button.

B. Enter the header information.

1. Leave the **Request Code** field blank. The system generates a request code automatically upon saving the record.
2. In the **Name** field, enter ***XX_Unit Name***, where XX = your initials and Unit Name = the name of your unit.

> ***Note:*** *You are entering your initials for training purposes only.*
> *On the job, you will enter* ***only*** *the Unit name.*

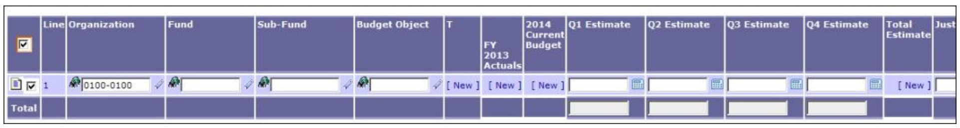
3. Note that the **Stage** field auto-populates with **10**. AR12 requests start with stage 10.



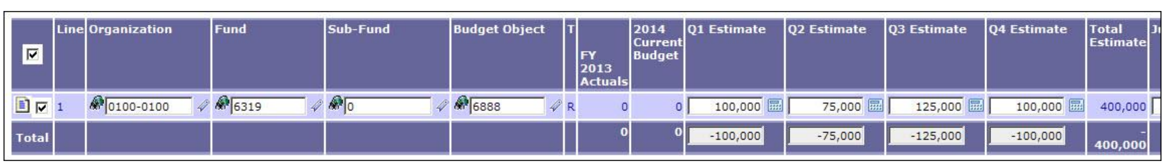
4. In the **Organization** field, enter ***the value from your data card.***
5. Click **Save**. Check to make sure **Action was successful** is displayed in the message tab.

C. Enter a new budget line.

1. Click the **Budget Lines** tab.
2. Click the **New Item** button. A row will be displayed where chart of account codes and a request amount can be entered.



3. In the **Fund** field, enter ***the value from your data card.***
4. In the **Sub-Fund** field, enter ***the value from your data card.***
5. In the **Budget Object** field, enter ***6888*** (Departmental Fees SR)
6. In the **Q1 Estimate** field, enter ***100,000*** for the First Quarter of the fiscal year.
7. In the **Q2 Estimate** field, enter ***75,000*** for the Second Quarter of the fiscal year
8. In the **Q3 Estimate** field, enter ***125,000*** for the Third Quarter of the fiscal year.
9. For **Q4 Estimate** field, enter ***100,000*** for the Fourth Quarter of the fiscal year.
10. Click the **Save** button. Note that the **Total Estimate** column displays 400,000, which is the revenue estimate for the entire fiscal year. When displaying a total for a form, the system must calculate the net effect of summing positive revenue and expenditure entries. Since this is a revenue-only form, the **Total** row is showing negative amounts even though users enter positive amounts.



Lesson Summary

In this lesson, you:

- Created a Base Budget Request (AR2)
- Created an Improvement Request (AR4)
- Created a Revenue Estimate Budget Form (AR12)

Check Your Progress

1. The Base Budget form (AR2) requires you to enter a request code when creating the form.
   a. True
   b. False

2. The Improvement Budget form (AR4) requires you to provide justification text prior to saving the form.
   a. True
   b. False

3. On a Revenue Estimate request (AR12), revenue is broken out by quarters.
   a. True
   b. False

4. On a Revenue Estimate, estimates for each Fund are done on a separate form for each Unit.
   a. True
   b. False

4. PROCESSING BUDGET REQUESTS

Lesson Summary

After a budget form is created, it can be pulled to the next stage by a reviewer with the appropriate access. The reviewer can:

- Advance it to the next stage without making any changes
- Advance it to the next stage and revise the request
- Revise the request and move it to the Unit for additional modification

Learning Objectives

In this lesson, you will:

- Advance an Improvement Request (AR4)
- Revise a Base Budget Request (AR2) at Department level
- Move a Base Budget Form (AR2) to Unit Level
- Revise a Base Budget Form (AR2) at Unit Level

4.1. Advance a Budget Request

If a budget request does not need any revisions, a reviewer with the appropriate authority can advance it to the next stage in the process.

- The Unit-level user who created the request cannot advance a request to the next stage. The advance must be done by a higher-level user.
- Once a request advances from a lower stage to a higher stage, users with the lower stage security access will no longer be able to edit it.
- Department managers are able to advance requests for all units that belong to their department, at their appropriate stage.

Activity 4.1: Advance an Improvement Request (AR4)

Scenario

Following the creation of the initial budget request, you will review it from the perspective of a Department review. This request does not require any modification.

Setup

- ✓ User has access at Department level or higher. Users who have Unit-only access do not need to do this activity.
- ✓ User is logged in to the Home page of Budget Development
- ✓ An Improvement Request (AR4) was created in Activity 3.2

Steps

A. Find and open the Improvement Request created in Activity 3.2.

1. On the Functional Area Navigation Toolbar (below the *wv*OASIS logo), click the **Budget Tasks** link.
2. Click **Formulate Budget Request**.
3. In the **Code** field, enter ***AR4*.***
4. Click the **Search** button.
5. Click the **AR4_AGENCY_REQ** link. The **Select Budget Request** page is displayed.
6. Click the **Search** button.
7. Locate the request, highlight the line, and click the **Edit** button.
8. In the **Budget Request Information** section, **Budget Instance Details** subsection, **Stage** field, select **20** from the drop-down list.
9. Click the **Save** button.

4.2. Revise a Budget Request at Department Level

A budget request created by a Unit-level user can be revised by a Department-level user. The Department user first advances it to the next stage, then modifies as needed.

Activity 4.2: Revise a Base Budget Request

Scenario

Following the creation of the initial budget request, you will review it from the perspective of a Department reviewer. You will then make a modification to the budget lines.

Setup

- ✓ User has access at Department level or higher
- ✓ For users who have Unit-only access, the instructor will revise and advance the request
- ✓ User is logged in to the Home page of Budget Development
- ✓ A Base Budget Request was created at Unit level in Activity 3.1

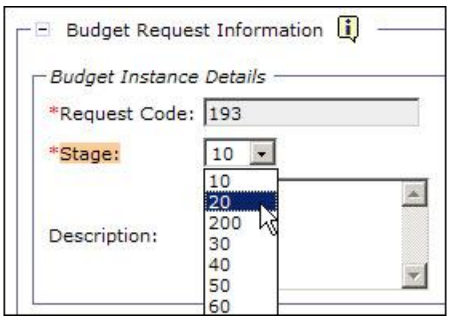
Steps

A. Open the Base Budget (AR2) request previously created in Activity 3.1.

1. On the Functional Area Navigation Toolbar (below the *wv*OASIS logo), click the **Budget Tasks** link.
2. Click the **Formulate Budget Request** link. The **Budget Layout Selection** page is displayed.
3. In the **Code** field, enter ***AR2*.***
4. Click the **Search** button.
5. Click the **AR2_AGENCY_REQ** link.
6. Click the **Search** button to search for all AR2 requests.
7. Locate the previously created Base Budget Request and check the **Request Code** checkbox.
8. Click the **Edit** button.

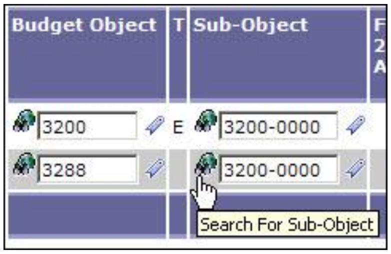
B. Advance the request to the next stage and revise it.

1. In the **Budget Request** section, **Budget Instance Details** subsection, **Stage** field, select **20** from the drop down menu to advance the request to the next stage.



2. Click the **Budget Lines** tab.
3. Check the checkbox for the first existing budget line.

4. Click the **Copy Item** button to copy the existing line. A new line is entered into the grid with all of the fields prepopulated and the **Request Amount** field left blank.
5. In the new line, **Budget Object** field, enter ***3288*** (DEBT SERV BONDED-PRIN).
6. Search for a **Sub-Object:**
   a. Click the search icon to the left of the **Sub-Object** field.



b. On the **Sub-object Search** page, in the **Code** field, enter ***3288*** to search for Sub-objects associated with the new Budget Object 3288.

c. Click the **Select** button to the left of the 3288-000 Sub-object.

7. In the **Request Amount** field, enter ***30000***.
8. Click the **Save** button. Check to make sure **Action was successful** is displayed in the message tab.

4.3. Move a Budget Form to Unit Level

A budget request can be moved to its Unit-level creator for revision. However, once a request has advanced to stage 20 (Dept level), it cannot revert back to stage 10 (Unit level). The next stage to which a Unit-level user has access is Stage 40.

Activity 4.3: Move a Base Budget (AR2) to Unit Level

Scenario

You are a department-level user reviewing an AR2 request. You have already discussed with the unit-level user who created it, the modifications that need to be made. Advance the form to Stage 40 so that the creator of the form can revise it.

Setup

- ✓ User has access at Department level or higher
- ✓ For users who have Unit-only access, the instructor will advance the request
- ✓ User is logged in to the Home page of Budget Development
- ✓ A Base Budget Request has been previously created at Unit level (Activity 3.1) and reviewed at Department level (Activity 4.2)

Steps

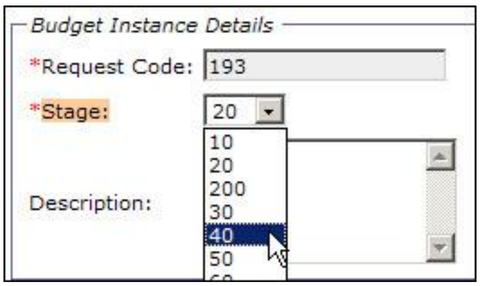
A. Open the Base Budget request that was reviewed in Activity 4.2.

1. On the Functional Area Navigation Toolbar (below the *wv*OASIS logo), click the **Budget Tasks** link.

2. Click the **Formulate Budget Request** link. The **Budget Layout Selection** page is displayed.
3. Click the **Search** button.
4. Click the **AR2_AGENCY_REQ** link.
5. Click the **Search** button to search for all AR2 requests.
6. Locate the request and check its **Request Code** checkbox.
7. Click the **Edit** button.

B. Modify the request.

1. In the **Budget Request** section, **Budget Instance Details** subsection, **Stage** field, select ***40*** from the drop down menu.



2. Click the **Save** button. The request has been advanced to stage 40.

4.4. Revise a Budget Form at Unit Level

A budget request that has been pulled to stage 40 can be modified by a Unit-level user.

Activity 4.4: Revise a Base Budget (AR2) at the Unit Level

Scenario

You have a budget request in stage 40 which has been advanced to you for revision. Review it and make a change to the budget line.

Setup

- ✓ User has access at Unit level or higher
- ✓ User is logged in to the Home page of Budget Development
- ✓ A Base Budget Request has been created at Unit level (Activity 3.1) reviewed at Department level (Activity 4.2), and advanced to stage 40 (Activity 4.3)

Steps

A. Open the Base Budget request advanced in the previous activity.

1. On the Functional Area Navigation Toolbar (below the *wv*OASIS logo), click the **Budget Tasks** link.
2. Click the **Formulate Budget Request** link. The **Budget Layout Selection** page is displayed.
3. Click the **Search** button.

4. Click the **AR2_AGENCY_REQ** link.
5. Click the **Search** button.
6. Check the **Request Code** checkbox.
7. Click the **Edit** button.

B. Modify the request.

1. Click the **Budget Lines** tab.
2. Locate the budget line with object 3288 and the request amount of 30000. Change the **Request Amount** to ***50000***.
3. Click the **Save** button.

Check Your Progress

1. After a budget request is created, a reviewer can:
   a. Pull it to the next stage without modifying it
   b. Pull it to the next stage and modify it
   c. Revert it back to a lower stage
   d. Both a and b

2. The Unit-level user who created the request can advance a request to the next stage.
   a. True
   b. False

3. A user with department-level access can move a budget request from stage 20 to stage 10.
   a. True
   b. False

5. Setting Dimensions and Allocations

Lesson Summary

The Salary and Benefit Forecasting System (SBFS) within Budget Development contains the personnel information required to develop accurate personnel cost estimates for both filled and vacant permanent positions. Information such as salary, benefits, and position cost estimates are loaded into SBFS from the HR system (PIMS and EPICS) with an automated interface. Employee and position allocations are similar to what is normally done with the personal services expenditure schedules done in PIMS annually. There will be a window of time to do the employee and position allocations in August prior to SBO runs a salary projection.

Learning Objectives

In this lesson, you will:

- Change the Home Dimension on a position record
- Change the Home Dimensions on an employee record
- Add a position allocation to the position record
- Add an employee allocation to an employee record

5.1. Dimensions

Dimensions are the building blocks for the Budget Development system. The Dimensions that appear in in the *wv*OASIS Budget development system are as follows:

1. Budget Object (Revenue Source, Object Code, FTE)
2. Fund
3. Organization (For use as Departments and Units)
4. Narrative Program
5. Capital Project
6. Federal Program
7. Sub-Fund
8. Sub-Object
9. Sub-revenue
10. Budget Fiscal Year
11. Appropriation (WVFIMS Activity)
12. Time Period

The Home Dimension Set section determines the dimension to which the calculated position costs will be attributed. Initially all calculated position costs are attributed 100% to the position's home dimension set, unless an Allocation is defined. A default dimension set is required. Security access to the position record is controlled based on these assigned home dimension and only users with dimensional security to these identified dimensions will be allowed to access and edit this position.

5.2. Guidelines for Adding Position Allocations

- Only dimensions that differ from the Home Dimension Set must be defined on the allocation line.
- An allocation only requires an allocation percentage and one chart of account element being different from the Home Dimensions Set on the Position record.
- If the total of the allocations is less than 100 percent the remaining percentage will be charged to the Home Dimension Set.
- Fill out the Start Date and End Date only if your position allocation will be implemented during the FY. If fields are blank the application assumes the allocation is for the full FY.
    - Enter a **Start Date** only if the allocation should NOT be initiated immediately.
    - Enter an **End Date** only if the allocation should end and continue with the home dimension and or another allocation.
- To enter a date, type the date with an mm/dd/yyyy format or click on Start Date or End Date to choose a date from the pop-up calendar.

5.3. Change the Home Dimensions on a Position Record

The Position Maintenance page provides the user with the ability to add, edit, view and delete positions. Manually editing positions and the data on their records is the exception, not the norm. The system will only allow users to access the position if they have dimensional security access to the position's Home Dimension Set.

Activity 5.3: Change the Home Dimensions on a Position Record

Scenario

The SBFS data loaded a month ago contains a position that was transferred to another funding source. Log in and change the Home Dimensions to reflect the change.

Setup

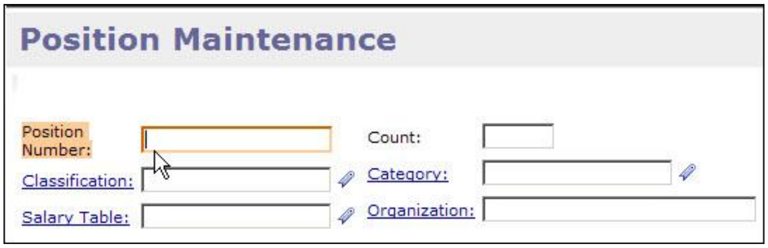
- ✓ User has access at Unit level or higher
- ✓ User is logged in to the Home page of Budget Development
- ✓ A Position Record exists
- ✓ User has access to multiple funds

Steps

A. Locate the Position Record.

1. On the Functional Area Navigation Toolbar, click **SBFS**.

2. Click **Positions, Employees and Assignments** and then click **Position Maintenance**.
3. In the **Position Number** field, enter ***the value from your data card***.



4. Click the **Search** button.

B. Edit the Position Record.

1. Check the **Position Number** checkbox and click the **Edit** button.
2. Scroll down to the Home Dimension Set section at the bottom of the form.
3. In the **Home Dimension Set** section, in the **Fund** field, enter the code for the new funding source.
4. Click **Save**. Check to make sure **Action was successful** is displayed in the message tab.

5.4. Add a Position Allocation to a Position Record

The Position Allocation page allows the user to allocate the salary and benefit costs of a Position to multiple funding sources based on percentages and effective dating. The allocation of position costs is used in conjunction with the Home Dimension Set. The Position Allocation page allows for multiple allocation lines to be added to the position record, each one defining an effective date for the allocation as well as the changes to the dimension set.

Activity 5.4: Add a Position Allocation to the Position Record

Scenario

The SBFS data loaded a month ago contains a position that now has a new assignment that requires a portion of his salary and benefits to be charged to another fund. Add an allocation to correct this.

Setup

✓ User has access at Unit level or higher

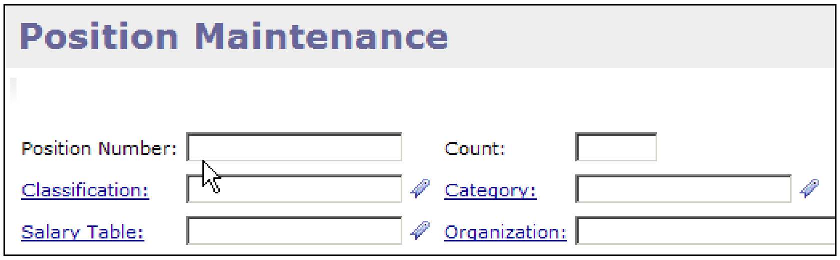
✓ User is logged in to the Home page of Budget Development

- ✓ A Position Record has been created
- ✓ User has access to multiple funds

Steps

A. Locate the Position Record.

1. On the Functional Area Navigation Toolbar, click **SBFS**.
2. Click **Positions, Employees and Assignments** and then click **Position Maintenance**.
3. In the **Position Number** field, enter ***the value from your data card.***

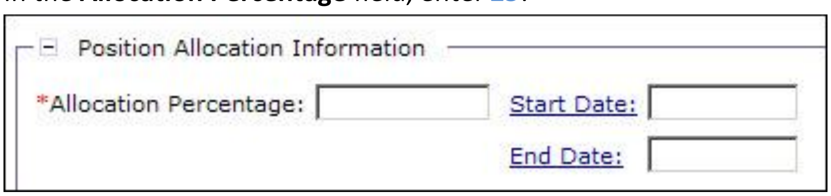


4. Click the **Search** button.

B. Edit the Position Record.

1. Check the **Position Number** checkbox for the Position Number on your data card.
2. Click the **Edit** button.
3. Click the **Position Allocations** tab.

4. Click the **New Item** button to add an allocation. Note: An allocation only requires an allocation percentage and one chart of account element being different than the Home Dimensions Set on the Position record.
5. In the **Allocation Percentage** field, enter ***25***.



6. In the **Fund** field, enter ***the value from your data card***.
7. Leave the **Start Date** and **End Date** blank.
8. Click the **Update** button.

5.5. Change the Home Dimensions on an Employee Record

The Employee Maintenance page provides the user with the ability to add, edit, view and delete employees. Manually editing Employees and the data on their records is the exception, not the norm.

The system will only allow a user to access the Employee if he/she has dimensional security access to the Employee's Home Dimension Set.

Activity 5.5: Change the Home Dimensions on an Employee Record

Scenario

The SBFS data loaded a month ago contains an employee that was transferred to another department. Change the Home Dimensions to properly reflect the change.

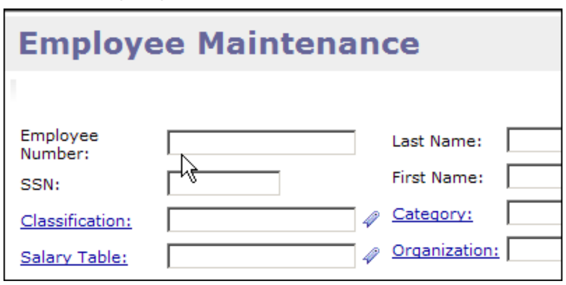
Setup

- ✓ User has access at Unit level or higher
- ✓ User is logged in to the Home page of Budget Development
- ✓ An Employee Record has been created
- ✓ User has access to multiple funds

Steps

A. Locate the Employee Record.

1. On the Functional Area Navigation Toolbar, click **SBFS**.
2. Click **Positions, Employees and Assignments** and then click **Employee Maintenance**.
3. In the **Employee Number** field, enter ***the value from your data card***.



4. Click the **Search** button.

B. Edit the Employee Record.

1. Check the **Employee Number** checkbox and click the **Edit** button
2. Scroll down to the **Home Dimension Set** at the bottom of the form. In the **Fund** field, enter the code for the new funding source.
3. Click **Save**. Check to make sure **Action was successful** is displayed in the message tab.

5.6. Add an Employee Allocation to an Employee Record

The Employee Allocation page allows the user to allocate the salary and benefit costs of an employee to multiple funding sources based on percentages and effective dating.

The allocation of employee costs is used in conjunction with the Home Dimension Set. The Employee Allocation page allows for multiple allocation lines to be added to the employee record, each one defining an effective date for the allocation as well as the changes to the dimension set. Only dimensions that differ from the Home Dimension Set must be defined on the allocation line. If the total of the allocations is less than 100 percent the remaining percentage will be charged to the Home Dimension Set.

An allocation only requires an allocation percentage and one chart of account element being different than the Home Dimensions Set on the employee record. Only fill out Start Date and End Date if your position allocation will be implemented during the FY. If fields are blank the application assumes the allocation is for the full FY.

Activity 5.6: Add an Employee Allocation to an Employee Record

Scenario

The SBFS data loaded a month ago contained an employee who now has a new assignment and requires a portion of their salary and benefits to be charged to another fund. Add an allocation to correct this.

Setup

- ✓ User has access at a Unit level or higher
- ✓ User is logged in to the Home page of Budget Development
- ✓ An Employee Record has been created
- ✓ User has access to multiple funds

Steps

A. Locate the Employee Record.

1. On the Functional Area Navigation Toolbar, click **SBFS**.
2. Hover over **Positions, Employees and Assignments** and click **Employee Maintenance**.
3. In the **Employee Number** field, enter ***the value from your data card.***
4. Click the **Search** button.

B. Edit the Employee Record.

1. Check the **Employee Number** checkbox and click the **Edit** button.
2. Click the **Employee Allocations** tab.
3. Click the **New Item** button to add an allocation. The **Employee Allocation Maintenance** page is displayed. Note: An allocation only requires an allocation percentage and one chart of account element being different than the Home Dimensions Set on the employee record.
4. In the **Allocation Percentage** field, enter ***35***.
5. In the **Dimension Set** section, **Fund** field, enter the code for the new funding source.
6. Leave the **Start Date** and **End Date** blank.
7. Click the **Update** button.

Lesson Summary

In this lesson, you:

- Changed the home dimensions on a position record
- Changed the home dimensions on an employee record
- Added an allocation on the position record
- Added an allocation on the employee record

Check Your Progress

1. The position allocation changes are made on a tab in the Position record.
   a. True
   b. False

2. Allocations can be set up to allow for positions' salary and benefits to be budgeted in a different funding source each month of a fiscal year.
   a. True
   b. False

3. Employee allocation changes are made on a tab in the employee record.
   a. True
   b. False
   c. False

4. Position records are located in the position maintenance screen.
   a. True
   b. False

5. Any of the home dimension elements can be updated on the position record.
   a. True
   b. False

6. Employee records are located in the Employee maintenance screen.
   a. True
   b. False

7. Any of the home dimension elements can be updated on the Employee record.
   a. True
   b. False

6. Viewing Budget Development Data

Lesson Overview

Data stored in the Budget Development system can be viewed using queries. Users can create their own queries by specifying parameters, or use public queries created by others. Results of a query can be exported to a spreadsheet for further analysis.

Learning Objectives

In this lesson, you will:

- Identify the Budget Development Consolidation levels
- Execute a Formatted System Query (FSQ)
- Zoom in on the Formatted System Query results
- Export the Formatted System Query results to Excel
- Create a private FSQ

6.1. Formatted System Queries (FSQ)

Formatted System Queries (FSQs) are used to query and display data at any point in the budget cycle. An FSQ displays information from the Budget Development system in a table format similar to a spreadsheet. However, since data in Budget Development resides in a relational database rather than a spreadsheet, formatted system queries can be used to display information at different levels of detail and from more than one budget request. FSQs are one way to provide a snapshot of the data at any point in time.

The query operates on the same set of data that contains budget entries, allocations, and projections. FSQs will only return numeric data. FSQs must first be defined and structured before they can be executed. Queries can be private or shared publicly among users.

6.2. Consolidations

Governments can consist of hundreds of individual units, with each unit containing a separate budget. During the process of reviewing these budgets or controlling expenditures, managers often want to view data at increasingly summarized levels. The consolidation process is what makes it possible to provide summarized budget data. Consolidations are used to aggregate, or add together, budget data at increasingly higher hierarchical levels.

The Organization consolidation structure for *wv*OASIS Budget Development is shown in Table 19.

Table 19: Organization Consolidation Levels

1	State
2	Branch
3	Cabinet
4	Department
5	Unit

Consolidations are fundamental to how Budget Development operates. They allow users to focus on an area of the budget relevant to their responsibilities. Consolidations are used to define child and peer relationships among Dimensions, and by doing so, define how dollars associated to specific dimensions are rolled up into higher 'views' of a dimension type's organization.

6.3. Execute a Query

In executing a query, a user is able to first define parameters and then execute the FSQ. Depending on the criteria established on the FSQ definition page, various options are available. Parameters may include dimensional filtering, dimensional tabbing, audit trail detail, models, and conditional formats. The Formatted System Query page displays the results of the executed FSQ. Depending on parameters that were set up on the FSQ Definition page, formatting of results will differ accordingly.

Activity 6.3: Execute a Query

Scenario

Each morning a State Budget Analyst would like to review the status of the budget process. An FSQ is created and saved that displays the base budget, requests for each stage and the final budget in columns of the report. In the rows, the organizations are displayed and you can filter the query results by any level of the organization consolidation table.

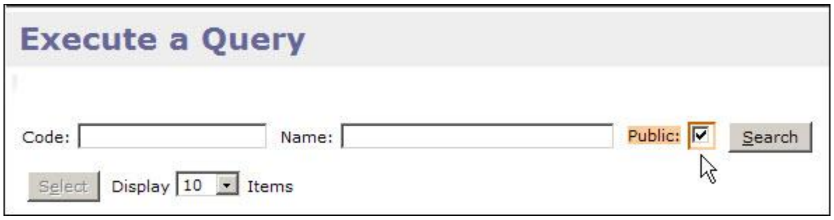
Setup

- ✓ User is logged in to the Home page of Budget Development
- ✓ User has Microsoft Excel installed

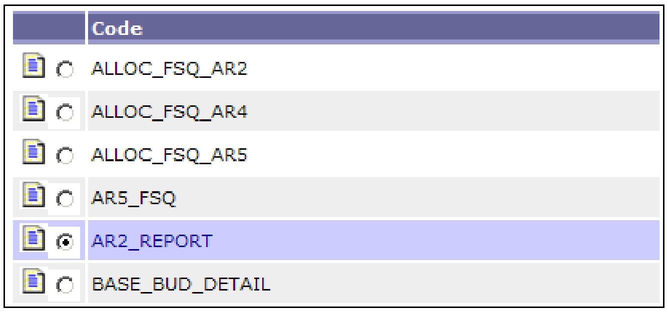
Steps

A. Navigate to the Define Execution Parameters page.

1. On the Functional Area Navigation Toolbar (below the *wv*OASIS logo), click the **Budget Task** link.
2. Click the **Execute a Query** link.
3. Check the **Public** check box.



4. Click the **Search** button
5. Select the radio button to the left of **AR2_Report**.

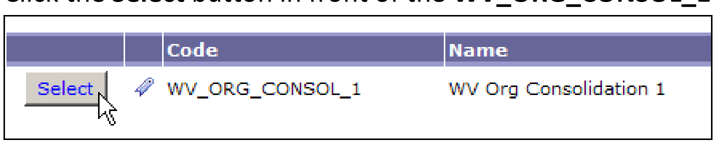


6. Click the **Select** button.

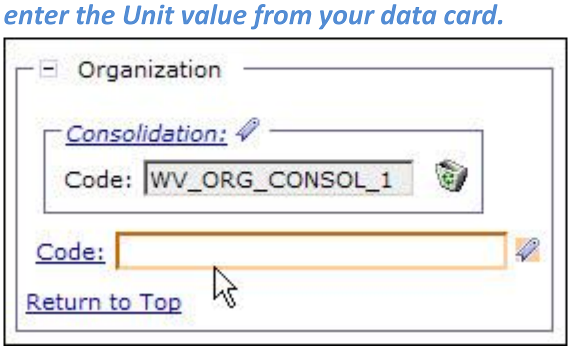
B. Define the parameters for the query.

1. On the **Define Execution Parameters** page, in the **Organization** section, click the **Consolidation** link.

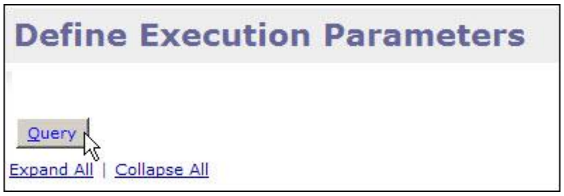
2. On the **Organization Consolidation Selection Search** page, click the **Search** button.
3. Click the **Select** button in front of the **WV_ORG_CONSOL_1** code.



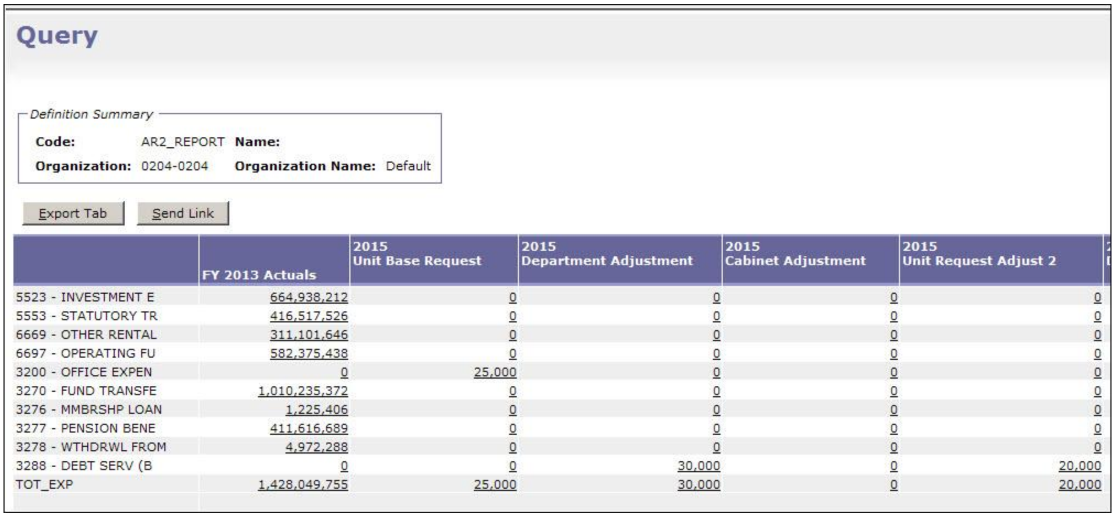
4. The **Define Execution Parameters** page is displayed. In the **Organization** section, **Code** field, ***enter the Unit value from your data card.***



5. Click the **Query** button.



The **Query** page is displayed.



Query

Definition Summary

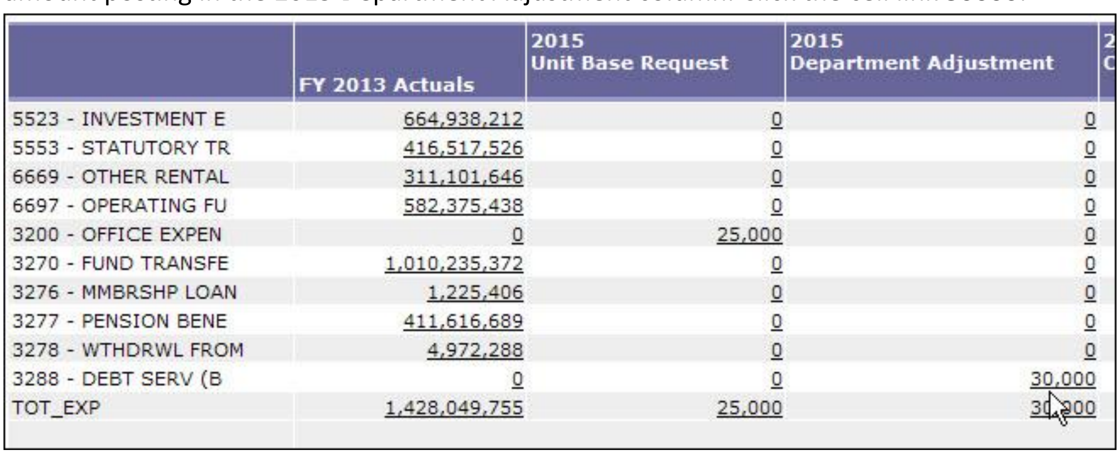
Code: AR2_REPORT Name:
Organization: 0204-0204 Organization Name: Default

Export Tab | Send Link

	FY 2013 Actuals	2015 Unit Base Request	2015 Department Adjustment	2015 Cabinet Adjustment	2015 Unit Request Adjust 2
5523 - INVESTMENT E	664,938,212	0	0	0	0
5553 - STATUTORY TR	416,517,526	0	0	0	0
6669 - OTHER RENTAL	311,101,646	0	0	0	0
6697 - OPERATING FU	582,375,438	0	0	0	0
3200 - OFFICE EXPEN	0	25,000	0	0	0
3270 - FUND TRANSFE	1,010,235,372	0	0	0	0
3276 - MMBRSHP LOAN	1,225,406	0	0	0	0
3277 - PENSION BENE	411,616,689	0	0	0	0
3278 - WTHDRWL FROM	4,972,288	0	0	0	0
3288 - DEBT SERV (B	0	0	30,000	0	20,000
TOT_EXP	1,428,049,755	25,000	30,000	0	20,000

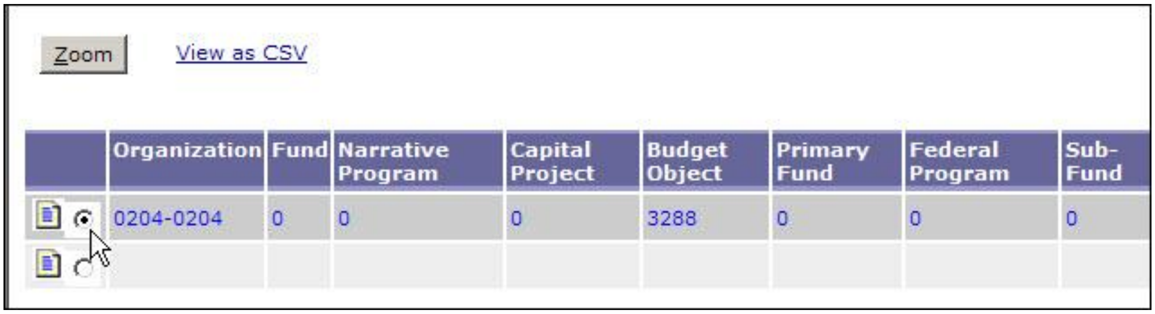
C. View the results.

1. Find the row for object 3288 (or any object from a previous activity). Note the adjustment amount posting in the 2015 Department Adjustment column. Click the cell link **30000**.



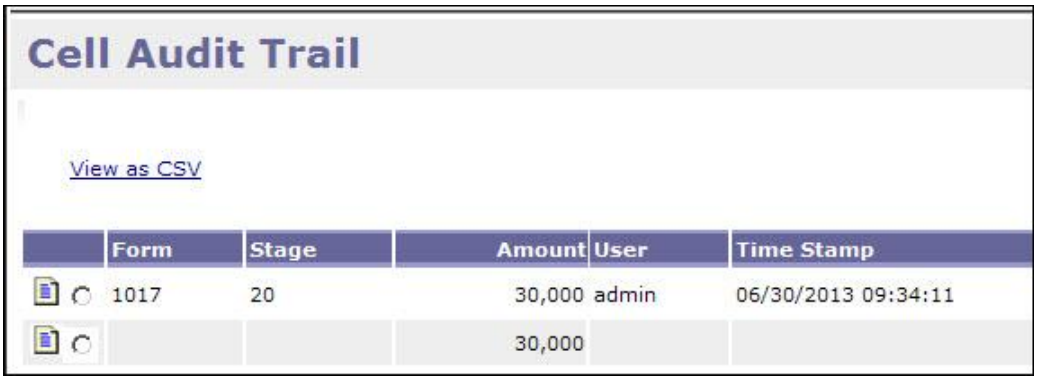
	FY 2013 Actuals	2015 Unit Base Request	2015 Department Adjustment
5523 - INVESTMENT E	664,938,212	0	0
5553 - STATUTORY TR	416,517,526	0	0
6669 - OTHER RENTAL	311,101,646	0	0
6697 - OPERATING FU	582,375,438	0	0
3200 - OFFICE EXPEN	0	25,000	0
3270 - FUND TRANSFE	1,010,235,372	0	0
3276 - MMBRSHP LOAN	1,225,406	0	0
3277 - PENSION BENE	411,616,689	0	0
3278 - WTHDRWL FROM	4,972,288	0	0
3288 - DEBT SERV (B	0	0	30,000
TOT_EXP	1,428,049,755	25,000	30,000

2. Select the radio button to the left of the eight-digit Organization code from your data card.



	Organization	Fund	Narrative Program	Capital Project	Budget Object	Primary Fund	Federal Program	Sub-Fund
	0204-0204	0	0	0	3288	0	0	0

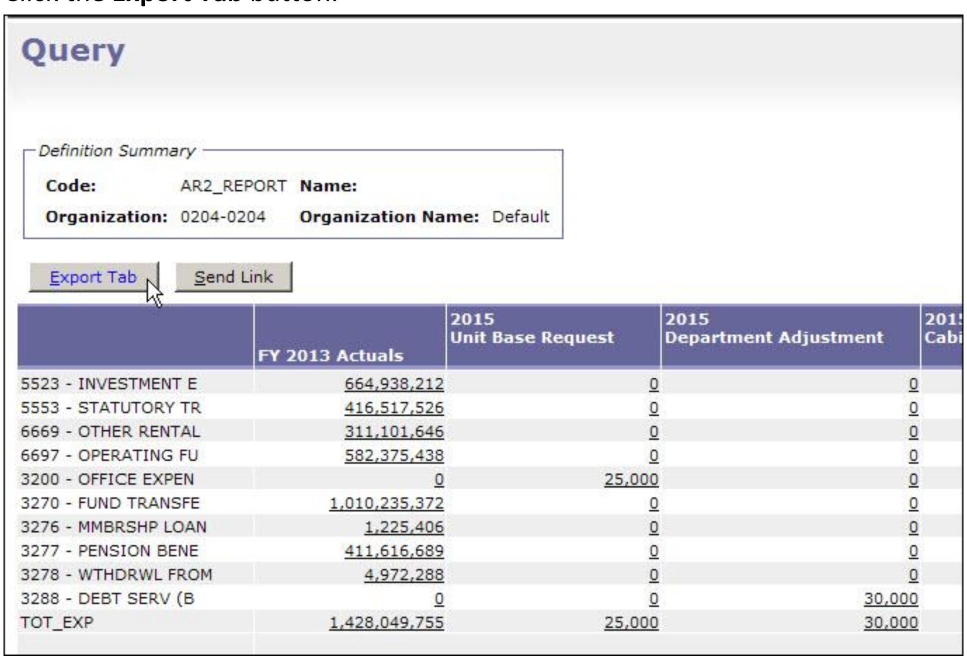
3. Click the **Zoom** button. The **Cell Audit Trail** page is displayed. The audit trail will note changes to this budget line including User ID and time/date stamp information.



	Form	Stage	Amount	User	Time Stamp
	1017	20	30,000	admin	06/30/2013 09:34:11
			30,000		

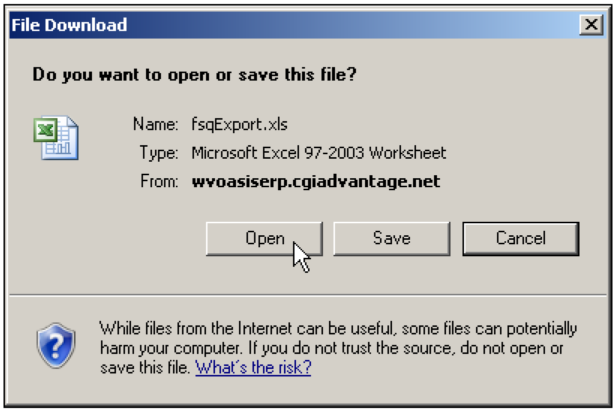
4. In the breadcrumb trail, click the **Results** link to return to the Query page.

5. Click the **Export Tab** button.



	FY 2013 Actuals	2015 Unit Base Request	2015 Department Adjustment	201 Cabi
5523 - INVESTMENT E	664,938,212	0	0	
5553 - STATUTORY TR	416,517,526	0	0	
6669 - OTHER RENTAL	311,101,646	0	0	
6697 - OPERATING FU	582,375,438	0	0	
3200 - OFFICE EXPEN	0	25,000	0	
3270 - FUND TRANSFE	1,010,235,372	0	0	
3276 - MMBRSHP LOAN	1,225,406	0	0	
3277 - PENSION BENE	411,616,689	0	0	
3278 - WTHDRWL FROM	4,972,288	0	0	
3288 - DEBT SERV (B	0	0	30,000	
TOT_EXP	1,428,049,755	25,000	30,000	

6. The **File Download** window opens. Click the **Open** button. The query is displayed in Excel. The Excel file can be manipulated and saved as necessary.



7. Close the Excel file and return to the Advantage Budgeting **Home** page.

6.4. Create a Formatted System Query (FSQ)

A formatted system query can be used during the budget cycle to see the budget request throughout the process for a particular set of budget line items. The Formatted System Query Definition Maintenance page is where created FSQs are maintained. It defines a grid, specifying the dimension to be used as columns and the dimension to be used as rows. This page allows you to create, edit, view or delete FSQs.

Activity 6.4: Create a Private Query

Scenario

Create a query that shows the time periods related to the stages of the AR2 and AR4 forms. Include some formatting, for example, group objects by major object with sub totals and list headers. Attach a variance model and create an FSQ group. Execute the query at different summary levels. Export the results to Excel.

Setup

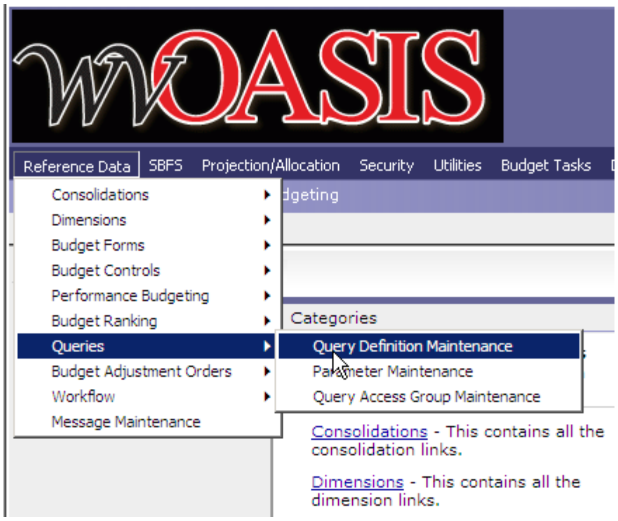
✓ User is logged in to the Home page of Budget Development

Steps

A. Navigate to the Query Definition Maintenance page.

1. On the Functional Area Navigation Toolbar (below the *wv*OASIS logo), click the **Reference Data** link.

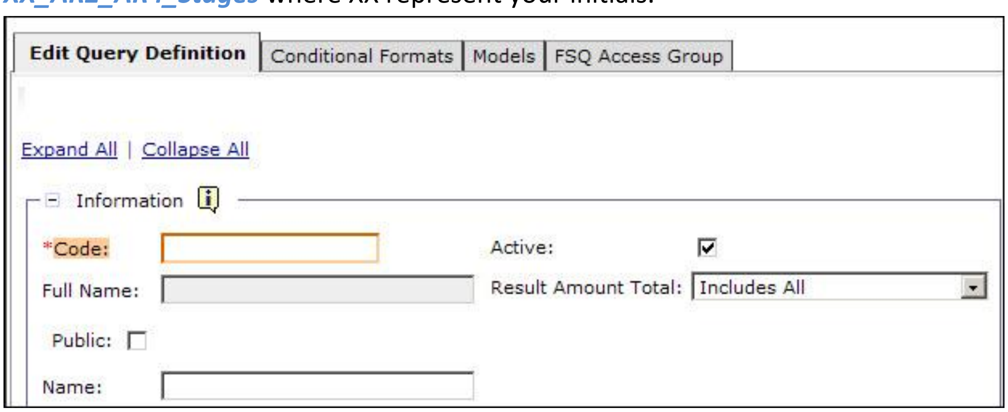
2. Click the **Queries** link.
3. Click the **Query Definition Maintenance** link.



The **Query Definition Maintenance** page is displayed.

B. Create an FSQ.

1. On the **Query Definition Maintenance** page click the **New** button.
2. The **Edit Query Definition** tab is displayed. In the **Information** section, **Code** field, enter *XX_AR2_AR4_Stages* where XX represent your initials.

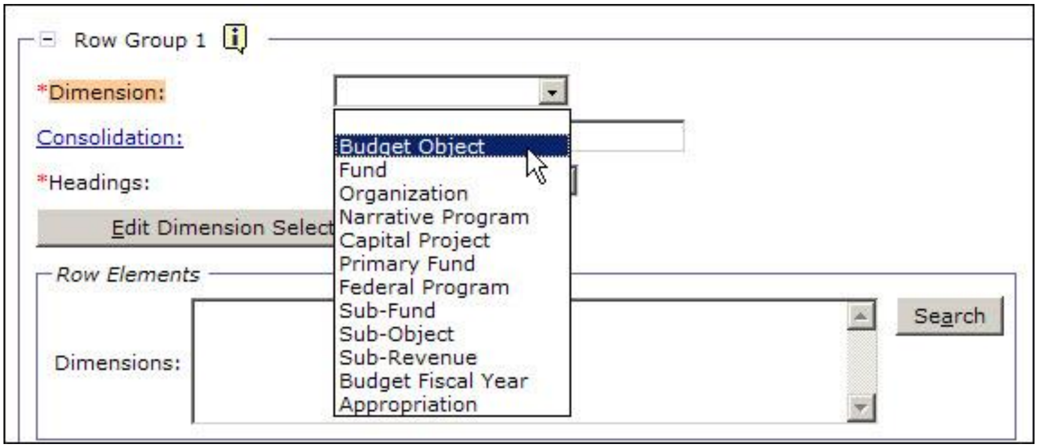


3. Check the **Public** checkbox. This will enable other users to use the FSQ.

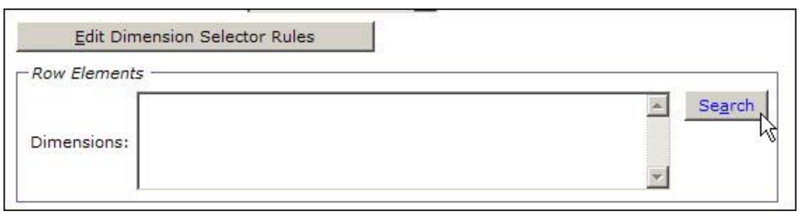
4. In the **Name** field, enter ***XX_FSQ*** where XX represents your initials.

C. Specify the Criteria and Budget Objects.

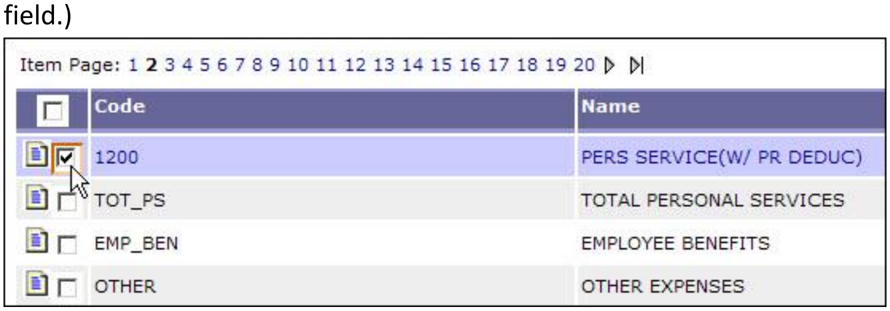
1. Scroll down to the **Row Group 1** section. From the **Dimension** drop-down list, select **Budget Object**.



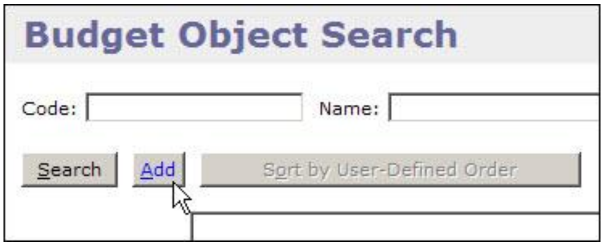
2. From the **Headings** drop-down list, select **Code**. This will determine how you would like to read your budget objects in the FSQ results. It can be updated at a later time as required.
3. In the **Row Elements** subsection, click the **Search** button.



4. The **Budget Object Search** page is displayed. Click the **Search** button to search for a Budget Object code.
5. The search may generate multiple pages of code. The number of pages depends on your level of access and on the default Display settings.
6. Check the checkbox next to **1200** – PERS SERVICE(W/ PR DEDUC). (If the 1200 code is not displayed on your first page, you can either click on another page, or search for 1200 in the Code field.)

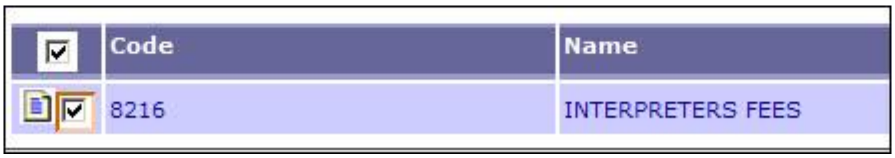


7. Click the **Add** button to add the Code for PERS SERVICE(W/ PR DEDUC) to the Search Page List.

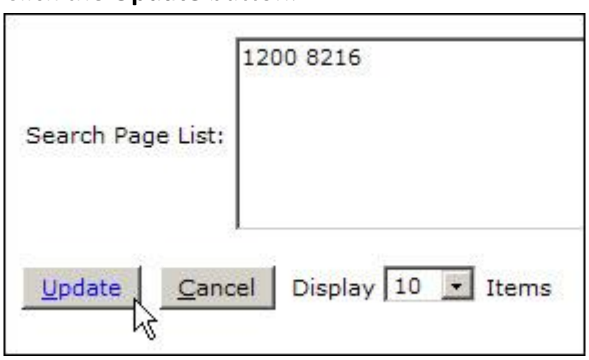


D. Add Budget Object 8216 (Interpreters Fees).

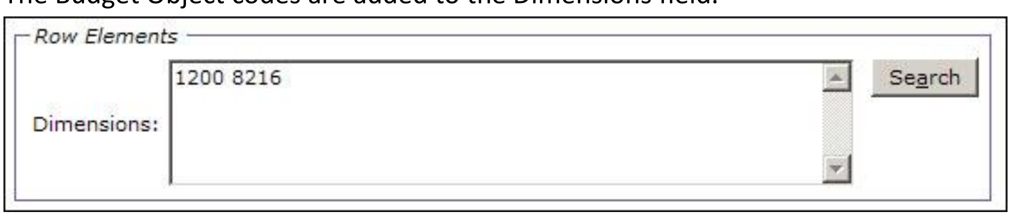
1. In the **Code** field, enter ***8216*** (Interpreters Fees).
2. Click the **Search** button.
3. Check the checkbox next to **8216** to select Interpreters Fees.



4. Click the **Add** button to add the code for Interpreters Fees to the Search Page List field.
5. Click the **Update** button.



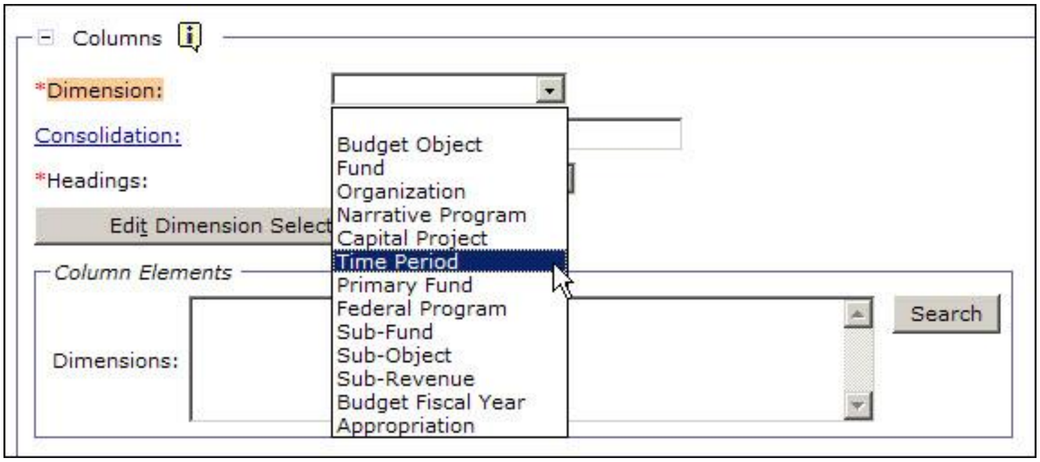
6. The Budget Object codes are added to the Dimensions field.



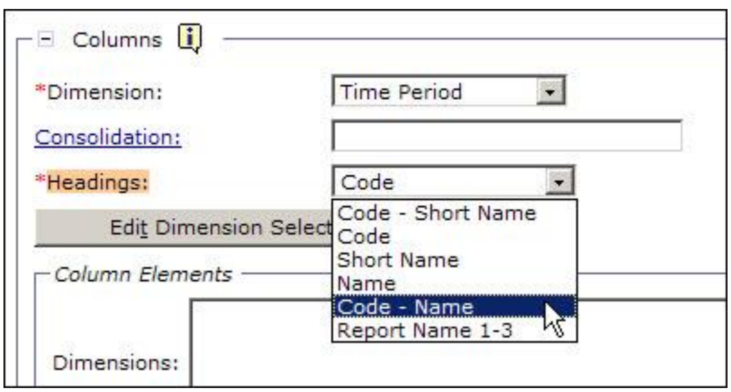
Codes may also be manually entered in this field. If a range of budget objects is desired then enter the first and last budget object codes with a semi-colon (;) separating them. Multiple ranges are allowed. For example, if you want codes 1200 through 1204, you would enter 1200;1204.

E. Specify Time Period and Heading.

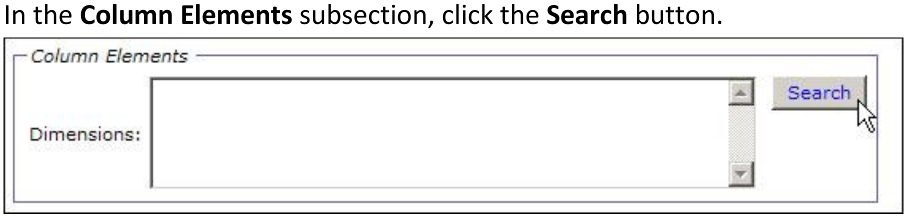
1. Scroll down to the **Columns** section. From the **Dimension** drop-down list, select **Time Period**.



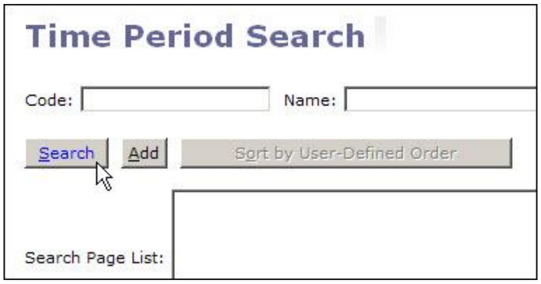
2. In the **Headings** field, select **Code - Name** from the drop down list. This will determine how you would like to read your time period names in the FSQ results. This can be updated at a later time as required.



3. In the **Column Elements** subsection, click the **Search** button.



4. The **Time Period Search** page is displayed. Click the **Search** button.



5. Search for and add AR2 time periods.
   a. In the **Code** field, enter ***AR2**** to search for time periods that begin with AR2.
   b. Click **Search**.
   c. Check the checkboxes next to the following time periods:

      AR2_PRELOAD
      AR2_DEPT_REQ_TOT
      AR2_AR4_DEPT_TOTAL
      AR2_UNIT_REQ_2
      AR2_DEPT_ADJ
      AR2_DEPT_ADJ_2
      AR2_CAB_ADJ
      AR2_CAB_ADJ_2

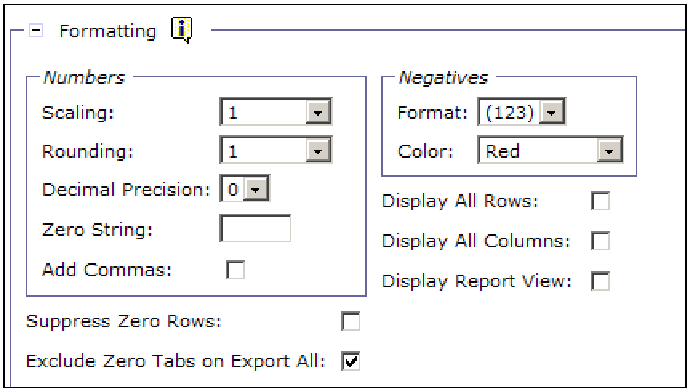
   d. Click the **Add** button to add these periods to the Search Page List.
6. Search for and add AR4 time periods.
   a. In the **Code** field, enter ***AR4**** to search for time periods that begin with AR4.
   b. Click **Search**.
   c. Check the checkboxes next to the following time periods:

      AR4_UNIT_REQ
      AR4_UNIT_REQ_1T _2

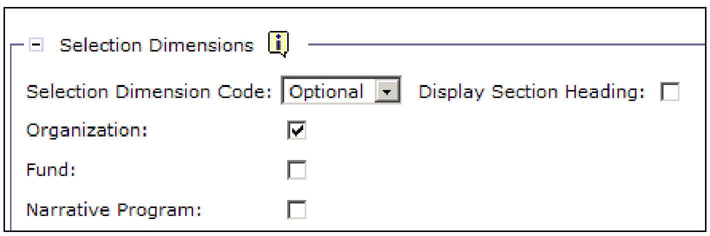
   d. Click the **Add** button to add these periods to the Search Page List.
7. Click the **Update** button. The Time Period code is added to the Dimensions field.

> ***Note:***
> *How you select results in the search window is the order elements will appear in the results box.*

F. Format the report.



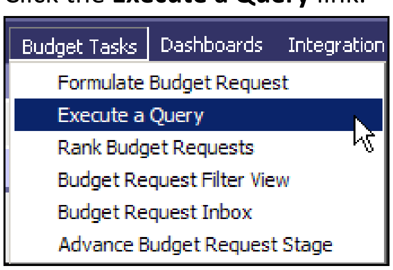
1. In the **Formatting** section, check the **Add Commas** checkbox.
2. Check the **Suppress Zero Rows** checkbox.
3. Check the **Display All Rows** checkbox.
4. Check the **Display All Columns** checkbox.
5. In the **Selection Dimensions** section, check the **Organization** checkbox.



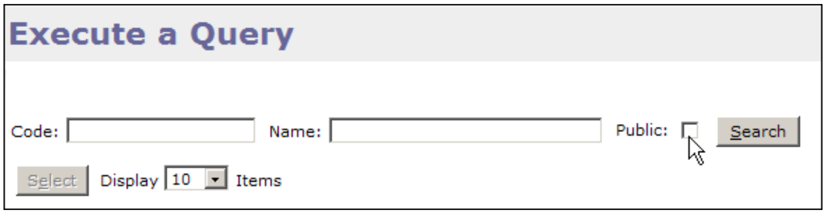
6. Scroll to the top of the page and click the **Save** button. Check to make sure **Action was successful** is displayed in the message tab.

G. Execute the query.

1. On the Functional Area Navigation Toolbar (below the *wv*OASIS logo), click the **Budget Tasks** link.
2. Click the **Execute a Query** link.



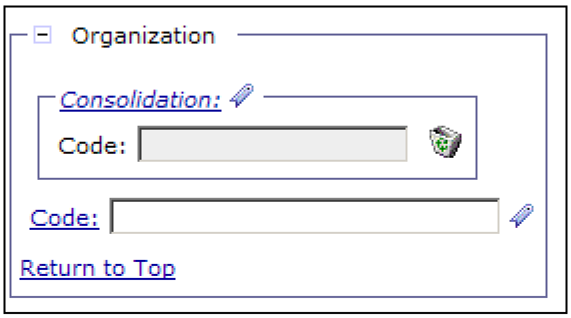
3. The **Execute a Query** page is displayed. Check the **Public** checkbox.



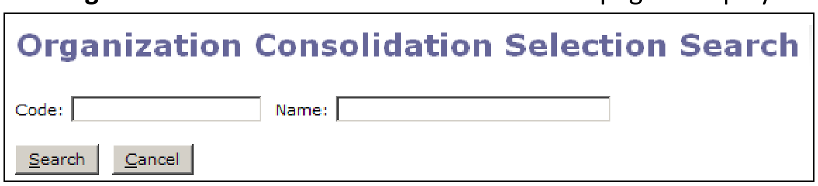
4. In the **Code** field, enter ***XX_AR2_AR4 Stages*** where XX stands for your initials.
5. Click the **Search** button.
6. Select the radio button to the left of the code.
7. Click the **Select** button. The **Define Execution Parameters** page is displayed.

H. Select the Execution Parameters.

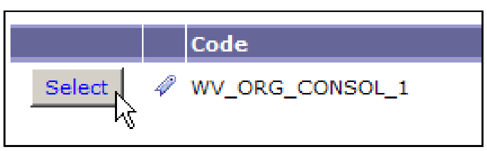
1. In the **Organization** section, click the **Consolidation** link.



2. The **Organization Consolidation Selection Search** page is displayed. Click the **Search** button.



3. Click the **Select** button in front of the "WV_ORG_CONSOL_1.



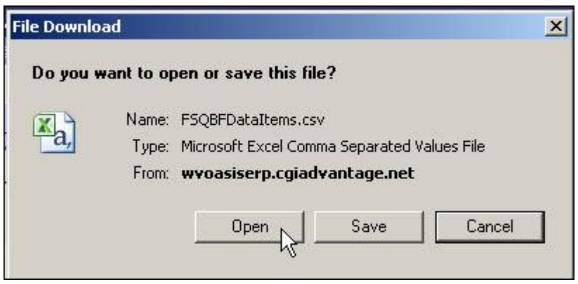
4. In the **Organization** section, **Code** field, enter ***the Unit value from your data card.***

5.

6. Click the **Query** button. Check to make sure **Action was successful** is displayed in the message tab.
7. View the results. Find the row for object **3288**. Note the postings in the time periods. These should correspond to the amounts entered in the AR2 Base Budget form.
8. Click the cell link **30000**. The **Zoom** page is displayed.

I. Export to an Excel file.

1. Click the **View as CSV** link. This exports the budget lines page to a Comma Separated Values file which can then be opened in applications such as Microsoft Excel. The **File Download** window is displayed.
2. Click the **Open** button.



3. The data is displayed in Excel.
4. Close the Excel file and return to the Home page.

Lesson Summary

In this lesson, you:

- Identified Budget Development Consolidation levels
- Executed an FSQ
- Zoomed in on the FSQ results
- Exported the FSQ results to Excel
- Created a private FSQ

Check Your Progress

1. An FSQ can be run for a specific unit.
   a. True
   b. False

2. The results of an FSQ can be exported to Excel.
   a. True
   b. False

3. An FSQ can be created and run for a specific time period.
   a. True
   b. False

4. FSQs can be created for one's private use.
   a. True
   b. False

7. Business Intelligence

Lesson Overview

The *wv*OASIS Business Intelligence (BI) portal is a web application that allows users to access and execute Web Intelligence reports as well as interact with dashboards. This section provides a high-level overview of the *wv*OASIS BI portal for Budget Development. Users are given step-by-step directions on how to access and navigate the BI portal, find their reports and dashboards, and interact with them.

The portal is an integrated analytics solution that provides insight into the State's data for the Budget Development, Financial, Procurement, and Human resource and Payroll applications. In addition, *wv*OASIS BI has capabilities that can be extended cross-application for Enterprise Reporting and Business Intelligence.

Learning Objectives

In this lesson, you will:

- Access *wv*OASIS Business Intelligence
- Identify the Budget Development Reports and Dashboards
- Access a Budget Appropriation Request Report
- Execute a Budget Appropriation Request Report
- Export a Budget Appropriation Request Report to MS Excel

7.1. Budget Development Reports

The features that are available in *wv*OASIS BI vary based on user security profile or role, but for Budget Development, users will have the same level of access to all reports and dashboards. However, users are limited to what data they can access in reports and dashboards based on their security role that is established in the Budget Development application.

*wv*OASIS Business Intelligence solution is integrated with *wv*OASIS Budget Development, *wv*OASIS Financial, and *wv*OASIS Human Resource and Payroll applications. For Budget Development, *wv*OASIS BI is delivered with 38 baseline (out-of-the box) reports, 14 customized Appropriation Request reports, and 4 dashboards. These reports and dashboards are stored in folders where they are easily identified by functional area. The Budget Development folders are described in Table 20.

Table 20: Budget Development Folders

Folder	What it stores	Example
Appropriation Request	Budget appropriation request reports	▪ AR1-Appropriation Request Division ▪ AR10-Division of Programs
Dashboards	Budget Development dashboards	▪ Position Request ▪ Salary Projection ▪ Budget To Actual Variance
Dimensions	Chart of Accounts Consolidation and Chart of Accounts Dimension Codes reports. In addition, the reference reports provide visibility into several Advantage Budgeting maintenance tables. These baseline reports can be executed without configuration.	▪ Appropriation Consolidation ▪ Reference Report ▪ Fund Verification
Salary and Benefits	Reports associated with position, employee, salary, and benefit data in various formats and at various levels of detail and summarization	▪ Position Trace Report ▪ Position Detail Report-Benefits ▪ Position Summary within Class Report

7.2. Navigating in the Business Intelligence Portal

Access the Business Intelligence Portal

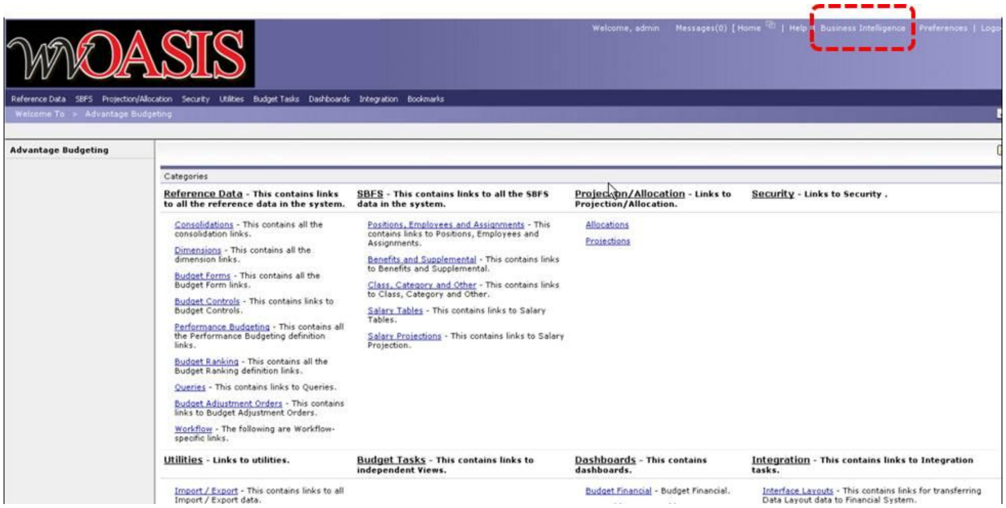
The *wv*OASIS BI Portal provides a single point of entry for Budget Development reporting.

To access the BI Portal:

3. Log in to MyApps.
4. Click the Business Intelligence link. This link is visible only to authorized users of Business Intelligence, based on access profile or user role.
5. Click the Document List link.
6. Access Budget Development folders

> **Note:** *You can also log in to Business Intelligence through a link in the Budget Development application, as shown in Figure 9.* My Apps → Budget Development → Business Intelligence

Figure 9: Link to Business Intelligence from Budget Development



Access Budget Development Folders

To access Budget Development folders, click the **Document List** link, either from the menu or from the Navigate section in the body of the portal.

Figure 10: wvOASIS BI Portal

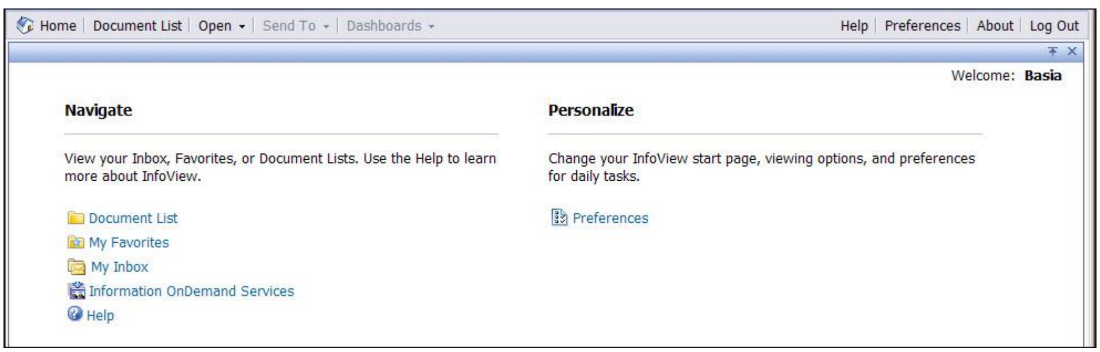
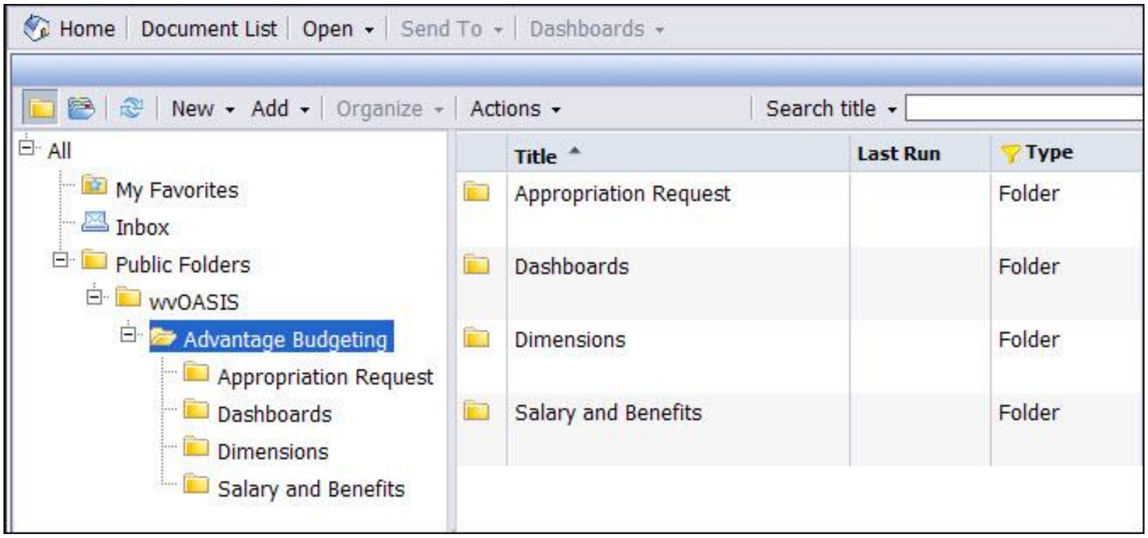


Figure 11: Document List

Click Public Folders → wvOASIS → Advantage Budgeting which takes you to the Budget Development folders as shown in Figure 12.

Figure 12: Budget Development Folders



Click the **Appropriation Request** folder and a list of Appropriation Request reports will display as shown in Figure 13.

Figure 13: List of Appropriation Request Reports

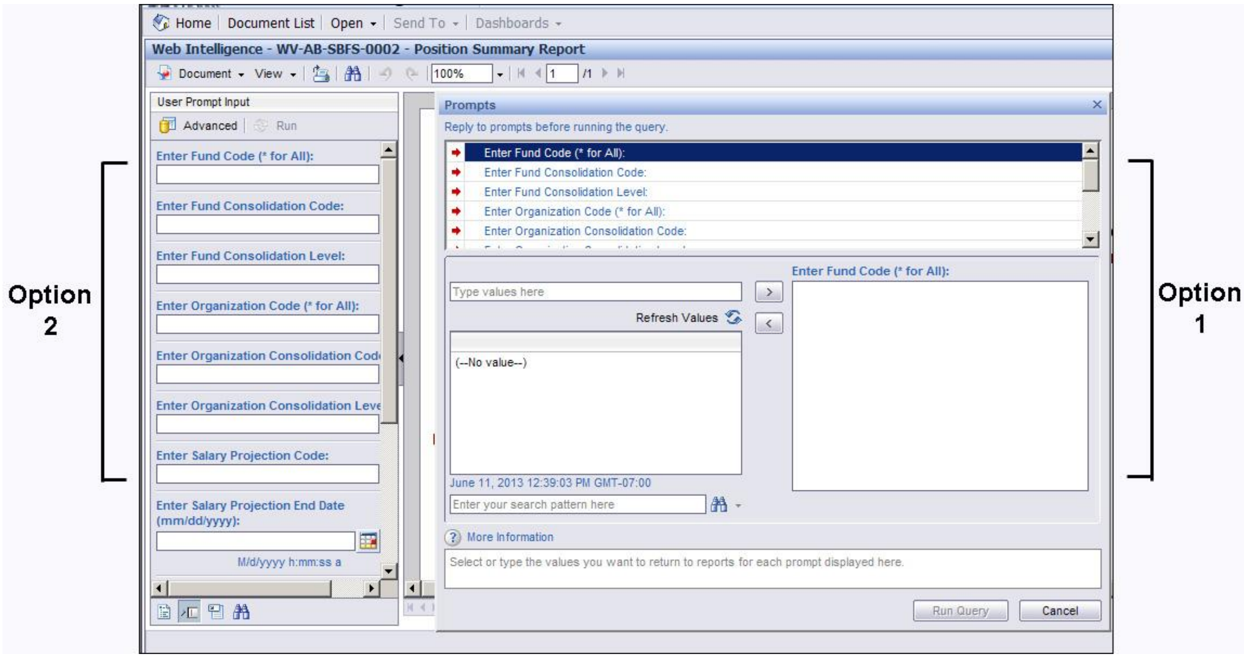
7.3. Execute Budget Development Reports

Budget Intelligence reports are built with prompts or parameters that need to be reviewed and updated prior to executing the report. The prompts are set up to be required or optional.

Required prompts need to be filled in in order to execute a report while optional prompts are not required to be filled in (however, some may require an asterisk to support prior version of the software. In this the case the prompt literal or name will specify that you need to enter an asterisk (*). All reports have at least one required prompt.

Prompts can be filled in using one of two options. The two options are shown in Figure 14.

Figure 14: Options for Executing a Report

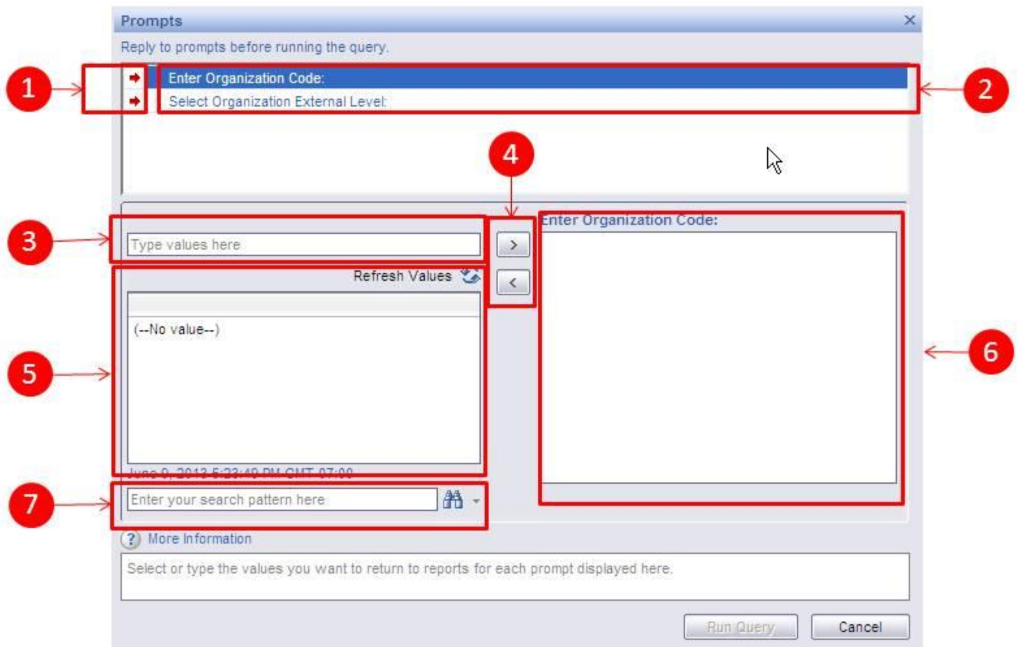


Execute a Report Using Option 1

1. Click the **Refresh All** or **Refresh Data** button. The button name is dynamic and changes based on how many queries are associated with a report.
    - When one query is associated with the report the button will be displayed as **Refresh Data**.
    - When more than one query is associated with a report the button will be displayed as **Refresh All**. You have the option to refresh only one of the queries, or all of them.
2. A dialog box opens with a list of prompts to be filled in. Once the required prompts are filled in the **Run Query** button becomes active.
3. Click the **Run Query** button to execute the report.

In the prompts dialog box, you have the option of refreshing values by clicking on **Refresh Values** and searching for values in the **Enter your search pattern here** field.

Figure 15: Components Used in Executing a Report

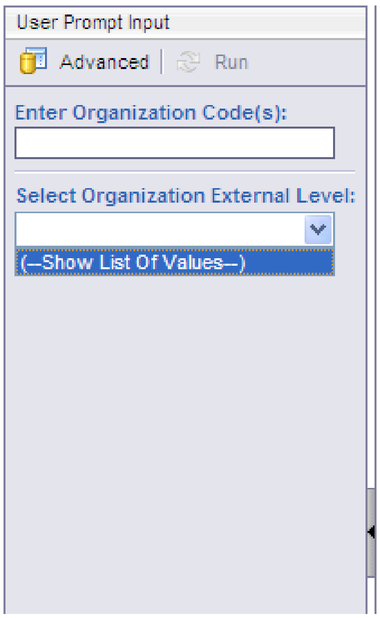


1	The red arrows indicate that the prompts are required. When a prompt is not required, the red arrow will not be visible to the left of the prompt
2	This box lists all the prompts associated with the report (required and Optional). You need to highlight a prompt in order to provide a value(s) for it
3	In this field you can type the value for the prompt directly if you know it. Once typed the you will need to click on > button for the value to be entered into box number 6. If you want the value to be de-selected then click on the < button.
4	Select or deselect your values
5	The Refresh Values button allows you to query a list of COA elements. Once the query is executed and completed it lists all possible values in the box below the button. You can highlight a value(s) from this list and then click on > button to finalize your selection
6	This box lists the values for the selected prompt
7	This box allows you to search for a specific value

Execute a Report Using Option 2

Option 2 is mostly used by users who are familiar with the values used in each report. This option only allows users to enter a value or click on **Show List Of Values** when available.

1. Click the triangle in the middle-left of the portal. This triangle button allows you to expand and collapse a left pane that lists the prompts.
2. With the pane expanded, fill in the prompts.



3. Click the **Run** button at the top of the page to execute the report.

Export Reports

To Export a report:

1. Click the **Document** button.
2. Click Save to my computer.
3. Select one of the desired options; Excel, PDF, CSV, or CSV (with options).
4. Save to the desired location. Keep in mind that users will only be able to save their reports to their local machines.

Figure 16: Export Report

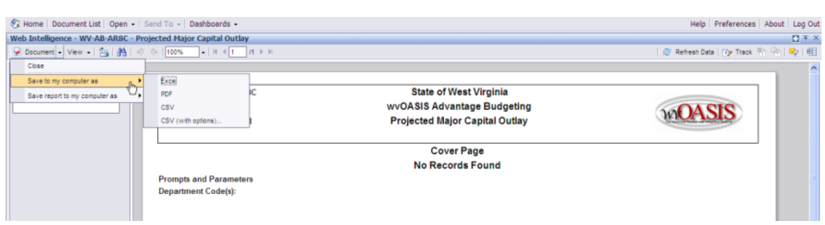
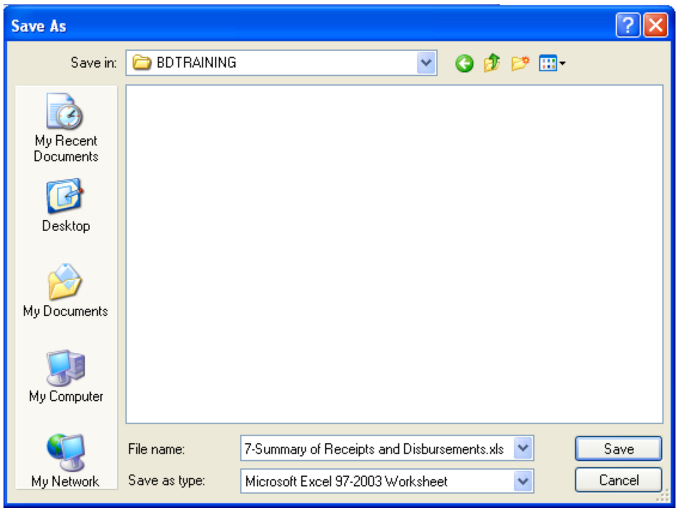


Figure 17: Save Report



Activity 7.1: Access, Execute, and Export the Position Summary Report

Scenario

You will execute a Position Summary Report to review positions within a department / unit. The report provides a single line for each position and summarizes the supplemental pays and benefits into pre-defined compensation types such as Health, Life, and Retirement.

Use the data provided in Table 21 to generate a report with the specified parameters.

Table 21: Parameters for Report

Field	Value	Description
Appropriation Code	*	An asterisk (*) wild card selects all values
Appropriation Consolidation Code	APPROP_CONSOL1	This option confines the report data to the Appropriation Hierarchy defined and used for the Salary Projection in *wv*OASIS Budget Development Application.
Appropriation Consolidation Level	3	This option returns data at the lowest level (Appropriation Codes) of Appropriation Hierarchy selected above.
Fund	*	An asterisk (*) wild card selects all values
Fund Consolidation Code	FUND_CONSOL_1	This option confines the report data to the Fund Hierarchy defined and used for the Salary Projection in wvOASIS Budget Development Application.
Fund Consolidation Level	3	This option returns data at the lowest level (Fund Codes) of Fund Hierarchy selected above.

Organization Code	Value from your data card	Data specific to your Department number
Organization Consolidation Code	WV_ORG_CONSOL_1	This option confines the report data to the Organization Hierarchy defined and used for the Salary Projection in wvOASIS Budget Development Application.
Organization Consolidation Level	5	This option will return data at the lowest level (Unit Codes) of Organization Hierarchy selected above.
Salary Projection Code	STATEWIDE	Returns the Estimated Salary Costs and FTE calculated by the STATEWIDE projection execution in wvOASIS Budget Development application.
Salary Projection End Date	6/30/2014	
Salary Projection Start Date	7/1/2013	

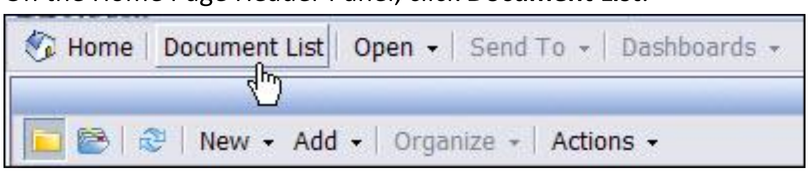
Setup

- ✓ Log in to MyApps portal and access the Budget Development application
- ✓ Pop-up blocker is disabled (Tools → Pop-up Blocker → Turn Off Pop-up Blocker)

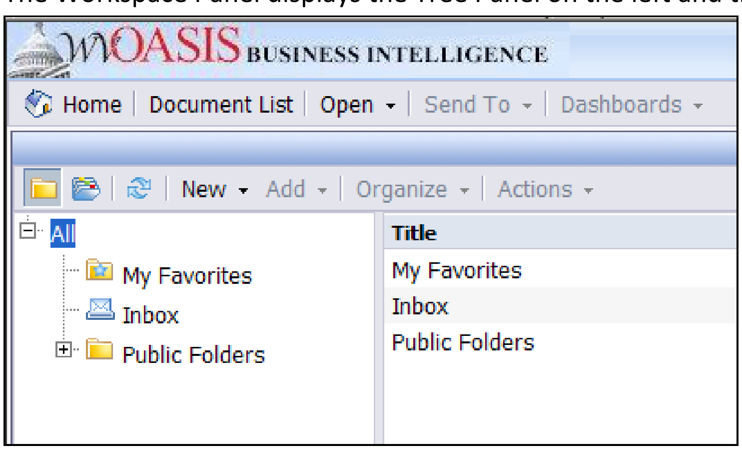
Steps

A. Access the Position Summary Report.

1. In Budget Development, on the Top Navigation toolbar, click the **Business Intelligence** link.
2. On the Home Page Header Panel, click **Document List**.

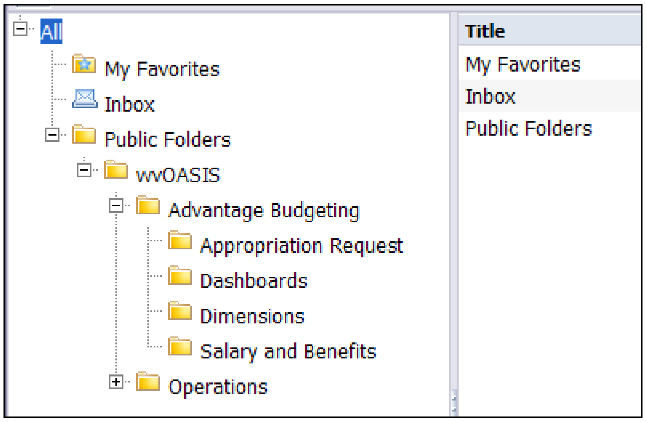


The Workspace Panel displays the Tree Panel on the left and the Detail Panel on the right.

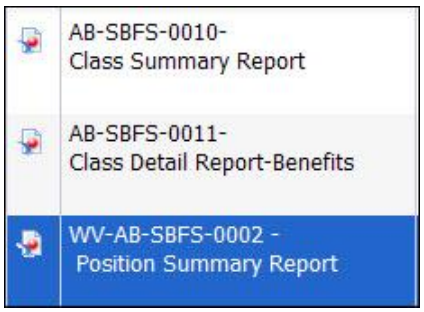


3. In the **Tree Panel**, click the expand icon (+) to the left of **Public Folders.**

4. Click the expand icon (+) to the left of the **wvOASIS** folder.
5. Click the expand icon (+) to the left of the **Advantage Budgeting** folder.

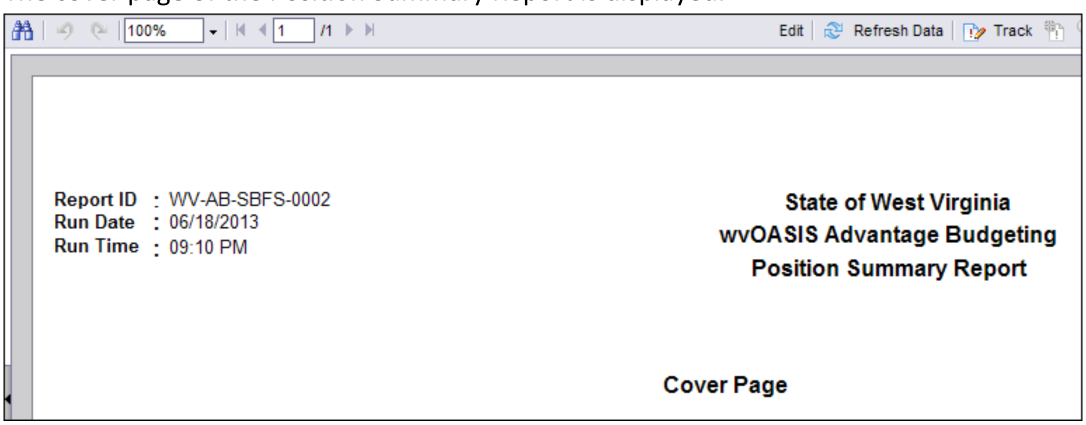


6. Click the **Salary and Benefits** folder. The reports are listed in the Detail Panel on the right.
7. Double-click the WV-AB**-SBFS-0002-Position Summary Report** grid entry to open it.

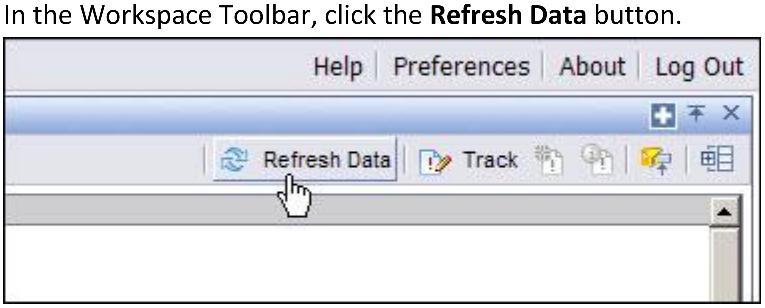


B. Execute the Position Summary Report.

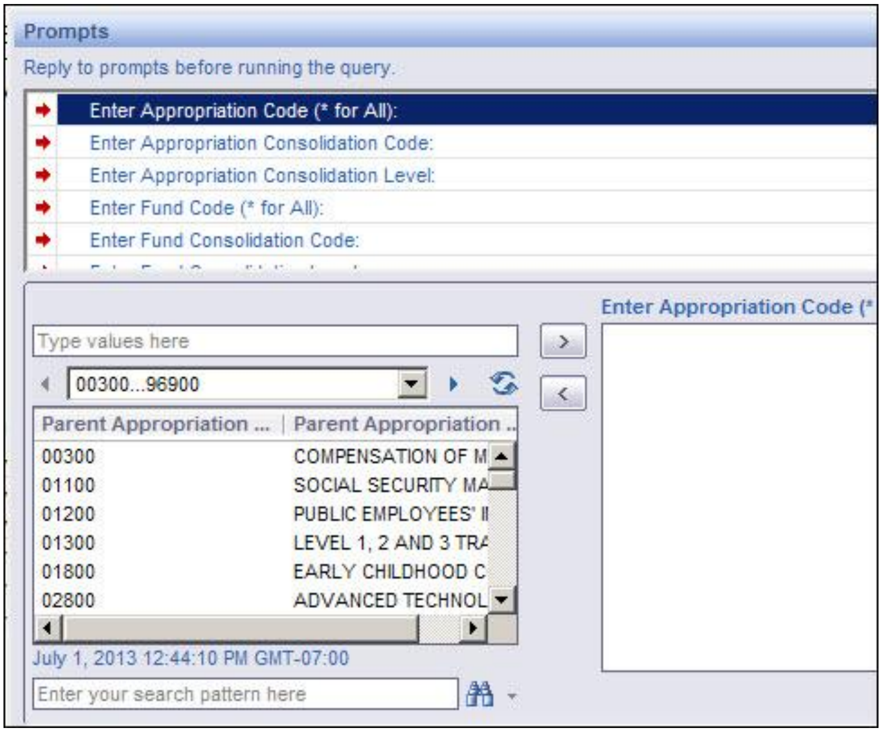
1. The cover page of the Position Summary Report is displayed.



2. In the Workspace Toolbar, click the **Refresh Data** button.

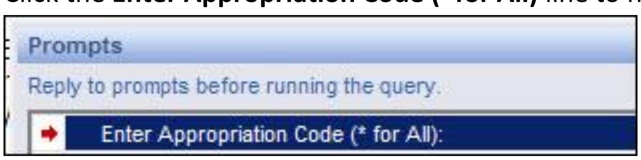


3. The Prompts box opens for updating report parameters. Prompts that have a red arrow in front of them are required prompts.

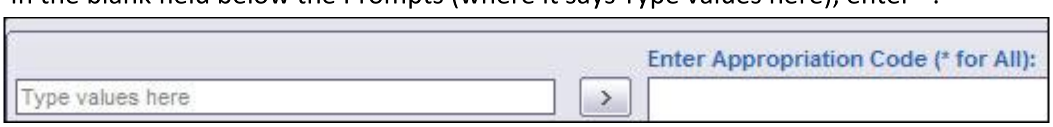


C. Enter the first two required prompts.

1. Enter the **Appropriation Code**.
   a. Click the **Enter Appropriation Code (*for All)** line to highlight it.



   b. In the blank field below the Prompts (where it says Type values here), enter *.

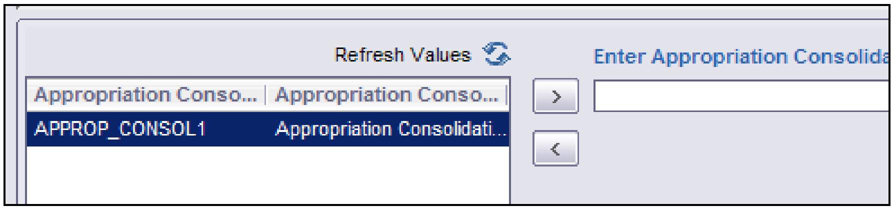


   c. Click the right arrow  to enter the code. Note that the red arrow changes to a green checkmark.

2. Enter the **Appropriation Consolidation Code.**

a. Click the **Enter Appropriation Consolidation Code** line to highlight it.

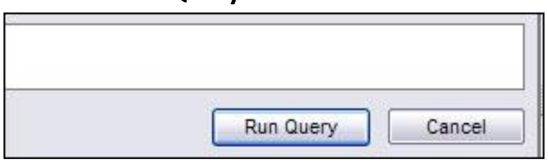
b. From the box below the Refresh Values link, select ***APPROP_CONSOL1.***



c. Click the right arrow  to enter the code. Note that the red arrow changes to a green checkmark.

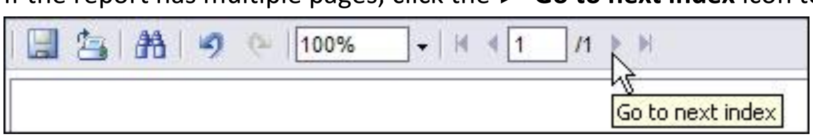
D. Use the same method as in step C to enter the remaining required prompts.

1. For **Appropriation Consolidation Level**, select ***3***.
2. For **Fund Code**, enter *******.
3. For **Fund Consolidation Code**, select ***FUND_CONSOL_1***.
4. For **Fund Consolidation Level**, select ***3***.
5. For **Organization Code**, enter ***the Department value from your data card***.
6. For **Organization Consolidation Code**, select ***WV_ORG_CONSOL_1***.
7. For **Organization Consolidation Level**, select ***5***.
8. For **Salary Projection Code**, select ***STATEWIDE***.
9. For **Salary Projection End Date**, enter ***6/30/2014***. (Note that the **End** Date prompt comes before the **Start** Date prompt.)
10. For **Salary Projection Start Date**, enter ***7/1/2013***.
11. Click the **Run Query** button.

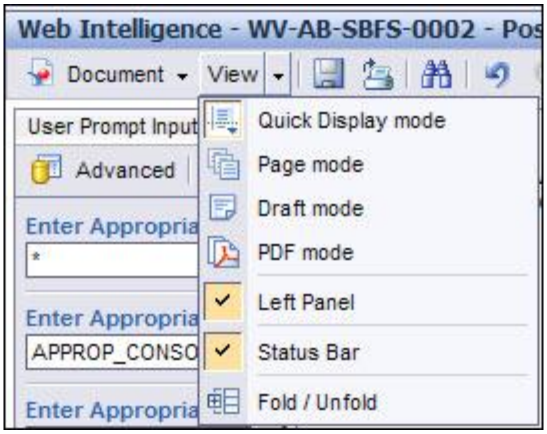


> ***Note:*** *If the* ***Run Query*** *button is disabled, check to make sure that all prompts have been entered. This button becomes active only when all required prompts have been entered.*

12. The Retrieving Data window is displayed. In the **Retrieving Data** window, click the **OK** button.
13. If the report has multiple pages, click the ► **Go to next index** icon to page through the report.

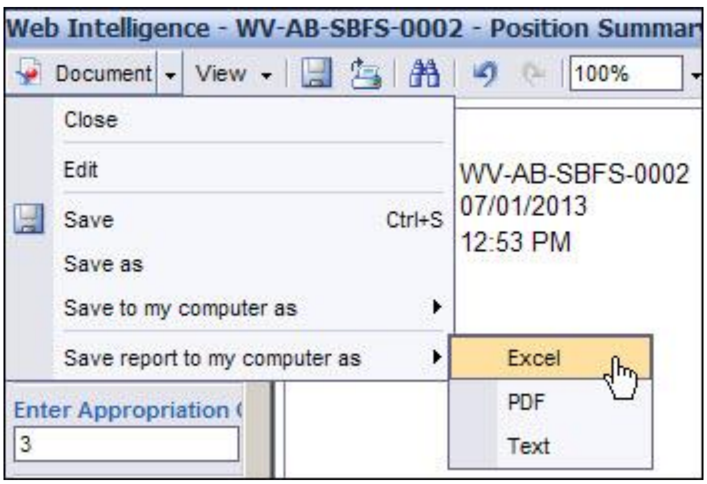


14. Click the **View ▼** down-arrow in the Workspace Toolbar to change viewing mode.



E. Export the **Position Summary Report**.

1. Click the **Document ▼** down-arrow in the Workspace Toolbar and select **Save report to my computer as** > **Excel**. Other options are PDF and Text.



2. In the **File Download** popup box, click the **Save** button.
3. In the **Save As** popup box, select the desired local folder and click **Save.**
4. In the **Download Complete** popup box, click the **Open** button to view the file.
5. Click the **Close** button.

Lesson Summary

In this lesson you:

- Identified the Budget Development folders
- Accessed a Position Summary Report
- Executed a Position Summary Report
- Exported a Position Summary Report

Check Your Progress

1. In *wv*OASIS Business Intelligence you can export information to other business applications such as Microsoft Excel.
    a. True
    b. False

2. The *wv*OASIS Business Intelligence (BI) portal is a web application that allows users to access and execute Web Intelligence reports as well as interact with dashboards.
    a. True
    b. False

3. When executing a report, required prompts are flagged with:
    a. Red arrow
    b. Check mark
    c. Green dot
    d. They are not flagged

4. You want to run a query, but the Run Query button is disabled. What does this mean?
    a. You do not have access to Business Intelligence
    b. You have not entered all required elements
    c. You have not entered all optional elements

8. SET PREFERENCES AND FAVORITES

Lesson Overview

Now that you have spent some time working in the Budget Development system, you might want to customize it to better suit your needs. You can change the appearance of the application, create a list of favorite items, and adjust usability settings.

Learning Objectives

In this lesson, you will:

- Change preferences in the Budget Development application
- Add a link to the Favorites list

8.1. Set Preferences

The Preferences link allows you to customize the Budget Development application, including the appearance of the application pages, organize bookmarks, and establish usability settings.

Preferences tab	Function
Styles	Change the appearance of the application, including background themes, font, desktop color schemes
Bookmarks	Create and organize easy access shortcuts to specific pages within the application
Usability	Defines the navigation settings for application pages, such as tabbing, start pages, and section expansion.

Activity 8.1: Set Preferences

Scenario

After working in the Budget Development system for some time, you notice some things you would like to customize to better meet your needs and preferences, including the following:

- You find some of the fonts difficult to read, and want to experiment with adjusting the font type
- You have added several bookmarks as application shortcuts. However, there is one bookmark that you never seem to use, and another that you use only rarely

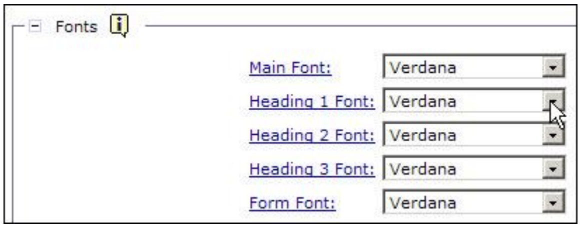
Setup

- ✓ User is logged in to the Home page of Budget Development
- ✓ User has previously created two bookmarks (Activity 2.1)

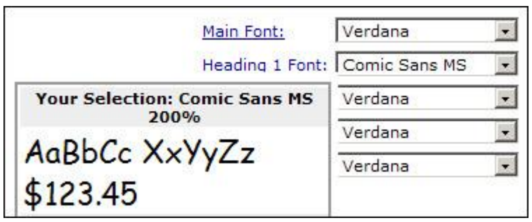
Steps

A. Make changes to the header font.

1. On the Top Navigation Toolbar, click the **Preferences** link.
2. In the **Fonts** section, click the **Heading 1 Font** drop-down list.



3. Select **Comic Sans MS**.
4. Click the **Heading 1 Font** link. A preview of the new font is displayed.

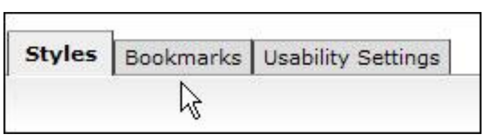


5. Click the **Save** button. Note that **Action was successful** is displayed in the Message tab.
6. To see how a heading looks in the new font, click **Budget Tasks** and then **Budget Layout Selection**. The Budget Layout Selection title is now in Comic Sans MS font.

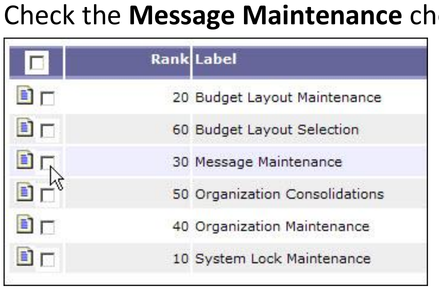
7. You decide to revert the heading back to Verdana. Click the **Preferences** link.
8. In the **Fonts** section, click the **Heading 1 Font** drop-down list and select **Verdana**. The appearance changes back to its default setting.

B. Make changes to your Bookmarks.

1. Click the **Bookmarks** tab.



2. Check the **Message Maintenance** checkbox (or any other bookmark that you want to delete).



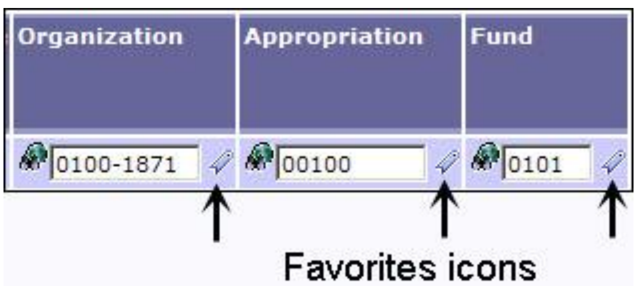
3. Click the **Delete** button. The selected bookmark is lined out. Upon a subsequent login, the bookmark will be deleted from the Bookmarks page.

4. Click the **System Lock Maintenance** checkbox (or any other bookmark that you have). The Rank and Label fill the corresponding fields at the bottom of the grid.
5. Change the **Rank** from 10 to **80**.
6. Click the **Save** button. The Bookmark changes rank, lowering it in the Bookmark list order.

8.2. Create Favorites

While **Bookmarks** help you to navigate to a location, **Favorites** help you to create shortcuts to values (code) for a specific field. The Favorites feature allows you to quickly access frequently used codes (symbols, such as letters or numbers used to represent assigned tables, lists or pages) from within any component of Budget Development. The favorites list is specific to the user who creates it.

Favorites are accessed by clicking on the Favorites icon  to the right of a field.



Activity 8.2: Add Items to the Favorites List

Scenario

As a budget analyst in the State's legislative branch, you frequently submit budget requests for the research and the legal divisions. To make the process more efficient, you want to add shortcuts for these organizations to your Favorites list.

Setup

✓ User is logged in to the Home page of Budget Development.

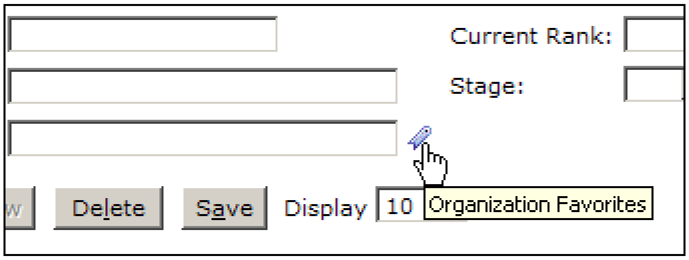
✓ User has access to at least two Organizations

Steps

A. Open a budget request and create a new favorite for a legislature organization.

1. On the Functional Area Navigation Toolbar, click the **Budget Tasks** link.
2. Click the **Formulate Budget Request** link.
3. On the **Budget Layout Selection** page, click the **AR2_AGENCY_REQ** link. The **Select Budget Request** window is displayed.

4. To the right of the **Organization** field, click the **Organization Favorites** icon.



5. The **Favorites** window is displayed. In the Favorites window, click the **Search** link.

6. The **Organization Search** window is displayed. In the **Name** field, enter ***LEGIS**** to search for legislative branch organizations.
   (Note: If you do not have access to legislative organizations, search for any organization that you have access to.)

7. Click the **Search** button. Items whose names begin with **LEGIS** are displayed.
8. To the left of the **CALEGS (Legislature)** code, click the **Add Item # to Favorites**  icon.

B. Add another favorite to the Legal Division.

1. In the **Organization Search** page, in the **Name** field, enter ***LEGAL*.***
   (Note: If you do not have access to any Legal organizations, search for any organization that you have access to).

2. Click the **Search** button. Items whose names begin with **LEGAL** are displayed.
3. To the left of the **0702-7802 (Legal Division)** code, click the **Add Item # to Favorites** icon.

4. Click the **Cancel** button to return to the Select Budget Request page. (This does not cancel creation of the Favorites, it just cancels adding this organization to the Select Budget Request page.)

5. Click the Organization Favorites icon again, to check whether the two Favorites were added. The Favorites window opens with CALEGS - LEGISLATURE and 0702-7802 - LEGAL DIVISION displayed.

6. Return to the Home page.

Lesson Summary

In this lesson, you:

- Customized the Budget Development application
- Added an item to the Favorites list

Check Your Progress

1. The Preferences link allows you to change the appearance of the application pages, organize bookmarks, and establish usability settings.

   a. True
   b. False

2. The Favorites feature allows users to quickly access frequently used codes from within any component of Budget Development.

a. True
b. False

9. Creating Department-Level Budget Forms

Note: *This section is intended for users who will be working with department-level forms. Users who will create only unit-level forms do not need to attend.*

Lesson Overview

Some budget requests cannot be created at a Unit level; they can be created only by users with Department-level (or higher) access. In this lesson you will create four requests that are created by department-level users: an Evaluation Summary, a Schedule of Federal Receipts, and a Capital Project Request, and a Program Summary.

Learning Objectives

In this lesson, you will:

- Create an Evaluation Summary (AR1)
- Create a Schedule of Federal Receipts (AR3)
- Create a Capital Project Request (AR8)
- Create a Program Summary Form (AR10)

9.1. Create an Evaluation Summary (AR1)

The agency budget process begins with departments identifying their major purpose, major objectives, long-range goals, the population served, the major services they provide and any other pertinent information. In Budget Development, the information will be provided by departments in the AR1 Evaluation Summary budget request at the organization level. The ability to view and update the requests will be restricted to members of the Department and the State Budget Office (SBO).

Stages of an Evaluation Summary (AR1)

The AR1 form will normally be created at stage 20 and progress through the approval process (stages and steps) shown in Table 22 and Table 23.

Table 22: AR1 Stages by User Group

Stages		User Groups
20	Department	DEPT, SBO
200	SBO	SBO
220	SBO	DEPT, CABINET, SBO
230	SBO	SBO

Note: This document cannot be modified after stage 20. Department-level changes will be handled by email.

Table 23: AR1_AGENCY_SUMMARY Processing Steps and Stages

Step	Description
1	Dept user creates request at stage 20
2	SBO user pulls individual requests from stage 20 to stage 200 via mass stage advancer
3	SBO user pulls individual requests from stage 200 to stage 210, allowing SBO user the ability to make final changes
4	SBO user pulls individual requests from stage 210 to 220 allowing Dept and Cabinet a second pass
5	SBO user advances from stage 220 to 230 allowing for SBO only access.

AR1 Required and Optional Fields

Table 24 lists the required and optional fields for an AR1 form.

Table 24: AR1 Form – Required and Optional Fields

Tab	Section	Field	Required/ Optional	Value
Edit Budget Request (Header)	Budget Request Information	Request Code	Required	Auto-populates when form is saved
		Name	Required	60-character alphanumeric field used to identify the name of the budget request. Naming convention: Use the Department Name Example: *State Police*
		Stage	Required	The default starting stage for the form is prepopulated.
		BAO Required	Not used	
		Description	Optional	A brief description of the request. 255-character alphanumeric field.
		Ranking Type	Not Used	
	Budget Request Information	Contact Name & Title	Required	
		Phone Number	Required	
		Email Address	Required	
		WV Code Chapter	Optional	
		Article	Optional	

	Dimensions	Organization	Required	4-digit Department code
Department Description			Required	
Current Level Impact Statement			Required	
Future Financial Issues			Required	
Document Attachments			Optional	

Activity 9.1: Create an Evaluation Summary Form (AR1)

Scenario

You have been instructed to prepare your agency's Evaluation Summary form in the budget development system.

Setup

- ✓ User has access at Department level or higher
- ✓ User is logged in to the Home page of Budget Development
- ✓ A file is available for attachment

Steps

A. Open a new Evaluation Summary form.

1. On the Functional Area Navigation Toolbar (below the *wv*OASIS logo), click the **Budget Tasks** link.
2. Click **Formulate Budget Request**. The **Budget Layout Selection** page is displayed.
3. In the **Code** field, enter ***AR1**** to search for an AR1 form.
4. Click the **Search** button.
5. Click the **AR1_AGENCY_SUMMARY** link.

	Code	Name
	AR10_AGENCY_REQ	Program Summary
	AR14_AGENCY_REQ	Dues and Fees
	AR13_AGENCY_REQ	Quarterly Allotment
	AR12_AGENCY_EST	Revenue Estimate
	AR1_AGENCY_SUMMARY	Evaluation Summary
	AR15_SUB_REVENUE_EST	Decentralized Sub Revenue Estimates

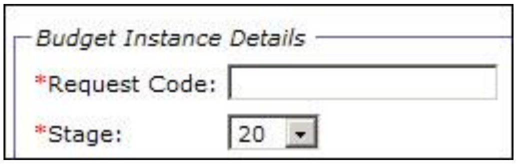
6. The **Select Budget Request** page is displayed. Click the **New** button.

B. Enter the form header information.

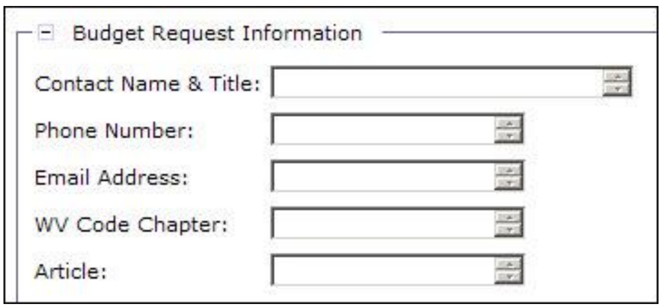
1. Leave the **Request Code** field blank. The system generates a request code automatically when the form is saved.
1. In the **Name** field, enter ***XX_Request Name*** where XX = your initials and Request Name = the name of the request.

> ***Note:*** *You are entering your initials for training purposes only.*
> *On the job, you will enter **only** the request name.*

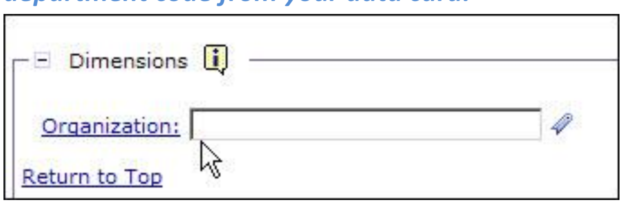
2. This request begins at stage 20. Note that the **Request Code** auto-populates with 20.



3. Scroll down to the **Budget Request Information** section. In the **Contact Name & Title** field, enter the agency's contact name and title information.



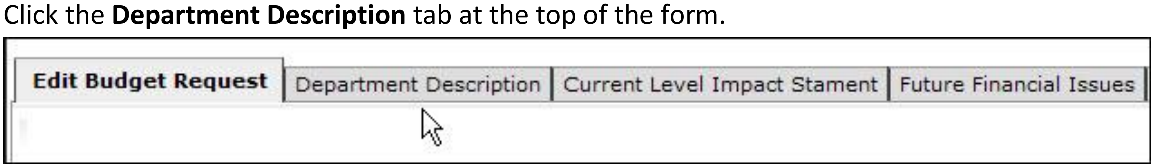
4. In the **Phone Number** field, enter the agency's telephone number.
5. In the **Email Address** field, enter the agency's contact email address.
6. In the **WV Code Chapter** field, enter ***10.***
7. In the **Article** field, enter ***5.***
8. Scroll down to the **Dimensions** section. In the **Organization** field, enter ***the four-digit department code from your data card.***



9. Click the **Save** button in the upper right corner of the screen. Check to make sure **Action was successful** is displayed in the message tab.

C. Enter the department description.

1. Click the **Department Description** tab at the top of the form.



2. In the **Department Description** field (this is required field), enter a description, for example: ***The State Budget Office acts as the staff agency for the Governor in the exercise of his/her powers and duties under section 51, Article VI, of the State Constitution in providing budgetary***

information and control to all branches of state government in order to assist in making accurate budget decisions and assure compliance with department and government policies.

D. Provide an impact statement.

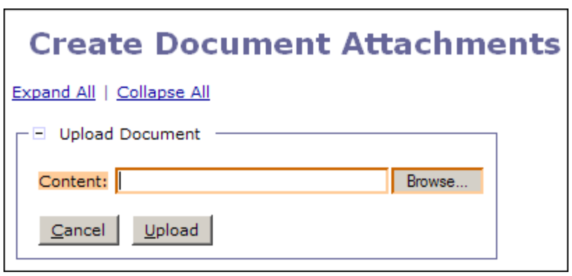
1. Click the **Current Level Impact Statement** tab at the top of the form.
2. In the **Current Level Impact Statement** field (this is a required field), describe what the current level impact this request will have on the budget, for example: ***The State Budget Office administrative functions are completely supported by General Revenue Funds. There should not be a significant impact for FY 2015 for the State Budget Office operations at this level of funding.***

E. Describe what future financial issues this request will have on the budget.

1. Click the **Future Financial Issues** tab at the top of the form.
2. In the **Future Financial Issues** field (this is a required field), describe what future financial issues this request will have on the budget, for example: ***The State Budget Office does not anticipate any financial issues more than $1 million for FY 16-FY 19.***
3. Click the **Save** button. Check to make sure **Action was successful** is displayed in the message tab.

F. Add supporting documentation as an attachment.

1. Click the **Document Attachments** tab at the top of the form.
2. Click the **New** button. The **Create Document Attachments** page is displayed.



3. Click the **Browse** button.
4. Navigate to the document as directed by your instructor and select the file.
5. Click the **Open** button.
6. Click the **Upload** button. The document is attached to the budget request.
7. Click the **Save** button and return to the Home page.

9.2. Create a Capital Project Request (AR8)

The Capital Project Request (AR8)

A capital expenditure project is defined as any major construction, land acquisition, or renovation activity that adds value to a government's physical assets or significantly increases the useful life. A separate form must be completed for each project with a total cost of $100,000 or more. A project may include several categories with a combined total cost of $100,000 or more (e.g., $90,000 construction, $15,000 land acquisition).

In addition, a separate Capital Project budget request form must be submitted for each major equipment project of $50,000 or more that is not included in any other project. A major project is the purchase of a single item (e.g., a bulldozer) or like items (e.g., fleet of vehicles, computer equipment).

Each year it may be necessary to update these capital projects with new cost/budget information based on updated numbers, prior year experience, changes in project scope, and other factors that impact the cost of a project.

Note: Not all users will have capital, so not all users will have data to choose from on the Capital Project Dimension.

Stages of a Capital Project Request (AR8)

The Capital Project form will normally be created at stage 20 and progress through the approval process (stages and steps) listed in Table 25 and Table 26. A user must have access in the current stage and the next stage in order to advance the budget form. Department users are able to create and modify AR8 requests only for their specific Department, at their appropriate stage.

Table 25: AR8 Form User Groups by Stage

Stages		User Groups
20	Department Adjustment	DEPT, CABINET
30	Cabinet Adjustment	DEPT, CABINET
50	Department Revision	DEPT, CABINET
60	Cabinet Revision	CABINET
200	SBO Static	SBO
210	SBO Revision	SBO
220	Dept, Cabinet, SBO Collaboration	DEPT, CABINET, SBO
230	SBO	SBO

Table 26: AR8_AGENCY_REQ Processing Steps and Stages

Step	Description
1	Dept user create request at stage 20
2	Cabinet user moves individual requests from stage 20 to stage 30 and updates.
3	Dept user moves individual requests from stage 30 to stage 50, allowing Dept user a second pass

Step	Description
4	Cabinet user moves individual requests from stage 50 to stage 60, allowing Cabinet a second pass
5	SBO user performs mass stage advancer to move request from stage 60 to 200, allowing for SBO only access
6	SBO user moves individual requests from stage 200 to stage 210, allowing for SBO access only.
7	SBO user moves individual requests from stage 210 to 220, allowing Dept and Cabinet user the ability to make final changes
8	SBO pulls individual requests from stage 220 to 230, allowing for SBO access only

AR8 Required and Optional Fields

Table 27 lists the required and optional fields for an AR8 form.

Table 27: AR8 Form – Required and Optional Fields

Tab	Section	Field	Required/ Optional	Value
Edit Budget Request tab (Header)	Budget Instance Details	Request Code	Required	Auto-populates when form is saved
		Name	Required	60-character alphanumeric field used to identify the name of the budget request. Naming convention: Use the name of the Capital Project. Example: *Research/Science Building*
		Stage	Required	The default starting stage for the form is prepopulated.
		BAO Required	Not used	
		Description	Optional	A brief description of the request. 255-character alphanumeric field.
		Ranking Type	Not Used	
	Budget Request Information	Priority	Required	
		Annual Interest Rate	Optional	
		Total Project Cost	Required	
		Name and Email	Required	

		Phone	Required	
		Financed or Leased	Optional	
		Projected Start Year	Required	
		Projected Start Month	Required	
		Projected End Year	Required	
		Projected End Month	Required	
	Dimensions	Organization	Required	4-digit Department code
		Capital Project	Required	9-digit value: First digit = 8 Next four digits = Dept code Last four digits = Capital Projects
Budget Lines		Capital Project	Required	Auto-populates from Header
		Organization	Required	
		Fund	Required	
		Budget Object	Required	
		FY20##	Required	
		Justification Line Text	Optional	
Operating Budget Impact		Capital Project	Required	
		Organization	Required	
		PM Obj	Required	Similar to Budget Object
		FYYYYY	Required	
Justification		Method of financing	Procedurally Required	Will not give error message if not entered, but must be entered
		Describe funding source	Procedurally Required	
		Description/Benefits	Required	
Document Attachments			Optional	

Activity 9.2: Create a Capital Project Request (AR8)

Scenario

You have been instructed to prepare your department's capital project submission in the budget development system.

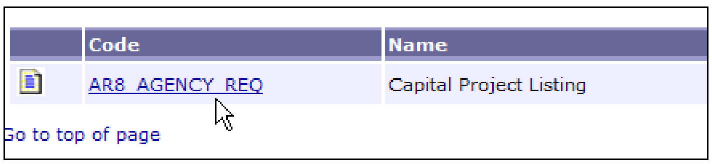
Setup

- ✓ User has access at Department level or higher
- ✓ User is logged in to the Home page of Budget Development
- ✓ A document is available for attachment

Steps

A. Open a new Capital Project Budget form.

1. On the Functional Area Navigation Toolbar (below the *wv*OASIS logo), click the **Budget Tasks** link.
2. Click **Formulate Budget Request**. The **Budget Layout Selection** page is displayed.
3. In the **Code** field, enter ***AR8**** to search for the AR8 form.
4. Click the **Search** button.
5. Click the **AR8_AGENCY_REQ** link.



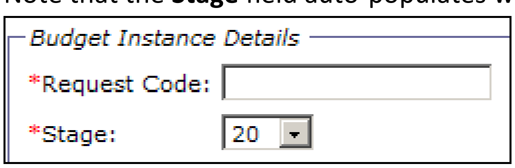
6. The **Select Budget Request** page is displayed.
7. Click the **New** button. The **Create Budget Request** page is displayed.

B. Enter the header information.

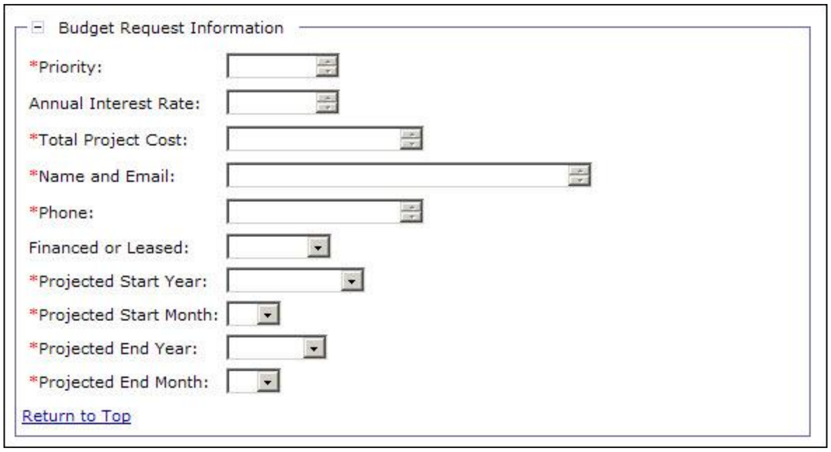
1. Leave the **Request Code** field blank. The system generates a request code automatically when the form is saved.
2. In the **Name** field, enter ***XX_Capital Project Name***, where XX = your initials and Capital Project Name = the name of the capital project.

> ***Note:** You are entering your initials for training purposes only.*
> *On the job, you will enter **only** the name.*

3. Note that the **Stage** field auto-populates with **20**. Capital Project Requests start at stage 20.

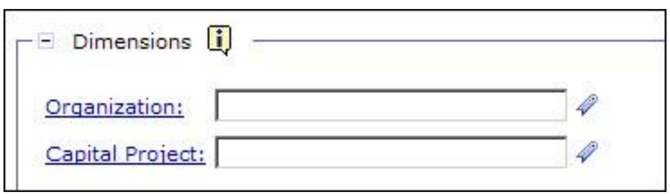


C. Complete the **Budget Request Information** section.



1. In the **Priority** field, enter ***1***.
2. In the **Total Project Cost** field, enter the project cost.
3. In the **Name and Email** field, enter the name and email address of the requestor.
4. In the **Phone** field, enter the phone number of the requestor.
5. From the **Projected Start Year** drop-down list, select **Prior to 2014**.
6. From the **Projected Start Month** drop-down list, select a projected start month.
7. From the **Projected End Year** drop-down list, select a projected end year.
8. From the **Projected End Month** drop-down list, select a projected end month.

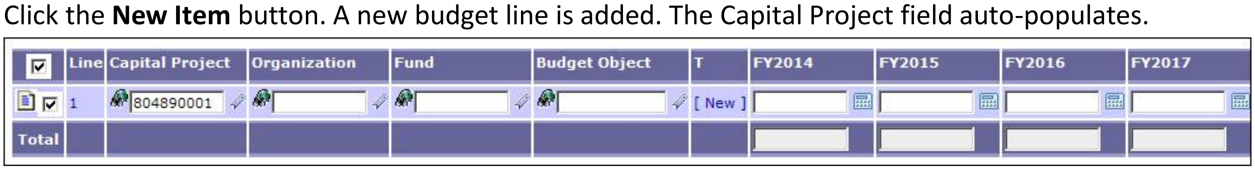
D. Enter information in the **Dimensions** section.



1. In the **Dimensions** section, **Organization** field, enter ***the four-digit unit code from your data card.***
2. In the **Capital Project** field, enter ***the value from your data card.***
3. Click the **Save** button. Check to make sure **Action was successful** is displayed in the message tab.

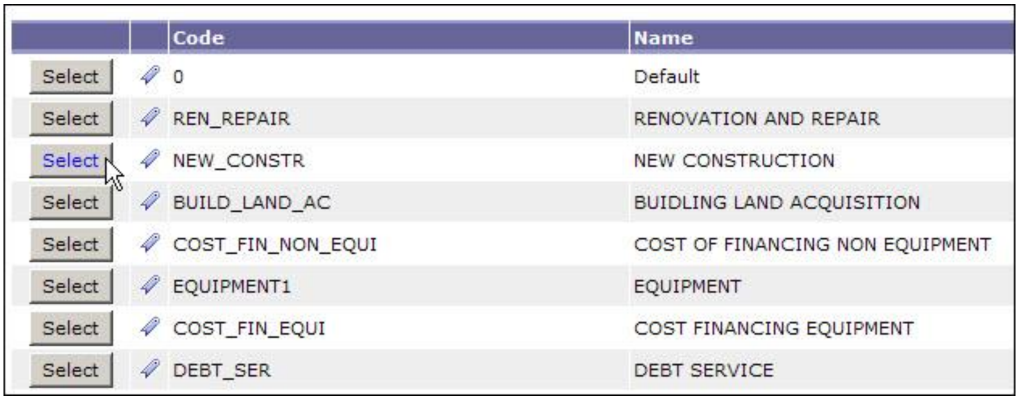
E. Enter Capital Project budget lines.

1. Click the **Budget Lines** tab at the top of the budget request.
2. Click the **New Item** button. A new budget line is added. The Capital Project field auto-populates.



3. In the **Organization** field, enter ***the four-digit value from your data card.***

4. In the **Fund** field, enter ***the value from your data card.***
5. Search for the **Budget Object**:
    a. Click the search icon to the left of the Budget Object field.
    b. Click the **Search** button to see available options.
    c. Click the **Select** button for NEW_CONSTR (NEW CONSTRUCTION)

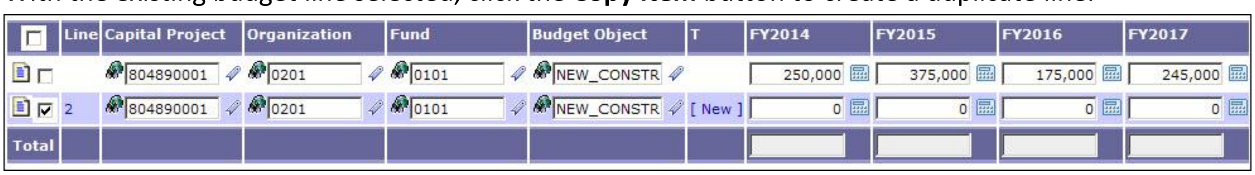


	Code	Name
Select	0	Default
Select	REN_REPAIR	RENOVATION AND REPAIR
Select	NEW_CONSTR	NEW CONSTRUCTION
Select	BUILD_LAND_AC	BUIDLING LAND ACQUISITION
Select	COST_FIN_NON_EQUI	COST OF FINANCING NON EQUIPMENT
Select	EQUIPMENT1	EQUIPMENT
Select	COST_FIN_EQUI	COST FINANCING EQUIPMENT
Select	DEBT_SER	DEBT SERVICE

6. In **FY2014** through **FY2019**, enter the following amounts:
    a. FY2014 = ***250000***
    b. FY2015 = ***375000***
    c. FY2016 = ***1750000***
    d. FY2017 = ***2450000***
    e. FY2018 = ***12500000***
    f. FY2019 = ***975000***

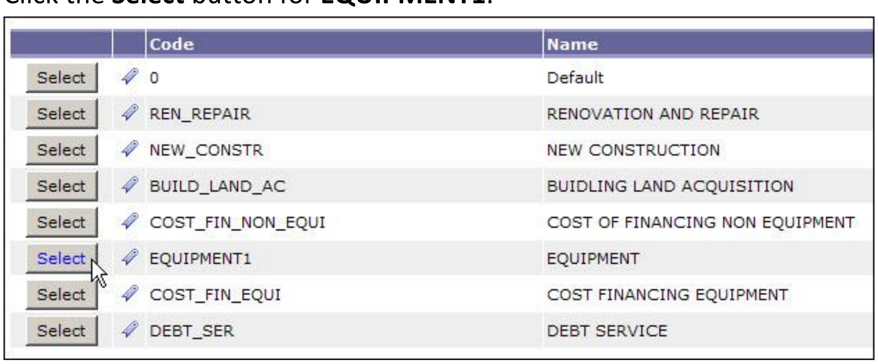
F. Add a new budget line.

1. With the existing budget line selected, click the **Copy Item** button to create a duplicate line.



Line	Capital Project	Organization	Fund	Budget Object	T	FY2014	FY2015	FY2016	FY2017
	804890001	0201	0101	NEW_CONSTR		250,000	375,000	175,000	245,000
2	804890001	0201	0101	NEW_CONSTR	[New]	0	0	0	0
Total									

2. In the new line, search for Equipment Budget Object.
    a. Click the search icon to the left of the **Budget Object** field.
    b. Click the **Search** button.
    c. Click the **Select** button for **EQUIPMENT1**.



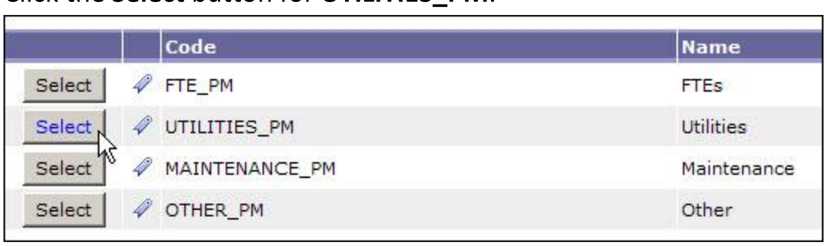
	Code	Name
Select	0	Default
Select	REN_REPAIR	RENOVATION AND REPAIR
Select	NEW_CONSTR	NEW CONSTRUCTION
Select	BUILD_LAND_AC	BUIDLING LAND ACQUISITION
Select	COST_FIN_NON_EQUI	COST OF FINANCING NON EQUIPMENT
Select	EQUIPMENT1	EQUIPMENT
Select	COST_FIN_EQUI	COST FINANCING EQUIPMENT
Select	DEBT_SER	DEBT SERVICE

3. In the **EQUIPMENT1** line, enter the following amounts for the object:
    a. FY2014 = blank
    b. FY2015 = ***25000***
    c. FY2016 = ***125000***
    d. FY2017 = ***175000***
    e. FY2018 = ***200000***
    f. FY2019 = ***135000***
4. Click the **Save** button.

G. Enter Operating Budget Impact information.

1. Click the **Operating Budget Impact** tab at the top of the budget request.
2. Click the **New Item** button. A new budget line is added to the form.

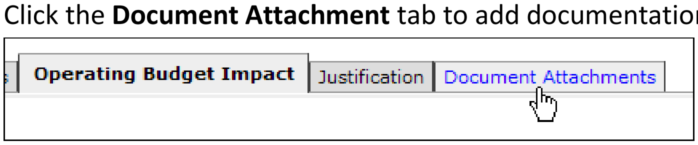
3. In the **Capital Project** field, enter ***the value from your data card.***
4. In the **Organization** field, enter ***the four-digit code from your data card.***
5. Search for the **PM Obj**:
    a. Click the search icon to the left of the **PM Obj** field.
    b. Click the **Search** button.
    c. Click the **Select** button for **UTILITIES_PM**.



6. Enter the following amounts for the object:
    a. FY2014 = ***1000***
    b. FY2015 = ***1000***
    c. FY2016 = ***1000***
    d. FY2017 = ***10000***
    e. FY2018 =***15000***
    f. FY2019 = ***15000***
7. In the **Justification Line Text** field, enter ***Funding for utility costs for new building.***
8. Click the **Save** button. Check to make sure **Action was successful** is displayed in the message bar.

H. Attach a document supporting your request.

1. Click the **Document Attachment** tab to add documentation to your request.



2. Click the **New** button. The **Create Document Attachments** page is displayed.

3. Click the **Browse** button.
4. Navigate to find an appropriate document and attach it to the Budget Request. MS Word, MS Excel, and Adobe PDF are acceptable document types.
5. In the **Choose File to Upload** box, select the item and click the **Open** button (or double left-click). The file (including the path) is now visible in the Content field.
6. Click the **Upload** button. The document is attached to the Budget Request.
7. Click the **Save** button and return to the Home page.

9.3. Create a Program Summary (AR10)

The Program Summary Form (AR10)

The Create a Program Summary form is used to provide financial details about a program. Each program will submit a separate form.

Stages of a Program Summary Form (AR10)

Budget forms move through stages, each stage for a particular form is associated with specific user groups. Only users belonging to the assigned user group will have the capability to a view and edit the budget request form at a particular stage.

The budget form will normally be created at stage 20 and progress through the approval process (stages and steps) listed in Table 28 and Table 29. Stage progression is achieved through the "Pull" process within the budget forms. A user must have access in the current stage and the next stage in order to advance the budget form.

Table 28: AR10 Form User Groups by Stage

Stages		User Groups
20	Department Adjustment	DEPT, CABINET
30	Cabinet Adjustment	DEPT, CABINET
50	Department Revision	DEPT, CABINET
60	Cabinet Revision	CABINET
200	SBO Static	SBO
210	SBO Revision	SBO
220	Dept, Cabinet, SBO Collaboration	DEPT, CABINET, SBO
230	SBO	SBO

Table 29: AR10 Form Processing Steps and Stages

Step	Description
1	Dept user creates a request at stage 20.
2	Cabinet user moves individual requests from stage 20 to stage 30 and updates.
3	Dept user pulls individual requests from stage 30 to stage 50, allowing Dept user a second pass
4	Cabinet user pulls individual requests from stage 50 to stage 60, allowing Cabinet a second pass
5	SBO user performs mass stage advancer to move request from stage 60 to 200, allowing for SBO only access
6	SBO user moves individual requests from stage 200 to stage 210, allowing for SBO access only.
7	SBO user moves individual requests from stage 210 to 220, allowing Dept and Cabinet user the ability to make final changes
10	SBO user moves individual requests from stage 220 to 230, allowing SBO only access.

AR10 Required and Optional Fields

Table 30 lists the required and optional fields for an AR10 form.

Table 30: AR10 Form – Required and Optional Fields

Section	Section	Field	Required/ Optional	Value
Edit Budget Request tab (Header)	Budget Instance Details	Request Code	Required	This element is required, but you do not need to enter it. When you save the form, a request code will be assigned automatically. The request code is unique for each form.
		Name	Required	60-character alphanumeric field used to identify the name of the budget request. Naming convention: Use the name of the Narrative Program Example: *Administration*
		Stage	Required	The default starting stage for the form is prepopulated.
		BAO Required	Not used	
		Description	Optional	A brief description of the request. 255-character alphanumeric field.

		Ranking Type	Not Used	
	Dimensions	Organization	Required	An eight-digit combination of Department and Unit numbers.
		Narrative Program	Required	9-digit value: First digit = number Next four digits = Dept code Last four digits = Narrative Program
	Budget Request Information	WV Code Chapter	Optional	
		Article	Optional	
		Improvement Priority #	Optional	
		Federally Mandated	Required	
		State Mandated	Required	
		Narrative Program	Required	
Budget Lines		Narrative Program	Required	Auto-populates from Header
		Organization	Required	Auto-populates from Header
		Fund	Required	
		Budget Object	Required	
		Appropriation	Required	
		PY Actual	Required	
		CY Budgeted	Required	
		Request	Required	
		Justification Line Text	Optional	
Narrative Program Description			Required	
Document Attachments			Optional	

Activity 9.3: Create a Program Summary (AR10)

Scenario

You are ready to prepare your department's AR10 program summary request.

Setup

- ✓ User has access at Dept level or higher
- ✓ User is logged in to the Home page of Budget Development

Steps

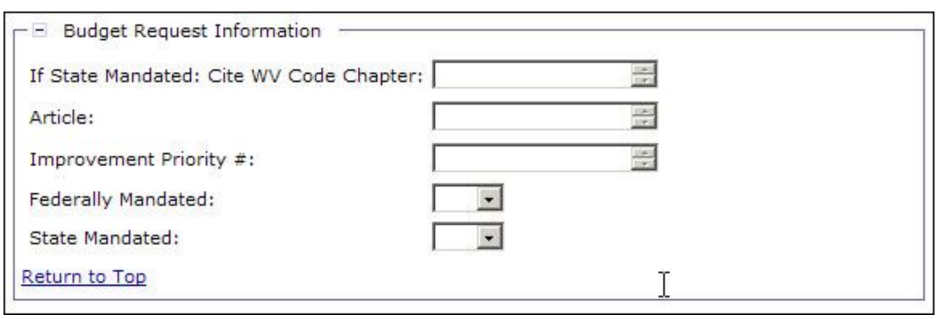
A. Create a Program Summary request.

1. On the Functional Area Navigation Toolbar (below the *wv*OASIS logo), click the **Budget Tasks** link.
2. Click **Formulate Budget Request**. The **Budget Layout Selection** page is displayed.
3. Click the **Search** button.
4. Click the **AR10_AGENCY_REQ** link. The **Select Budget Request** page is displayed.
5. Click the **New** button. The **Create Budget Request** page is displayed.
6. Leave the **Request Code** field blank. The system generates a request code automatically when the form is saved.
7. In the **Name** field, enter ***XX_Narrative Program Name***, where XX = your initials and Narrative Program Name = the name of the narrative program.

> ***Note:*** *You are entering your initials for training purposes only.*
> *On the job, you will enter* ***only*** *the narrative program name.*

8. Note that the **Stage** field auto-populates with **20**. AR10 requests start with stage 20.

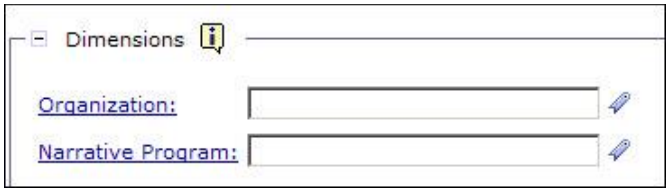
B. Complete the **Budget Request Information** section.



1. In the **If State Mandated: Cite WV Code Chapter** field, enter ***10.***
2. In the **Article** field, enter ***5***.
3. In the **Improvement Priority #** field, enter ***2***.
4. From the **Federally Mandated** drop-down list, select **Yes**.

5. From the **State Mandated** drop-down list, select **Yes**.

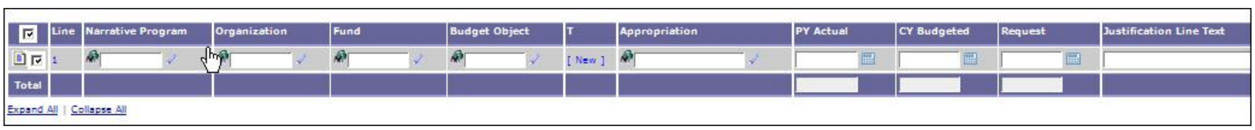
C. Complete the **Dimensions** section.



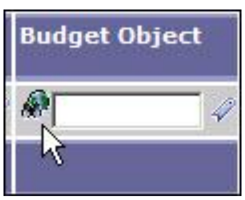
1. In the **Organization** field, enter ***the four-digit department code from your data card.***
2. In the **Narrative Program** field, enter ***the value from your data card.***
3. Click the **Save** button. Check to make sure **Action was successful** is displayed in the message tab.

D. Create a Budget Line for Employee Benefits.

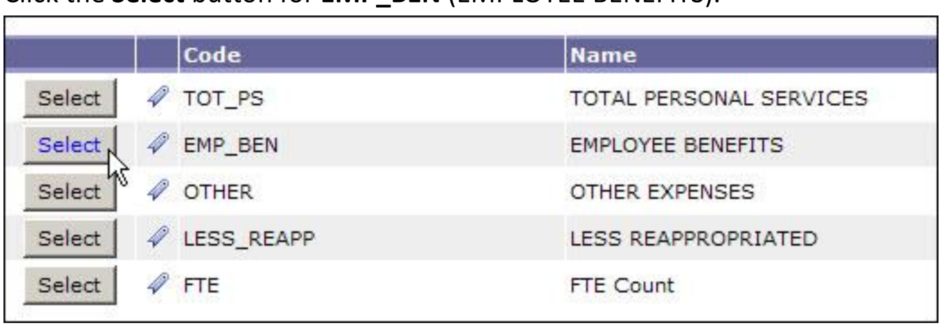
1. Click the **Budget Lines** tab at the top of the budget request.
2. Click the **New Item** button to enter a budget line for the form.



3. In the **Fund** field, enter ***the value from your data card.***
4. Search for **Budget Object**:
   a. Click the search icon to the left of the **Budget Object** field.



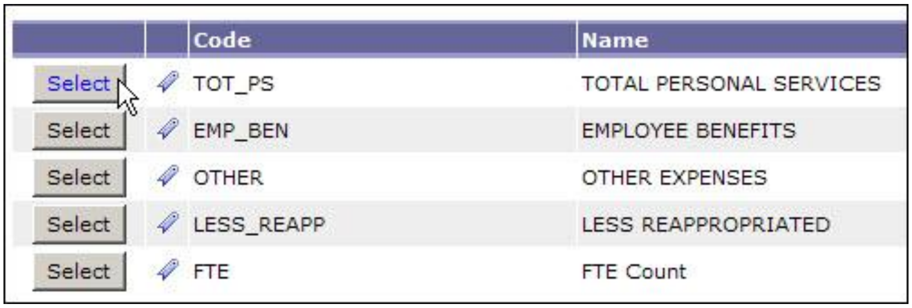
   b. Click the **Search** button to see available options.
   c. Click the **Select** button for **EMP_BEN** (EMPLOYEE BENEFITS).



5. In the **Appropriation** field, enter ***00800*** (Payments To Fed, County, &/Or Regional Jails – Surpl)
6. In the **PY Actual** field, enter ***63500***.
7. In the **CY Budgeted** field, enter ***65500***.
8. In the **Request** field, enter ***67000***.

E. Create a budget line for Total Personal Services.

1. With the existing budget line selected, click the **Copy Item** button to create a duplicate line.
2. Search for **Budget Object**:
   a. Click the search icon to the left of the **Budget Object** field.
   b. Click the **Search** button to see available options.
   c. Click the **Select** button for **TOT_PS** (Total Personal Services).



		Code	Name
Select		TOT_PS	TOTAL PERSONAL SERVICES
Select		EMP_BEN	EMPLOYEE BENEFITS
Select		OTHER	OTHER EXPENSES
Select		LESS_REAPP	LESS REAPPROPRIATED
Select		FTE	FTE Count

3. In the the **PY Actual** field, enter ***1756783.***
4. In the **CY Budgeted** field, enter ***1735000***
5. In the **Request** field, enter ***1770000***.
6. Click the **Save** button.

F. Enter Narrative Program information.

1. Click the **Narrative Program Description** tab at the top of the budget request.
2. In the **Narrative Program Description** field, enter the following narrative to support the program description: ***This is funding set aside for correctional facility overflows for inmates housed at regional jails.***

G. Add documentation to the request.

1. Click the **Document Attachments** tab.
2. Click the **New** button. The **Create Document Attachments** page is displayed.
3. Click the **Browse** button.
4. In the **Choose File to Upload** box, select the item and click the **Open** button (or double left click). The file (including the path) is now visible in the Content field.
5. Click the **Upload** button. The document is attached to the Budget Request.
6. Click the **Save** button and return to the Home page.

9.4. Create a Schedule of Federal Receipts (AR3)

Every year the State submits a consolidated report containing a detailed itemization of all federal funds received by the State spending units during the preceding fiscal year, as well as those anticipated to be received during the current and following fiscal years. The information required in this report includes:

- The name of the spending unit that has received or expected to receive federal funds in any of the fiscal years.

- The amount of each separate grant or distribution received or to be received.
- A brief description of the purpose of every grant or other distribution, with the name of the federal agency, bureau, or department making the grant or distribution.

All required information can be populated by each agency on the AR3_AGENCY_EST form by Fund and Grant/Program. The form has multiple posting columns to include the actual receipts, current fiscal year estimate, and upcoming year estimate receipts. The form has document tabs to store any narratives required. Additional text fields are available for users to input percentages for Federal, State, Local matching contributions.

Note: Not all users will have federal, so not all users will have data to choose from on the Federal Program Dimension.

Stages of a Schedule of Federal Receipts (AR3)

- Department managers are able to create and modify all AR3 forms for their Department.
- Cabinet members are able to create and modify AR3 forms for all Departments that belong to their Cabinet, at their appropriate stage.
- SBO analysts are able to create and modify AR3 forms statewide, at their appropriate stage.
- The A3 form will normally be created at stage 20 and progress through the approval process (stages) listed in Table 31 and Table 32.

Table 31: AR3 User Groups by Stage

Stage		User Groups
20	Department Creation	DEPT, CABINET
30	Cabinet Adjustment	DEPT, CABINET
50	Department Revision	DEPT, CABINET
60	Cabinet Revision	CABINET
200	SBO Static	SBO
210	SBO Revision	SBO
220	Dept, Cabinet, SBO collaboration	DEPT, CABINET, SBO
230	SBO	SBO

Table 32: AR3 Form Processing Steps and Stages

Step	Overview of Processing Steps
1	Dept user creates form at stage 20.
2	Cabinet user pulls individual requests from stage 20 to stage 30 and updates.
3	Dept user pulls request from stage 30 to stage 50, allowing Dept user for a second pass
4	Cabinet user pulls individual requests from stage 50 to stage 60, allowing Cabinet a second

Step	Overview of Processing Steps
	pass
5	SBO user performs mass stage advancer to move request from stage 60 to 200, allowing for SBO only access
6	SBO user moves individual requests from stage 200 to stage 210, allowing for SBO only access
7	SBO user moves individual requests from stage 210 to 220, allowing, Dept, Cabinet user the ability to make final changes.
8	SBO user moves individual requests from stage 220 to stage 230, allowing SBO only access.

AR3 Required and Optional Fields

Table 33 lists the required and optional fields for an AR3 form.

Table 33: AR3 – Required and Optional Fields

Tab	Section	Field	Required/ Optional	Value
Edit Budget Request tab (Header)	Budget Instance Details	Request Code	Required	Auto-populates when form is saved
		Name	Required	60-character alphanumeric field used to identify the name of the budget request. Naming Convention: Use the name of the federal program. Example: *Endangered Species*
		Stage	Required	The default starting stage for the form is prepopulated.
		BAO Required	Not used	
		Description	Optional	A brief description of the request. 255-character alphanumeric field.
		Ranking Type	Not Used	
	Budget Request Information	Contact Name, Phone & email	Required	
		Federal %	Required	
		State %	Required	
		Local %	Required	
		Grantor (optional)	Optional	Enter only if, after entering

				Grantor (required), additional information is needed
		Grantor (required)	Required	
		Maintenance of Effort Required	Required	Yes/No option
		State Matching Funds Required	Required	Yes/No option
		Organization	Required	Four-digit Department number
		Fund	Required	
	Dimensions	Organization	Required	
		Federal Program	Required	11-digit value: First two digits = Cabinet code Next four digits = Dept code Last five digits = Federal Programs
Budget Lines		Fund	Required	
		FY20## Receipts	Required	
		Justification Line Text	Procedurally Required	Enter the CFDA number
Comments			Optional	
Maintenance of Effort Description			Optional	
List of Acronyms			Optional	
Document Attachments			Optional	

Activity 9.4: Create a Schedule of Federal Receipts (AR3)

Scenario

You have been instructed to prepare your department's annual federal receipts form in the budget development system.

Note: *If you do not have access to a federal program, skip this activity.*

Setup

- ✓ User has Department level access
- ✓ User is logged in to the Home page of Budget Development
- ✓ User has access to a federal program

Steps

A. Open a new Schedule of Federal Receipts form.

1. On the Functional Area Navigation Toolbar (below the *wv*OASIS logo), click the **Budget Tasks** link.
2. Click **Formulate Budget Request**. The **Budget Layout Selection** page is displayed.
3. In the **Code** field, enter ***AR3**** to search for the AR3 form.
4. Click the **Search** button.
5. Click the **AR3_AGENCY_EST** link. The **Selected Budget Form** page is displayed.
6. Click the **New** button.

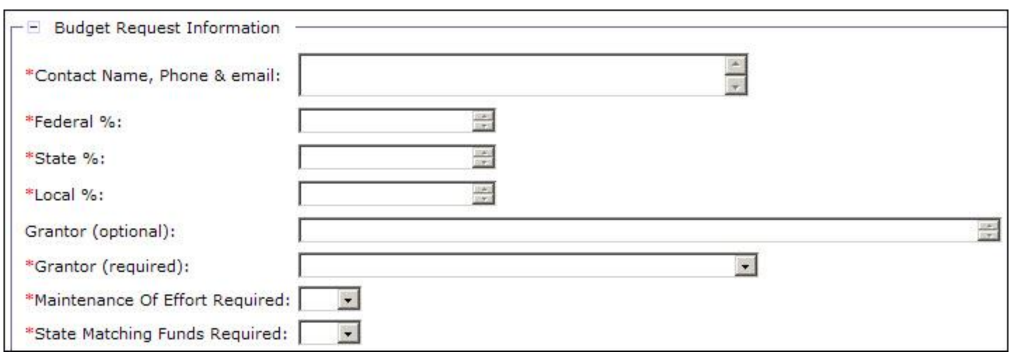
B. Enter the header information.

1. Leave the **Request Code** field blank. The system generates a request code automatically when the form is saved.
2. In the **Name** field, enter ***XX_Federal Program Name***, where XX = your initials and Federal Program Name = the name of the federal program.

> ***Note:*** *You are entering your initials for training purposes only.*
> *On the job, you will enter **only** the federal program name.*

3. Note that the **Stage** field defaults to 20. The Schedule of Federal Receipts starts at stage 20.

C. Complete the **Budget Request Information** section.



1. In the **Contact Name, Phone & email** field, enter your contact information.
2. Enter the funding formula:
   a. In the **Federal %** field, enter ***100***.
   b. In the **State %** field, enter ***0***.
   c. In the **Local %** field, enter ***0***.
3. From the **Grantor (required)** dropdown list select **US Department of Energy**.
4. In the **Maintenance Of Effort Required** field, select **No**.
5. In the **State Matching Funds Required** field, select **No**.

D. Complete the **Dimensions** section.

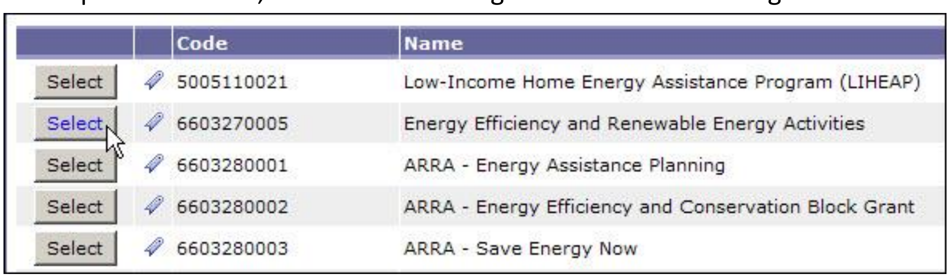
1. In the **Organization** field, enter ***the four-digit unit code from your data card.***
2. In the **Federal Program** field, enter ***the value from your data card.***
3. Click the **Save** button. Check to make sure **Action was successful** is displayed in the message bar.

E. Add a budget line.

1. Click the **Budget Lines** tab.
2. Click **New Item** button. A new budget line is inserted.

3. In the **Fund** field, enter ***the value from your data card.***
4. In the **Organization** field, enter ***the four-digit Dept code from your data card.***
5. Search for the Federal Program.
   a. Click the search icon to the left of the **Federal Program** field.
   b. In the **Code** field, enter ****XXXX**** where XXXX is the department code from your data card.
   c. Click the **Search** button.
   d. Select a federal program.

   Note that the first two digits of the code represent the Cabinet code, the next four digits are the department code, and the last five digits are the Federal Program number.



	Code	Name
Select	5005110021	Low-Income Home Energy Assistance Program (LIHEAP)
Select	6603270005	Energy Efficiency and Renewable Energy Activities
Select	6603280001	ARRA - Energy Assistance Planning
Select	6603280002	ARRA - Energy Efficiency and Conservation Block Grant
Select	6603280003	ARRA - Save Energy Now

6. Enter the Funding Receipts.
   a. FY2013 Receipts = ***1000000***
   b. FY2014 Receipts = ***2000000***
   c. FY2015 Receipts = ***1000000***
7. In the **Justification Line Text** field, enter the CFDA number.

F. Enter details to support the request on the **Comments** tab.

1. Click the **Comments** tab.

2. In the **Comments** field, enter: ***One-time funds to support the update and revision of weatherization field standards used by CA crews to weatherize homes of low-income West Virginians***.
3. Click the **Save** button.

G. Enter a description of the maintenance of effort.

1. Click the **Maintenance of Effort Description** tab.
2. In the **Maintenance of Effort Explanation** field, enter details to support the request: ***None required.***
3. Click the **Save** button.

H. Provide details on any acronyms used in the schedule.

1. Click the **List of Acronyms** tab.
2. In the List of Acronyms field, enter: ***CA – Community Action.***
3. Click the **Save** button.
4. Click the **Back** button to return to the Home page.

Lesson Summary

In this lesson, you:

- Created an Evaluation Summary (AR1)
- Created a Schedule of Federal Receipts (AR3)
- Created a Capital Project Request (AR8)
- Created a Schedule of Federal Receipts (AR10)

Check Your Progress

1. When creating an Evaluation Summary form (AR1), you must enter a West Virginia Code Chapter.
   a. True
   b. False

2. On a Schedule of Federal Receipts (AR3), 3 years of federal receipts are required to be entered.
   a. True
   b. False

3. The Schedule of Federal Receipts (AR3) is created at a Unit level.
   a. True
   b. False

4. Which form is NOT created at the Department level?
   a. Schedule of Federal Receipts (AR3)
   b. Evaluation Summary (AR1)
   c. Improvement Request (AR4)
   d. Capital Project Request (AR8)

10. Appendix A – Additional Forms

The budget forms in this section will be implemented at a later time and are therefore not covered in this training. They are provided in the appendix as a reference for future use.

10.1. Create an Expenditure Quarterly Allotment Request (AR13)

Quarterly expenditure allotments can be accomplished for all budget structures in the budgeting application with use of this form. Allotments for each unit can be done on separate forms. If you choose not to budget at the unit level simply use your default unit. Each form will have its own distinct, descriptive text fields to track comments as the form flows through the budget approval process. The expenditures will be populated on the AR13 form and are broken out by quarters on the form. This form will be completed after the Legislature passes the budget in the spring time frame.

Stages of Expenditure Quarterly Allotment Request (AR13)

Budget forms move through stages, with each stage for a particular form associated with specific user groups. Only users belonging to the assigned user group will have the capability to view and edit the budget request form at a particular stage.

The quarterly allotment expenditure form will normally be created at stage 700 and progress through the approval process (stages and steps) listed in Table 34 and Table 35. Unit users are able to create and modify AR13 requests only for their specific Unit, at their appropriate stage.

Table 34: AR13 User Groups by Stage

Stages		User Groups
700	SBO	UNIT, DEPT
710	Department Review	DEPT, CABINET
720	Cabinet Review	DEPT, CABINET, SBO
730	SBO	SBO

Table 35: AR13_AGENCY_REQ Processing Steps and Stages

Step	Overview of Processing Steps
1	Unit user create request at stage 700
2	Dept user pulls individual requests from stage 700 to stage 710 and updates.
3	Cabinet user pulls individual requests from stage 710 to stage 720 and updates.
4	SBO user pulls request from stage 720 to stage 730, allowing SBO final review

AR13 Required and Optional Fields

Table 36 lists the required and optional fields for an AR13 form.

Table 36: AR13 Form – Required and Optional Fields

Tab	Section	Field	Required/ Optional	Notes
Edit Budget Request (Header)	Budget Instance Details	Request Code	Required	Auto-populates when form is saved
		Name	Required	60-character alphanumeric field used to identify the name of the budget request. Naming convention: Use the name of the Unit code. Example: *T1 Fairmont*
		Stage	Required	The default starting stage for the form is prepopulated.
		BAO Required	Not used	
		Description	Optional	A brief description of the request. 255-character alphanumeric field used to enter additional details about the budget request.
		Ranking Type	Not Used	
	Dimensions	Organization	Required	An 8-digit combination of Department and Unit numbers
Budget Lines		Organization	Required	Auto-populates from Header
		Fund	Required	
		Sub-Fund	Required	Default = 0
		Appropriation	Required	
		Q1 Estimate	Required	
		Q2 Estimate	Required	
		Q3 Estimate	Required	
		Q4 Estimate	Required	
		Justification Line Text	Optional	

Activity 10.1: Create a Quarterly Allotment Request (AR13)

Scenario

You are ready to prepare quarterly allotment for your unit in the budget development system.

Setup

- ✓ User has Unit level access
- ✓ User is logged in to the Home page of Budget Development

Steps

A. Open a new Quarterly Allotment Request.

1. On the Functional Navigation Toolbar (below the *wv*OASIS logo), click the **Budget Tasks** link.
2. Click **Formulate Budget Request**. The **Budget Layout Selection** page is displayed.
3. In the **Code** field, enter ***AR13**** to search for an AR13 form.
4. Click the **Search** button
5. Click the **AR13_AGENCY_REQ** link.

	Code	Name
	AR13_AGENCY_REQ	Quarterly Allotment

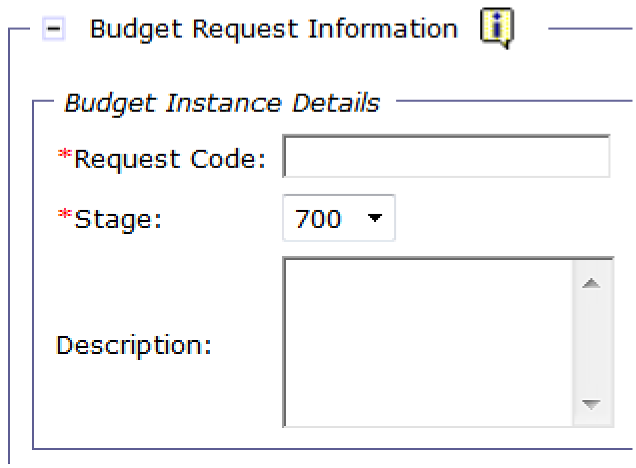
6. The **Select Budget Request** page is displayed. Click the **New** button.

B. Enter the header information.

1. Leave the **Request Code** field blank. The system generates a request code automatically upon saving the record.
2. In the **Name** field, enter ***XX_Unit Name***, where XX = your initials and Unit Name = the name of your unit.

> ***Note:*** *You are entering your initials for training purposes only.*
> *On the job, you will enter* ***only*** *the Unit name.*

3. Note that the **Stage** field auto-populates with **700**. AR13 requests start with stage 700.



4. In the **Organization** field, enter ***the value from your data card.***
5. Click **Save**. Check to make sure **Action was successful** is displayed in the message tab.

C. Enter a new budget line.

1. Click the **Budget Lines** tab.
2. Click the **New Item** button. A row will be displayed where chart of account codes and a request amount can be entered.

	Line	Organization	Fund	Sub-Fund	Appropriation	Final Approved Budget	Q1 Allotment	Q2 Allotment	Q3 Allotment	Q4 Allotment	Total Allotment
	1	0323-0323			0	[New]					[New]
Total											

3. In the **Fund** field, enter ***the value from your data card***.
4. In the **Sub-Fund** field, enter ***the value from your data card.***
5. In the **Appropriation** field, enter *09900* (Activity Unclassified)
6. In the **Q1 Allotment** field, enter ***100,000*** for the First Quarter of the fiscal year.
7. In the **Q2 Allotment** field, enter ***75,000*** for the Second Quarter of the fiscal year
8. In the **Q3 Allotment** field, enter ***125,000*** for the Third Quarter of the fiscal year.
9. For **Q4 Allotment** field, enter ***100,000*** for the Fourth Quarter of the fiscal year.

   Click the **Save** button. Note that the **Total Allotment** column displays 400,000, which is the allotment for the entire fiscal year. When displaying a total for a form, the system must calculate the net effect of summing positive expenditure entries.

	Line	Organization	Fund	Sub-Fund	Appropriation	Final Approved Budget	Q1 Allotment	Q2 Allotment	Q3 Allotment	Q4 Allotment	Total Allotment
	1	0323-0323	0572	0	09900	0	100,000	75,000	125,000	100,000	400,000
Total						0	100,000	75,000	125,000	100,000	400,000

10.2. **Create a Dues and Fees Request (AR14)**

Per WV state code the dues and associations are required to submit for payment. AR14 is a department form meaning that there are no units on this form.

Dues and Fees form can be accomplished in the budgeting application with use of this form. A department will only have one Dues and Fees request. The estimated amount and expenditure amount will be populated on the AR14 form. This form will be completed after the Legislature passes the budget in the spring time frame.

Stages of a Dues and Fees request (AR14)

Budget forms move through stages, with each stage for a particular form associated with specific user groups. Only users belonging to the assigned user group will have the capability to view and edit the budget request form at a particular stage.

The Dues and Fees form will normally be created at stage 700 and progress through the approval process (stages and steps) listed in Table 37 and Table 38. Users are able to create and modify AR14 requests only at their appropriate stage.

Table 37: AR14 User Groups by Stage

Stages		User Groups
700	Department creates request	UNIT, DEPT
710	Department reviews	DEPT, CABINET
720	Cabinet review	DEPT, CABINET, SBO
730	SBO final review	SBO

Table 38: AR14_AGENCY_REQ Processing Steps and Stages

Step	Overview of Processing Steps
1	Department user creates request at stage 700
2	Dept user pulls individual requests from stage 700 to stage 710 and updates.
3	Cabinet user pulls individual requests from stage 710 to stage 720 and updates.
4	SBO user pulls request from stage 720 to stage 730, allowing SBO final review

AR14 Required and Optional Fields

Table 39 lists the required and optional fields for an AR14 form.

Table 39: AR14 Form – Required and Optional Fields

Tab	Section	Field	Required/ Optional	Notes
Edit Budget Request (Header)	Budget Instance Details	Request Code	Required	Auto-populates when form is saved
		Name	Required	60-character alphanumeric field used to identify the name of the budget request. Naming convention: Use the name of the Department code. Example: *State Police*
		Stage	Required	The default starting stage for the form is prepopulated.
		BAO Required	Not used	
		Description	Optional	A brief description of the request. 255-character alphanumeric field used to enter additional details about the budget request.
		Ranking Type	Not Used	
	Dimensions	Organization	Required	A 4 digit code for your Department
Budget Lines		Organization	Required	Auto-populates from Header
		Fund	Required	
		Budget Object	Required	Will always equal 3218
		Appropriation	Required	
		Actual	Required	
		Budgeted	Required	
		Justification Line Text	Required	Enter the membership or association you are paying.

Activity 10.2: Create a Dues and Fees Form (AR14)

Scenario

You are ready to prepare quarterly allotment for your unit in the budget development system.

Setup

- ✓ User has Unit level access
- ✓ User is logged in to the Home page of Budget Development

Steps

A. Open a new Quarterly Allotment Request.

1. On the Functional Navigation Toolbar (below the *wv*OASIS logo), click the **Budget Tasks** link.
2. Click **Formulate Budget Request**. The **Budget Layout Selection** page is displayed.
3. In the **Code** field, enter ***AR14**** to search for an AR14 form.
4. Click the **Search** button
5. Click the **AR14_AGENCY_REQ** link.
6.

	Code	Name
	AR14_AGENCY_REQ	Dues and Fees

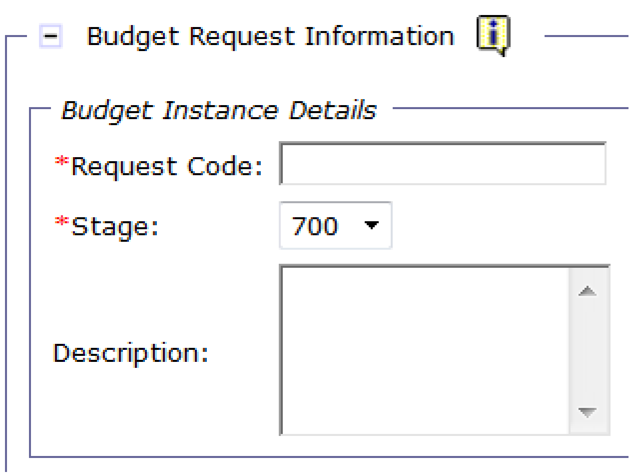
7. The **Select Budget Request** page is displayed. Click the **New** button.

B. Enter the header information.

1. Leave the **Request Code** field blank. The system generates a request code automatically upon saving the record.
2. In the **Name** field, enter ***XX_Dept Name***, where XX = your initials and Dept Name = the name of your unit.

> ***Note:*** *You are entering your initials for training purposes only.*
> *On the job, you will enter **only** the Department name.*

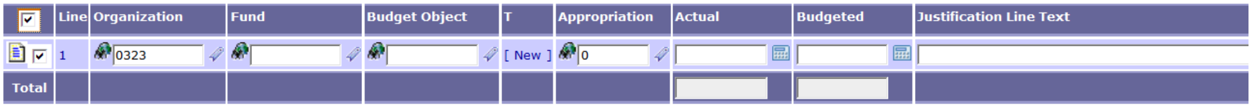
3. Note that the **Stage** field auto-populates with **700**. AR14 requests start with stage 700.



4. In the **Organization** field, enter ***the department value from your data card.***
5. Click **Save**. Check to make sure **Action was successful** is displayed in the message tab.

C. Enter a new budget line.

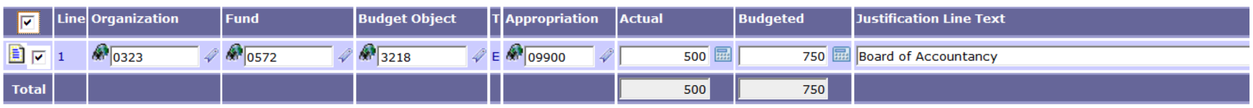
1. Click the **Budget Lines** tab.
2. Click the **New Item** button. A row will be displayed where chart of account codes and a request amount can be entered.



	Line	Organization	Fund	Budget Object	T	Appropriation	Actual	Budgeted	Justification Line Text
	1	0323			[New]	0			
Total									

3. In the **Fund** field, enter ***the value from your data card.***
4. In the **Budget Object** field, enter ***3218.***
5. In the **Appropriation** field, enter *09900* (Activity Unclassified)
6. In the **Actual** field, enter ***500***.
7. In the **Estimate** field, enter ***750.***
8. In the **Justification** field enter ***Board of Accountancy***.

   Click the **Save** button. Then click the **Back** button.



	Line	Organization	Fund	Budget Object	T	Appropriation	Actual	Budgeted	Justification Line Text
	1	0323	0572	3218	E	09900	500	750	Board of Accountancy
Total							500	750	

10.3. Create an Expenditure Quarterly Allotment Request (AR15)

Sub Revenue budgets can be accomplished for budget structure 91 with use of this form. Requests for each unit can be done on separate forms. Each form will have its own distinct, descriptive text fields to track comments as the form flows through the budget approval process. This form will be completed after the Legislature passes the budget in the spring time frame.

Stages of Expenditure Quarterly Allotment Request (AR15)

Budget forms move through stages, with each stage for a particular form associated with specific user groups. Only users belonging to the assigned user group will have the capability to view and edit the budget request form at a particular stage.

The Sub Revenue Estimate form will normally be created at stage 700 and progress through the approval process (stages and steps) listed in Table 40 and Table 41. Unit users are able to create and modify AR15 requests only for their specific Unit, at their appropriate stage.

Table 40: AR15 User Groups by Stage

Stages		User Groups
700	SBO	UNIT, DEPT
710	Department Review	DEPT, CABINET
720	Cabinet Review	DEPT, CABINET, SBO
730	SBO	SBO

Table 41: AR15 Processing Steps and Stages

Step	Overview of Processing Steps

Step	Overview of Processing Steps
1	Unit user create request at stage 700
2	Dept user pulls individual requests from stage 700 to stage 710 and updates.
3	Cabinet user pulls individual requests from stage 710 to stage 720 and updates.
4	SBO user pulls request from stage 720 to stage 730, allowing SBO final review

AR15 Required and Optional Fields

Table 42 lists the required and optional fields for an AR15 form.

Table 42: AR15 Form – Required and Optional Fields

Tab	Section	Field	Required/ Optional	Notes
Edit Budget Request (Header)	Budget Instance Details	Request Code	Required	Auto-populates when form is saved
		Name	Required	60-character alphanumeric field used to identify the name of the budget request. Naming convention: Use the name of the Unit code. Example: *T1 Fairmont*
		Stage	Required	The default starting stage for the form is prepopulated.
		BAO Required	Not used	
		Description	Optional	A brief description of the request. 255-character alphanumeric field used to enter additional details about the budget request.
		Ranking Type	Not Used	
	Dimensions	Organization	Required	An 8-digit combination of Department and Unit numbers
Budget Lines		Organization	Required	Auto-populates from Header
		Fund	Required	
		Sub-Fund	Required	Default = 0
		Budget Object	Required	
		Sub Revenue	Required	
		Revenue Est.	Required	
		Justification Line Text	Optional	

Activity 10.3: Create a Sub Revenue Estimate Request (AR15)

Scenario

You are ready to prepare sub revenue budgets for your unit in the budget development system.

Setup

✓ User has Unit level access

✓ User is logged in to the Home page of Budget Development

Steps

A. Open a new Sub Revenue Request.

1. On the Functional Navigation Toolbar (below the *wv*OASIS logo), click the **Budget Tasks** link.
2. Click **Formulate Budget Request**. The **Budget Layout Selection** page is displayed.
3. In the **Code** field, enter ***AR15**** to search for an AR15 form.
4. Click the **Search** button.
5. Click the **AR15_SUB_REVENUE_EST** link.

	Code	Name
	AR15_SUB_REVENUE_EST	Decentralized Sub Revenue Estimates

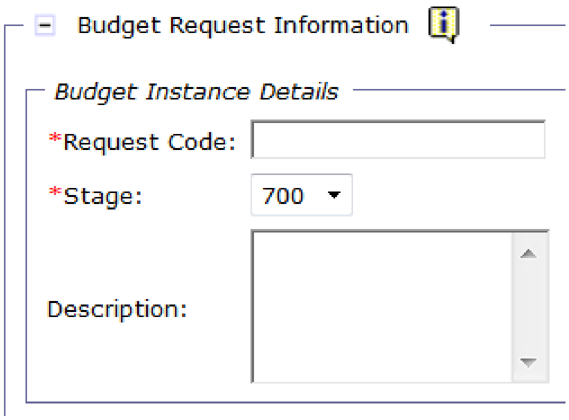
6. The **Select Budget Request** page is displayed. Click the **New** button.

B. Enter the header information.

1. Leave the **Request Code** field blank. The system generates a request code automatically upon saving the record.
2. In the **Name** field, enter ***XX_Unit Name***, where XX = your initials and Unit Name = the name of your unit.

> ***Note:*** *You are entering your initials for training purposes only.*
> *On the job, you will enter* ***only*** *the Unit name.*

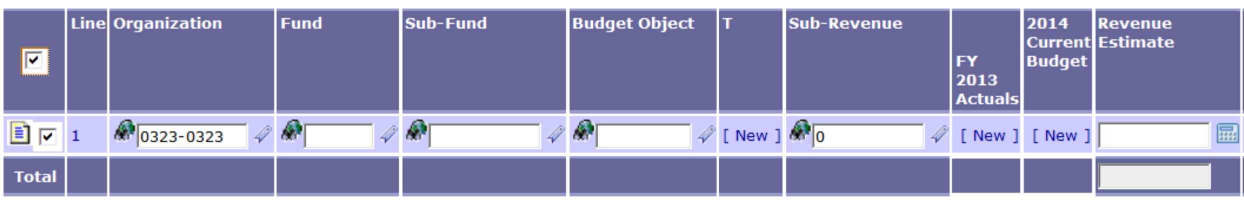
3. Note that the **Stage** field auto-populates with **700**. AR15 requests start with stage 700.



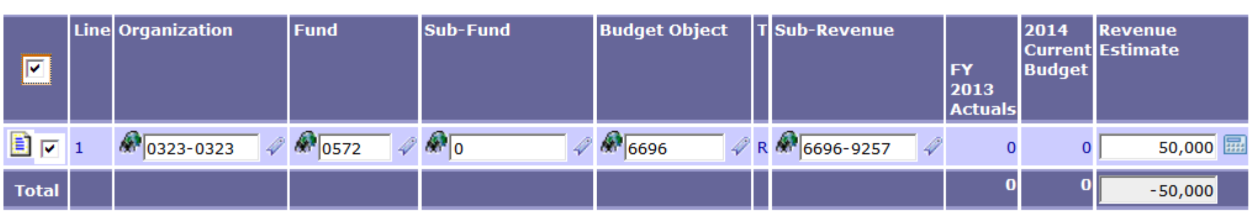
4. In the **Organization** field, enter ***the unit value from your data card.***
5. Click **Save**. Check to make sure **Action was successful** is displayed in the message tab.

C. Enter a new budget line.

1. Click the **Budget Lines** tab.
2. Click the **New Item** button. A row will be displayed where chart of account codes and a request amount can be entered.



3. In the **Fund** field, enter ***the value from your data card***.
4. In the **Sub-Fund** field, enter ***the value from your data card.***
5. In the **Budget Object** (revenue source) field, enter *6696*
6. In the **Sub-Revenue** field, enter ***6696-9257***.
7. In the **Revenue Estimate** field, enter ***50,000***.
8. Click the **Save** button. When displaying a total for a form, the system must calculate the net effect of summing positive revenue entries.



10.4. **Create a Prior Year Actual Adjustment**

The Prior Year Actual Adjustments (PY_ACT_ADJUSTMENTS)

This form was designed for a limited number of departments that use expenditure clearing accounts to make payments. DHHR spends money from clearing accounts and those clearing accounts are funded through a mixture of funds such as general revenue, special revenue etc…This form adjusts their general revenue, special revenue, lottery funds etc… on the AR2 report to more accurately reflect spending of those funds as opposed to showing only fund transfers.

Stages of Prior Year Actual Adjustments (PY_ACT_ADJUSTMENTS)

The Prior Year Actual Adjustments form will be created at stage 20 and progress through the approval process (stages and steps) listed in Table 43 and Table 44. A user must have access in the current stage and the next stage in order to advance the budget form. Department users are able to create and modify requests only for their specific Department, at their appropriate stage.

Table 43: PY_ACT_ADJUSTMENTS Form User Groups by Stage

Stages		User Groups
20	Department Adjustment	DEPT, CABINET
30	Cabinet Adjustment	DEPT, CABINET
50	Department Revision	DEPT, CABINET
60	Cabinet Revision	CABINET
200	SBO Static	SBO
210	SBO Revision	SBO
220	Dept, Cabinet, SBO Collaboration	DEPT, CABINET, SBO
230	SBO	SBO

Table 44: Processing Steps and Stages

Step	Description
1	Dept user create request at stage 20
2	Cabinet user moves individual requests from stage 20 to stage 30 and updates.
3	Dept user moves individual requests from stage 30 to stage 50, allowing Dept user a second pass
4	Cabinet user moves individual requests from stage 50 to stage 60, allowing Cabinet a second pass
5	SBO user performs mass stage advancer to move request from stage 60 to 200, allowing for SBO only access

Step	Description
6	SBO user moves individual requests from stage 200 to stage 210, allowing for SBO access only.
7	SBO user moves individual requests from stage 210 to 220, allowing Dept and Cabinet user the ability to make final changes
8	SBO user moves individual requests from stage 220 to stage 230, allowing SBO final access and review.

PY_ACT_ADJUSTMENTS Required and Optional Fields

Table 45 lists the required and optional fields for PY_ACT_ADJUSTMENTS.

Table 45: PY_ACT_ADJUSTMENTS - Required and Optional Fields

Tab	Section	Field	Required/ Optional	Value
Edit Budget Request (Header)	Budget Instance Details	Request Code	Required	Auto-populates when form is saved.
		Name	Required	60-character alphanumeric field used to identify the name of the budget request. Naming convention: Use the name of the Unit code. Example: T1 Fairmont
		Stage	Required	The default starting stage for the form is auto-populated.
		BAO Required	Not used	
		Description	Optional	A brief description of the request. 255-character alphanumeric field.
		Ranking Type	Not used	
	Dimensions	Organization	Required	An 8-digit combination of *wv*OASIS Department and Unit numbers.
	Justification Text	Justification Text	Optional	
Budget Lines		Organization	Required	Auto-populates from Header (Edit Budget Request tab)
		Appropriation	Required	
		Fund	Required	

		Sub-Fund	Required	Default = 0
		Budget Object	Required	
		Sub-Object	Required	Default = 0
		Adjustment	Required	
		Justification	Optional	

Activity 10.4: Create a Prior Year Actual Adjustment

Scenario

You are ready to adjust actuals for your unit in the Budget Development system to be able to run AR2 report and show more accurate information in your actual columns.

Setup

✓ User has access at Dept level or higher

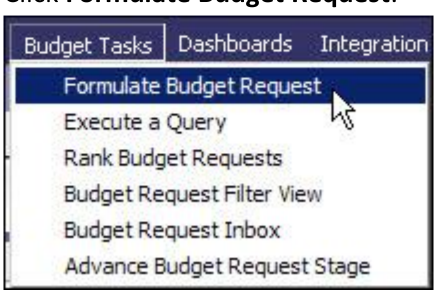
✓ User is logged in to the Home page of Budget Development

Steps

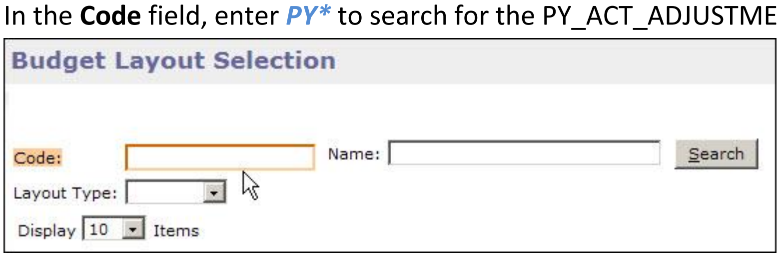
A. Open a new Base Budget request.

1. On the Functional Area Navigation Toolbar (below the *wv*OASIS logo), click the **Budget Tasks** link.

2. Click **Formulate Budget Request**.



3. In the **Code** field, enter ***PY**** to search for the PY_ACT_ADJUSTMENTS form.



4. Click the **Search** button.
5. Click the **PY_ACT_ADJUSTMENTS** link.

	Code	Name
	PY_ACT_ADJUSTMENTS	Prior Year Actuals Adjustments

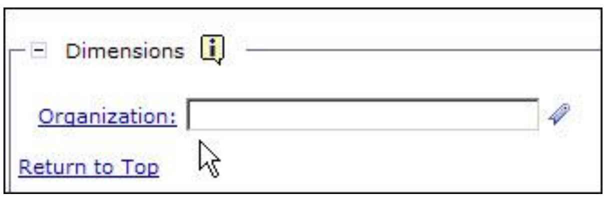
6. The **Select Budget Request** page is displayed. Click the **New** button.

B. In the **Create Budget Request** page, enter the header information.

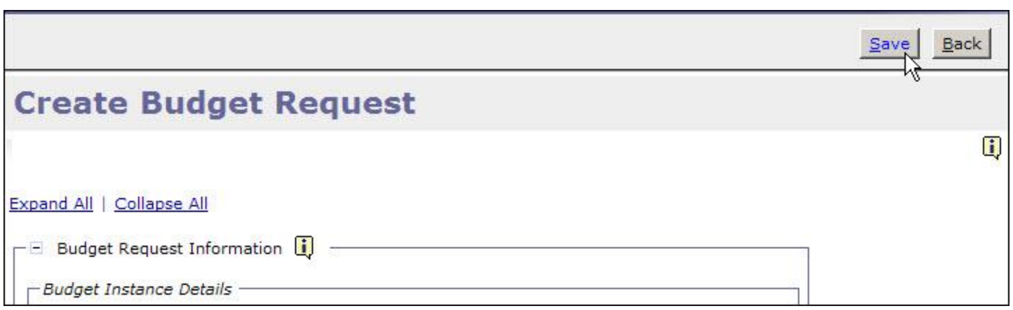
1. Do not enter a **Request Code**. The budget system will automatically generate a number.
2. In the **Name** field, enter ***XX_Unit Name***, where XX = your initials and Unit Name = the name of your unit.

> ***Note:*** *You are entering your initials for training purposes only.*
> *On the job, you will enter **only** your Unit name.*

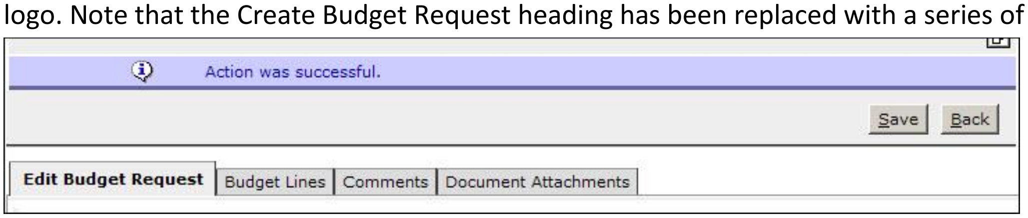
3. Note that the **Stage** field auto-populates with 20.
4. In the **Dimensions** section, **Organization** field, enter ***the eight-digit value from your data card.***



5. Click the **Save** button.



6. Check to make sure **Action was successful** is displayed in the message bar below the wvOASIS logo. Note that the Create Budget Request heading has been replaced with a series of tabs.



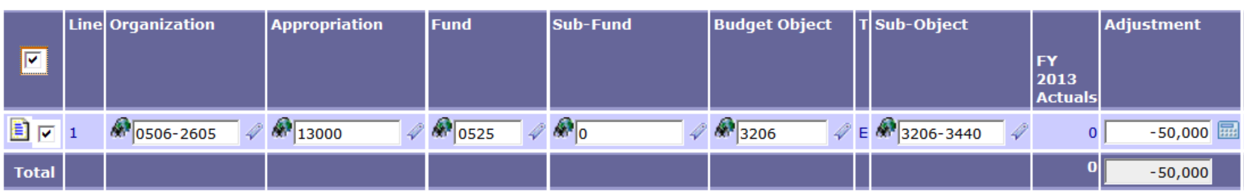
C. Enter budget line information.

1. Click the **Budget Lines** tab at the top of the form.

The budget form will preload actual expenditure lines based on the data from Fiscal Year 2013.

2. Click the **New Item** button to enter a budget line for the form. The Organization field will auto-populate since it was entered on the Header page.

3. In the **Appropriation** field, enter ***02900***.
4. In the **Fund** field, enter the ***value from your data card***.
5. In the **Sub-Fund** field, enter the ***value from your data card***. (Default = 0)
6. In the **Budget Object** field, enter ***3206***.
7. In the **Sub-Object** field, enter ***3206-3440.***
8. In the **Request** field, enter ***-50,000***.
9. Click the **Save** button. This stores the changes to the database. Check to make sure **Action was successful** is displayed in the message bar.



10.5. **Create a Supplemental Request (AR5)**

The Supplemental Request Form (AR5)

A Supplemental Request (AR5) form is submitted for any changes, including additional positions and position funding, to the current budget.

These requests are captured at the detailed level and submitted to the State Budget Office (SBO) for review and possible approval. Unit users are able to create and modify AR5 requests only for their specific Unit, at their appropriate stage.

Stages of the Supplemental Request (AR5)

The Supplemental Request form will normally be created at stage 10 and progress through the approval process (stages and steps) listed in Table 46 and Table 47.

Table 46: AR5 Form User Groups by Stage

	Stage	User Groups
10	Unit Request	UNIT, DEPT
20	Department Adjustment	DEPT, CABINET
30	Cabinet Adjustment	DEPT, CABINET
40	Unit Revision	UNIT, DEPT, CABINET
50	Department Revision	DEPT, CABINET
60	Cabinet Revision	CABINET
200	SBO Static	SBO
210	SBO Revision	SBO
220	SBO, Dept, Cabinet collaboration	DEPARTMENT, CABINET, SBO
230	SBO Revision	SBO
240	SBO	SBO (ONLY APPROVED REQUESTS)
700	Unit Revision	UNIT, DEPT (ONLY LEGISLATIVE PASSED)
710	Department review	DEPT, CABINET
720	Cabinet review	DEPT, CABINET, SBO
730	SBO final review	SBO

Table 47: AR5_AGENCY_REQ Processing Steps and Stages

Step	Description
1	Unit user creates request at stage 10
2	Dept user pulls individual requests from stage 10 to stage 20 and updates.
3	Cabinet user pulls individual requests from stage 20 to stage 30 and updates.
4	Cabinet user pulls request from stage 30 to stage 40, allowing Unit user for a second pass
5	Dept user pulls individual requests from stage 40 to stage 50, allowing Dept user a second pass
6	Cabinet user pulls individual requests from stage 50 to stage 60, allowing Cabinet a second pass
7	SBO user performs mass stage advancer to pull request from stage 60 to 200, allowing for SBO only access
8	SBO user pulls individual requests from stage 200 to stage 210, allowing SBO only access.

Step	Description
9	SBO user pulls individual requests from stage 210 to 220, allowing Unit, Dept, Cabinet user the ability to make final changes.
10	SBO user pulls individual requests from stage 220 to 230, allowing SBO only access and final review.
11	SBO user advances from stage 230 to stage 240, only recommended requests will be advanced
10	SBO executes Allocation to rollup budget data from decentralized level to centralized level
11	A mass stage advancer moves requests from stage 200 to 700, allowing Units and Departments the ability to update AR5 with approved dollars, at decentralized level. This step is performed once the supplemental bills have been passed and enacted.
12	Dept user pulls individual requests from stage 700 to stage 710 and updates.
13	Cabinet user pulls individual requests from stage 710 to stage 720 and updates.
14	SBO user performs mass stage advancer to pull request from stage 720 to 730, allowing for SBO only access

AR5 Required and Optional Fields

Table 48 lists the required and optional fields for an AR5 form.

Table 48: AR5 Form – Required and Optional Fields

Tab	Section	Field	Required/ Optional	Notes
Edit Budget Request (Header)	Budget Instance Details	Request Code	Required	Auto-populates when form is saved
		Name	Required	60-character alphanumeric field used to identify the name of the budget request. Naming convention: Use the Supplemental name. Example: *Barracks Upgrade*
		Stage	Required	The default starting stage for the form is auto-populated
		BAO Required	Not used	
		Description	Optional	A brief description of the request. 255-character alphanumeric field.
		Ranking Type	Not Used	
		Priority	Required	Establishes the relative rank of a request in relation to other requests

	Dimensions	Organization	Required	An 8-digit value that is a combination of Department and Unit numbers
Budget Lines		Organization	Required	Auto-populates from Header
		Appropriation	Required	
		Fund	Required	
		Sub-Fund	Required	Default = 0
		Budget Object	Required	
		Capital Project	Required	Default = 0
		Narrative Program	Required	
		One Time	At least one is required	
		On-Going		
Justification		Expenditure Summary	Required	
		Anticipated benefits to the program or the effects if improvement is not funded	Required	
		Anticipated cost savings to budget if improvement is approved	Required	

Activity 10.5: Create a Supplemental Request (AR5)

Scenario

Create an improvement request for a new position with funding for new vehicles and maintenance and staff professional membership dues.

Setup

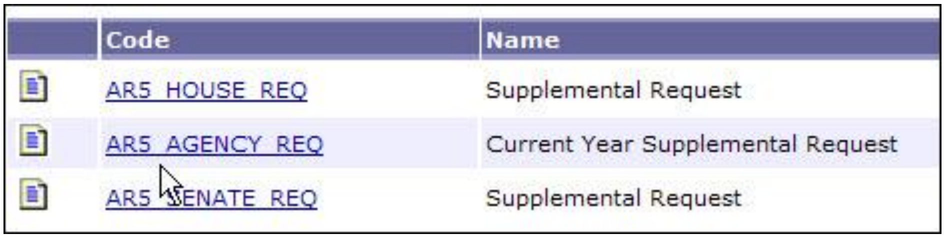
- ✓ User has access at Unit level or higher
- ✓ User is logged in to the Home page of Budget Development

Steps

A. Open a new Supplemental Request.

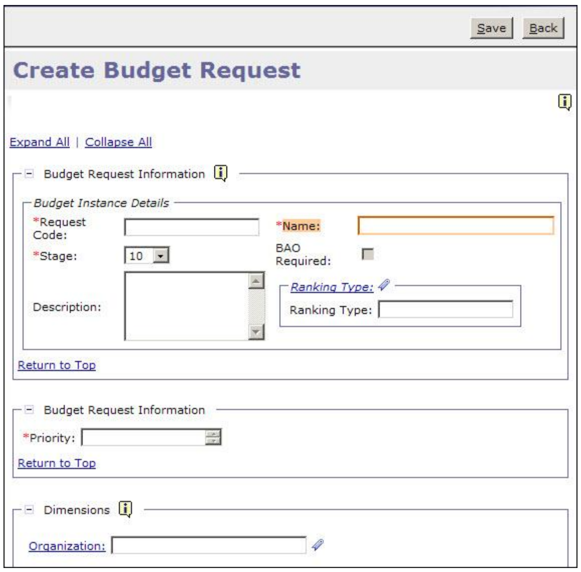
1. On the Functional Area Navigation Toolbar (below the *wv*OASIS logo), click the **Budget Tasks** link.
2. Click the **Formulate Budget Request** link.

3. In the **Code** field, enter ***AR5**** to search for an AR5 form.
4. Click the **Search** button.
5. Click the **AR5_AGENCY_REQ** link.



	Code	Name
	AR5_HOUSE_REQ	Supplemental Request
	AR5_AGENCY_REQ	Current Year Supplemental Request
	AR5_SENATE_REQ	Supplemental Request

6. The **Select Budget Request** page is displayed. Click the **New** button.
7. The **Create Budget Request** page is displayed.

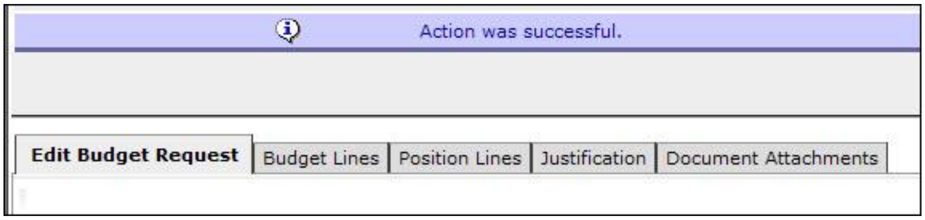


B. Enter the header information.

1. Do not enter a **Request Code**. The budget system will automatically generate a number.
2. In the **Name** field, enter ***XX_Supplemental Name***, where XX = your initials and Supplemental Name = the name of the supplemental.

> ***Note:*** *You are entering your initials for training purposes only.*
> *On the job, you will enter **only** the supplemental name.*

3. Note that the **Stage** field auto-populates with **10**. AR5 requests start with stage 10.
4. In the **Budget Request Information** section, **Priority** field, enter ***1***.
5. In the **Organization** field, enter ***the eight-digit unit code from your data card***.
6. Click the **Save** button. Check to make sure **Action was successful** is displayed in the message tab. Note that the Create Budget Request header at the top of the page is replaced by tabs.

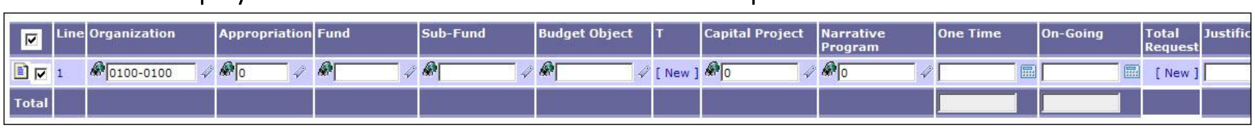


C. Enter budget information on a new line.

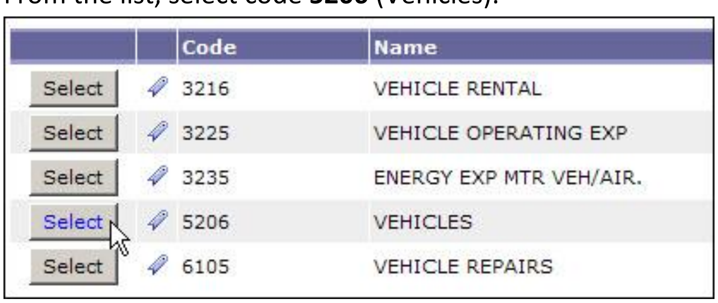
1. Click the **Budget Lines** tab at the top of the budget request.

2. Click the **New Item** button.

A row will be displayed where chart of account codes and a request amount can be entered.



3. In the **Appropriation** field, enter ***07000*** (Equipment).
4. In the **Fund** field, enter ***the value from your data card***.
5. In the **Sub-Fund** field, enter ***the value from your data card***.
6. Search for a **Budget Object**:
   a. To the left of the **Budget Object** field, click the **Search** icon.
   b. In the **Budget Object Search** window, **Name** field, enter ****VEH****
   c. Click the **Search** button.
   d. From the list, select code **5206** (Vehicles).

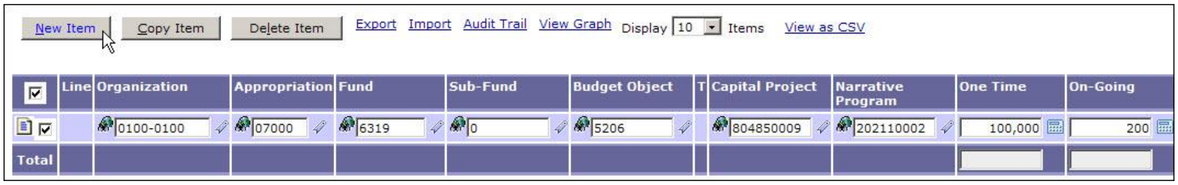


7. In the **Capital Project** field, enter ***the value from your data card***. (Note: Enter 0 if your department does not have a capital project.)
8. In the **Narrative Program** field, enter ***the value from your data card.***
9. In the **One Time** field, enter ***100,000***.
10. In the **On-Going** field, enter ***200***.

11. In the **Justification Line** field, enter ***Request for new vehicle and maintenance.***

D. Add another Budget Line.

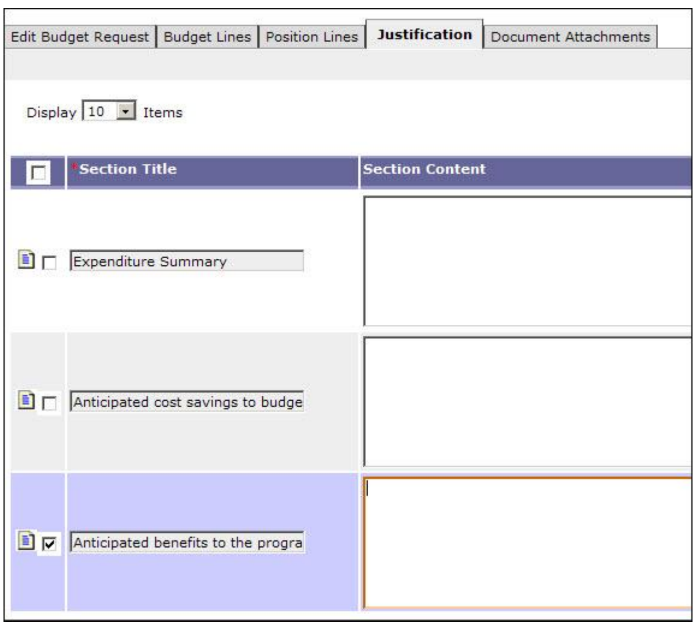
1. With the completed budget line selected (make sure the check is inserted in the box to the left of the Organization code) click the **Copy Item** button to create a duplicate line.



2. In the duplicate line, Change **Appropriation** to ***13000*** (Current Expenses).
3. Change **Budget Object** to ***3200*** (Office Expenses).
4. Change **One Time** to ***2400***.
5. In the **Justification Line** field, enter ***Request for additional office expenses***.

E. Enter information on the Justification tab.

1. Click the **Justification** tab.



2. In the **Expenditure Summary** field, enter ***This request is for the purchase of a vehicle and additional office expenses.***
3. In the **Anticipated cost savings to budget if supplemental is approved** field, enter an explanation.
4. In the **Anticipated benefits to the program or the effects if supplemental is not funded** field, enter an explanation.
5. Click the **Save** button.

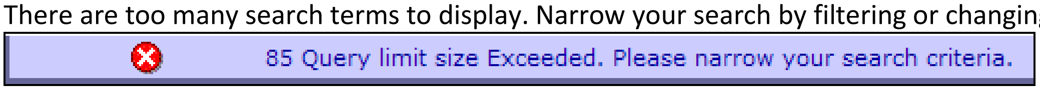
11. Appendix B – Error Messages

Shown below are commonly encountered error messages and how to resolve them.

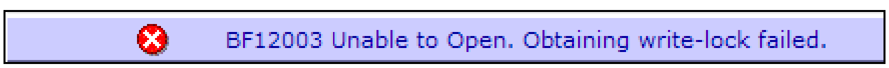
1. Code has a value of 0 in a field for which 0 is not an acceptable entry. Locate the field and enter an appropriate value.

2. Required fields (Narrative Program and Organization) are missing a value. Enter values in the flagged fields.

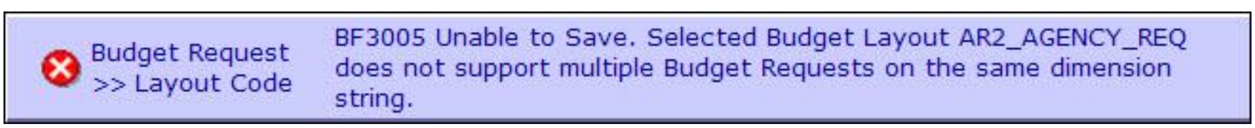
3. There are too many search terms to display. Narrow your search by filtering or changing the term.



4. Form is locked due to improper exit. Contact an administrator to release the lock.



5. A budget request for this unit already exists.



6. Browser navigation buttons were used to navigate. Only application navigation should be used.

12. Appendix C – Contact Information

For additional information or assistance, use the contact information below.

Method	Purpose	Contact Info
Web site	Check for complete wvOASIS information and latest updates	http://www.wvoasis.gov
Help Desk	Point of contact for system support for users	Email: HelpDesk@wvoasis.gov Phone: 304-558-6708 (local) 855-898-3744 (toll free)
Email	Questions regarding implementation, deployment, and training	EnterpriseReadiness@wvOASIS.gov
Check the wvOASIS.GOV site for the most updated contact information		