



Budget Development Reports Supplemental

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Agenda

- **Welcome and Introduction**
- **Overview of Budget Forms and Stages**
- **Getting Started in Budget Development**
- **Creating Unit-Level Budget Forms**
- **Creating Department-Level Budget Forms Registration Process**
- **Processing Budget Requests**
- **Viewing Budget Development Data/FSQs**
- **Business Intelligence**
- **Q/A**

Budget Development Consolidation Levels

Dimensions	Consolidations	1	2	3	4	5
Fund	FUND_CONSOL_1	ALL	Fund Class	Fund code *		
Organization	WV_ORG_CONSOL_1	ALL	Government Branch	Cabinet	Department code *	Unit code *
Narrative Program	NARR_PROG_CONSOL_1	ALL	Department	Narrative Program code *		
Capital Project	CAP_PROJ_CONSOL_1	ALL	Capital Project Code *			
Federal Program	FED_CATALOG_CONSOL_1	ALL	Federal Program Code *			
Sub Fund	SUB_FUND_CONSOL_1	ALL	Sub Fund Code *			
Sub Object	ALL_SUB-OBJECTS	ALL	Sub Object Code *			
Sub Revenue	SUB_REVENUE_CONSOL_1	ALL	Sub Revenue Code *			
Appropriation	APPROP_CONSOL1	ALL	Appropriation Type	Appropriation Code *		

* Codes are postable i.e. can be saved on budget lines. All others are for reporting purposes only

Fund Class	General Revenue, Special Revenue, Lottery, State Road Fund....
Government Branch	Legislative, Judicial, Executive
Cabinet	Administration, Revenue, Military Affairs & Public Safety....
Department	General Services, Tax Division, Public Service Commission.....
Appropriation Type	General Revenue Surplus, Lottery Surplus, Other

1. BUSINESS INTELLIGENCE

Lesson Overview

The wvOASIS Business Intelligence (BI) portal is a web application that allows users to access and execute Web Intelligence reports. This section provides a high-level overview of the wvOASIS 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 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, wvOASIS BI has capabilities that can be extended cross-application for Enterprise Reporting and Business Intelligence.

Learning Objectives

In this lesson, you will:

- Access wvOASIS Business Intelligence
- Identify the Budget Development Reports
- Access a Budget Appropriation Request Report
- Execute a Budget Appropriation Request Report
- Export a Budget Appropriation Request Report to MS Excel

1.1. Budget Development Reports

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

wvOASIS Business Intelligence solution is integrated with wvOASIS Budget Development, wvOASIS Financial, and wvOASIS Human Resource and Payroll applications. For Budget Development, wvOASIS BI is delivered with 38 baseline (out-of-the box) reports, 14 customized Appropriation Request reports. These reports are stored in folders where they are easily identified by functional area. The Budget Development folders are described in Table1.

Table 1: Budget Development Folders

Folder	What it stores	Example
Appropriation Request	Budget appropriation request reports	<ul style="list-style-type: none"> ▪ AR1-Appropriation Request Division ▪ AR10-Division of Programs
Dashboards	Budget Development dashboards	<ul style="list-style-type: none"> ▪ 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.	<ul style="list-style-type: none"> ▪ 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	<ul style="list-style-type: none"> ▪ Position Trace Report ▪ Position Detail Report-Benefits ▪ Position Summary within Class Report

1.2. Navigating in Business Intelligence

Access the Business Intelligence Portal

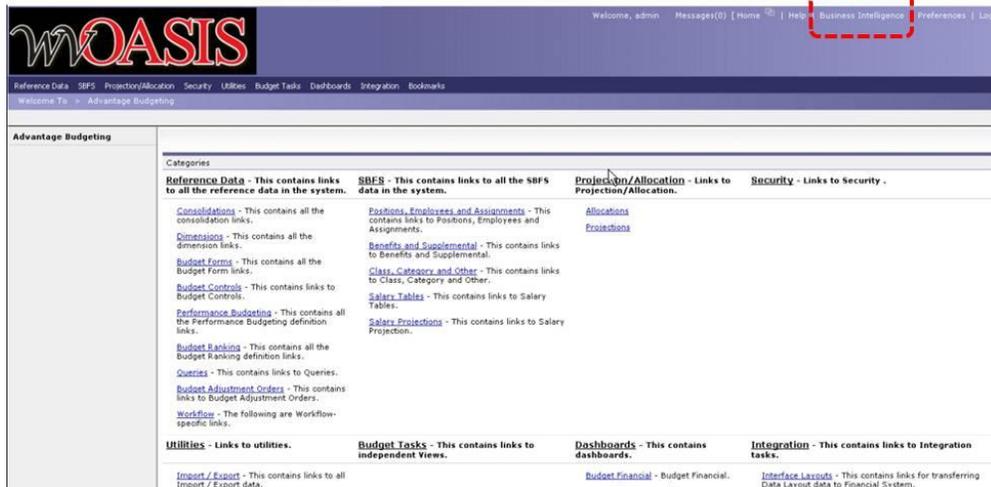
The wvOASIS BI Portal provides a single point of entry for Budget Development reporting.

To access the BI Portal:

1. Log in to MyApps.
2. Click the Budget Development link.
3. Click the Business Intelligence link
4. Click the Document List link.
5. Access Budget Development folders

See Figure . My Apps → Budget Development → Business Intelligence

Figure 1: 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 2: wvOASIS BI Portal

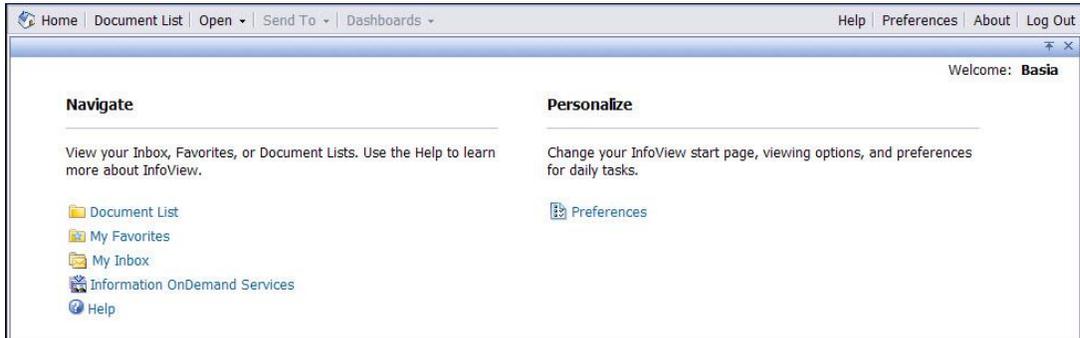
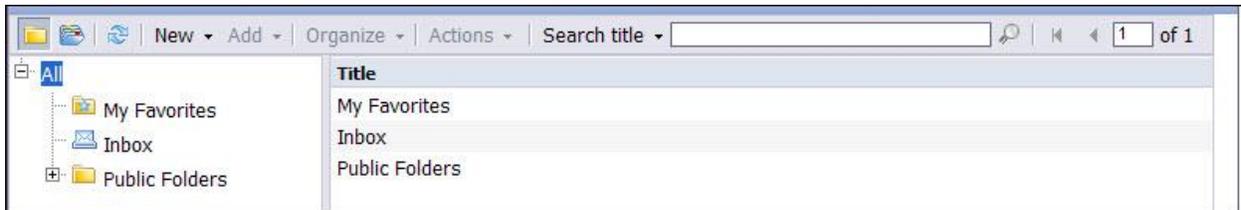
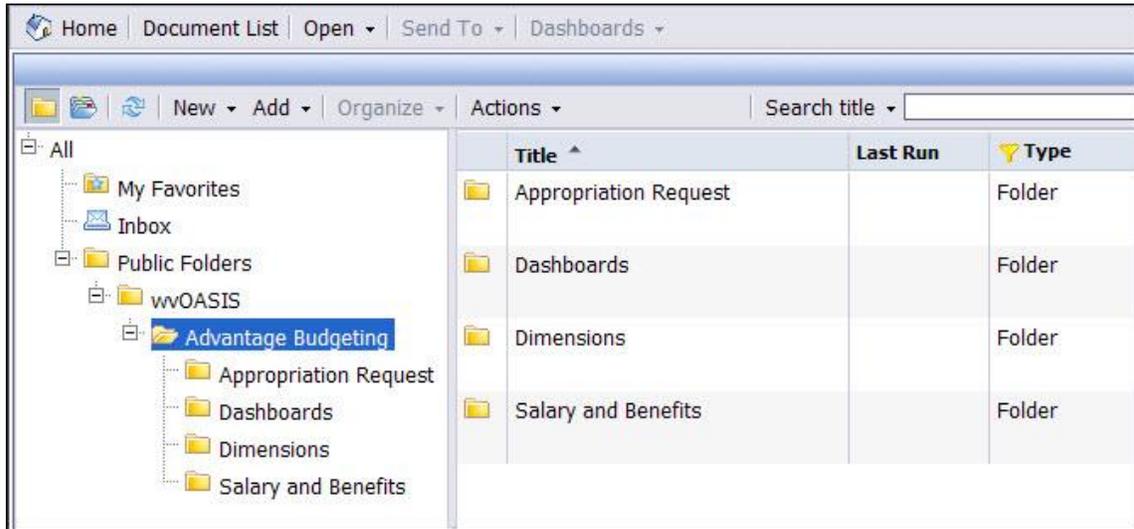


Figure 1: Document List



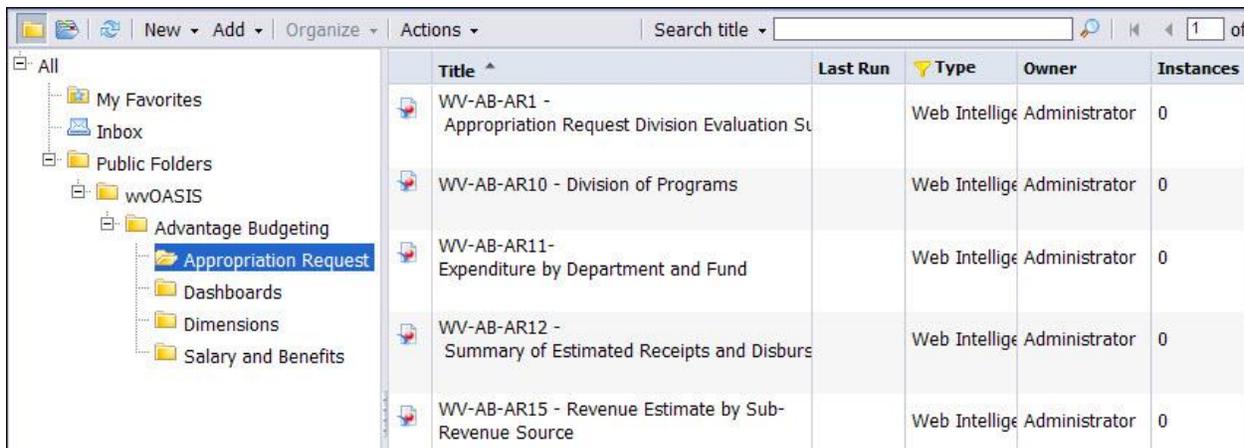
Click Public Folders → wvOASIS → Advantage Budgeting which takes you to the Budget Development folders as shown in Figure 4.

Figure 4: Budget Development Folders



Click the **Appropriation Request** folder and a list of Appropriation Request reports will display as shown in Figure 5.

Figure 5: List of Appropriation Request Reports



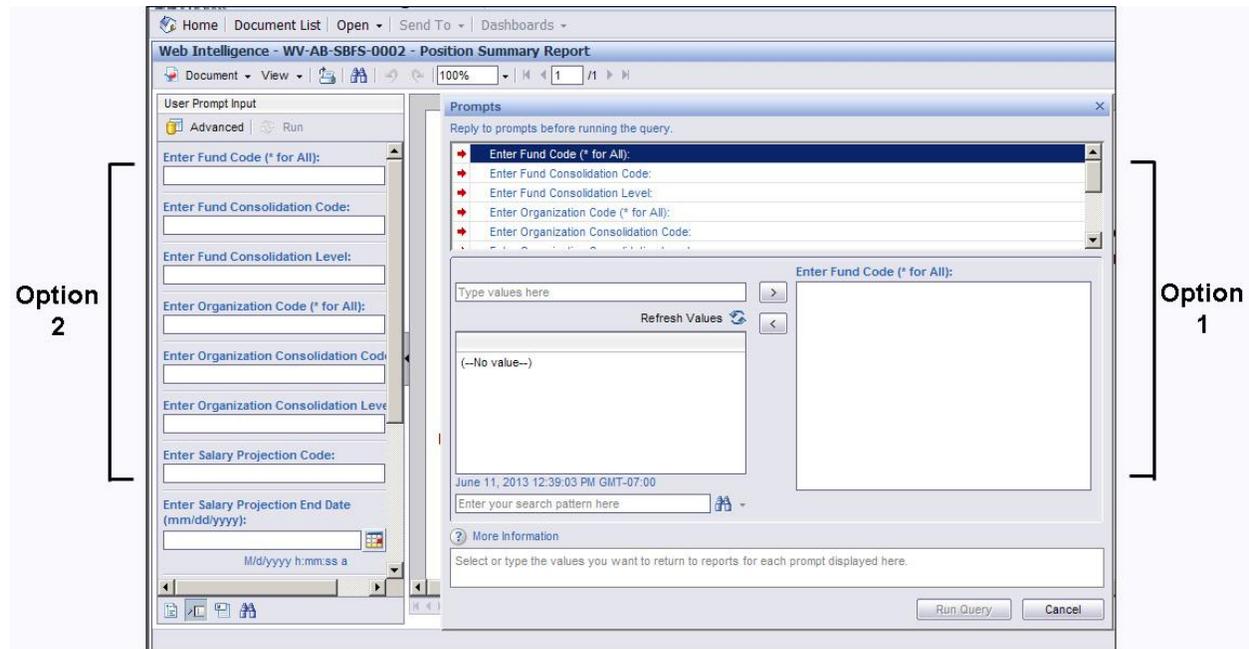
1.3. Execute Budget Development Reports

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 6.

Figure 6: Options for Executing a Report

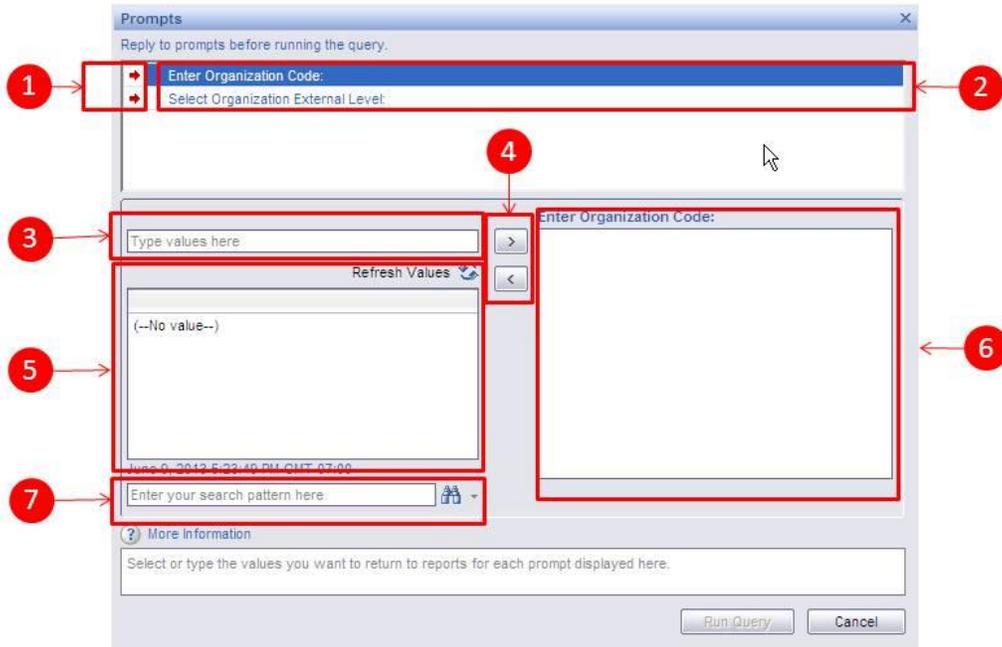


Execute a Report Using Option 1

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 7: Components Used in Executing a Report

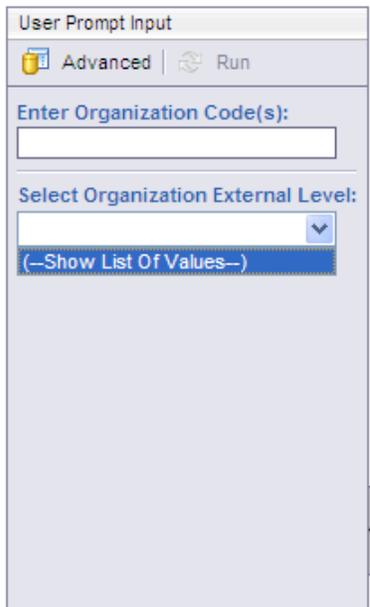


<p>1</p>	<p>The red arrows indicate that the prompts are required. When a prompt is not required, the red arrow will not be visible to the left of the prompt</p>
<p>2</p>	<p>This box lists all the prompts associated with the report (required and Optional). You need to highlight a prompt in order to provide a value(s) for it</p>
<p>3</p>	<p>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.</p>
<p>4</p>	<p>Select or deselect your values</p>
<p>5</p>	<p>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</p>
<p>6</p>	<p>This box lists the values for the selected prompt</p>
<p>7</p>	<p>This box allows you to search for a specific value</p>

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 8: Export Report

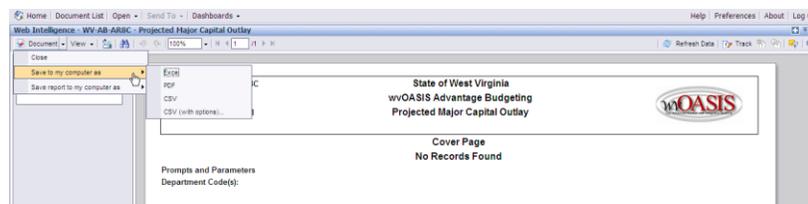
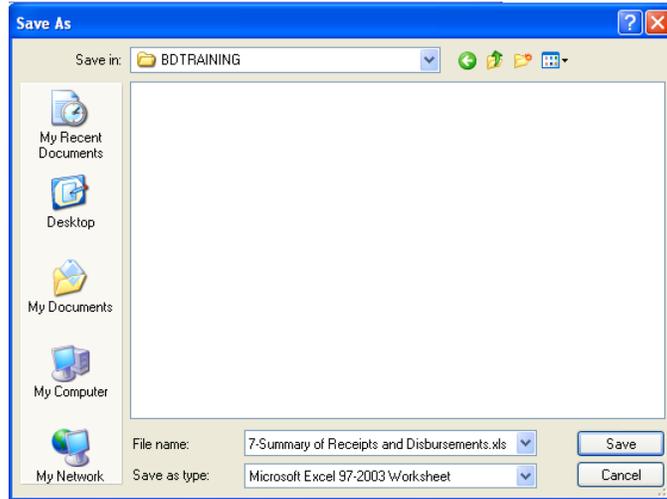


Figure 9: Save Report



Activity 1.1: 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 2 to generate a report with the specified parameters.

Table 2: 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 wvOASIS Budget Development Application.
Appropriation Consolidation Level	3	This option returns data at the lowest level (Appropriation Codes) of Appropriation Consolidation 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 Consolidation defined and used for the Salary Projection in wvOASIS Budget Development Application.
Fund Consolidation	3	This option returns data at the lowest level (Fund

Level		Codes) of Fund Consolidation selected above.
Organization Code	Department number	Data specific to your Department number. Ex. State Police would enter state level org 0612.
Organization Consolidation Code	WV_ORG_CONSOL_1	This option confines the report data to the Organization Consolidation defined and used for the Salary Projection in wvOASIS Budget Development Application.
Organization Consolidation Level	4	This option will return data at the department level of Organization Consolidation 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 Start Date	07/01/2014	
Salary Projection Start Date	06/30/2015	

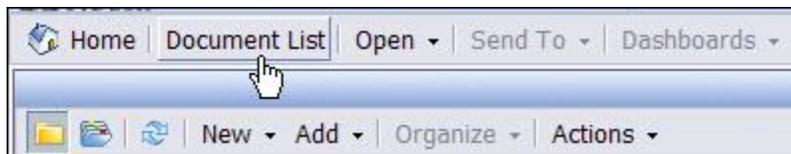
Setup

- ✓ 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)

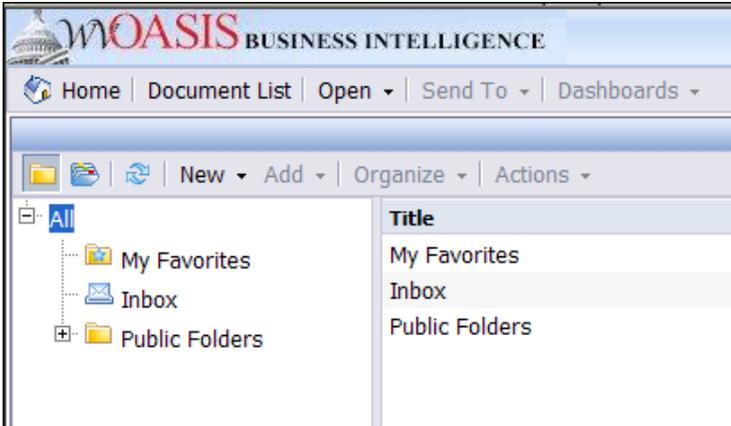
Steps

A. Access the Position Summary Report.

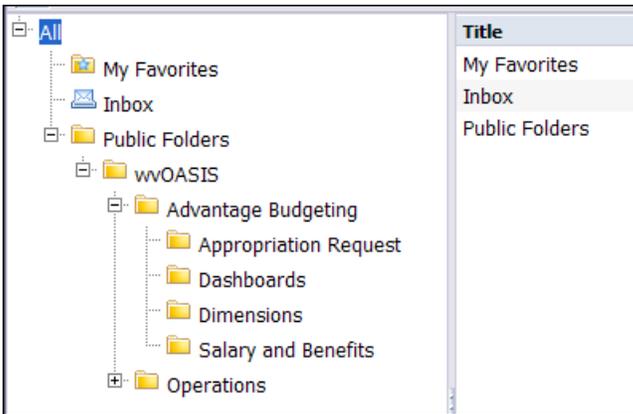
1. In Budget Development, on the Top Navigation toolbar, click the **Business Intelligence** link.
2. On the Home Page Header Panel, click **Document List**.



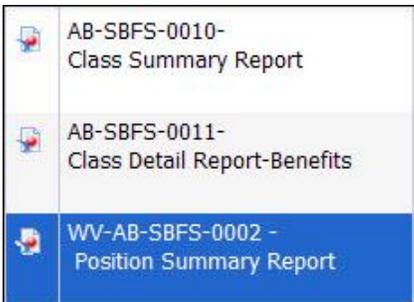
The Workspace Panel displays the Tree Panel on the left and the Detail Panel on the right.



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.

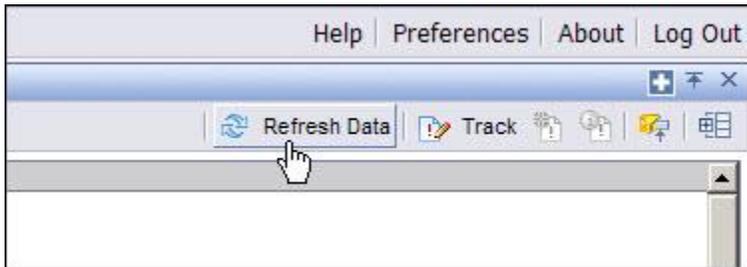


B. Execute the Position Summary Report.

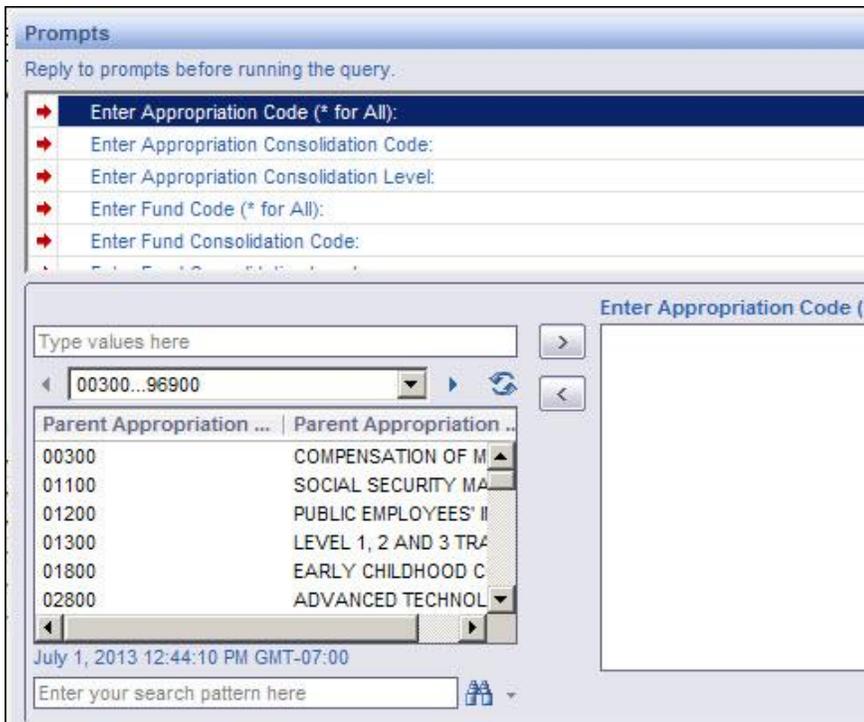
1. The cover page of the Position Summary Report is displayed.



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



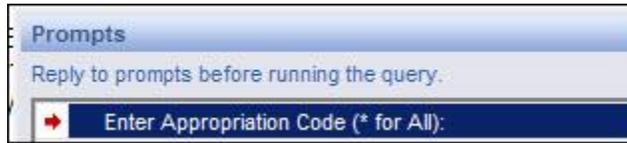
3. The Prompts box opens for updating report parameters. Prompts that have a red arrow in front of them are required prompts.



- C. Enter the first two required prompts.

1. Enter the **Appropriation Code**.

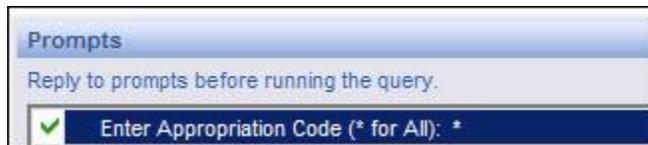
- a. Click the **Enter Appropriation Code (*for All)** line to highlight it.



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

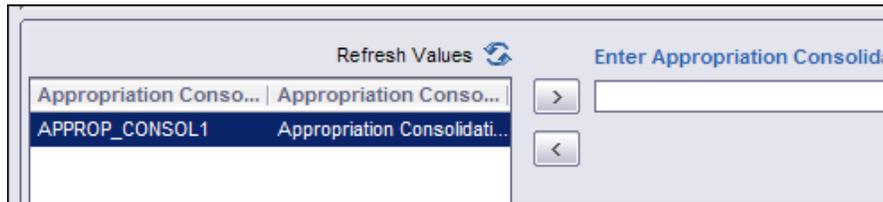


- c. Click the right arrow  to enter the code. Note that the red arrow changes to a green checkmark.



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

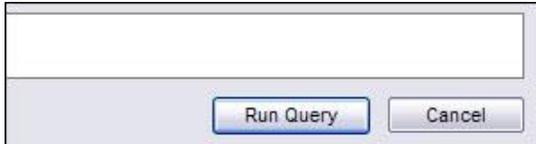
- a. Click the **Enter Appropriation Consolidation Code** line to highlight it.
- b. From the box below the Refresh Values link, select **APPROP_CONSOL1**.



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

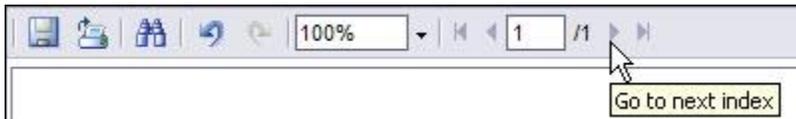
D. Use the same method as in step C to enter the remaining required prompts.

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 *your department number*.
6. For **Organization Consolidation Code**, select **WV_ORG_CONSOL_1**.
7. For **Organization Consolidation Level**, select **4**.
8. For **Salary Projection Code**, select **STATEWIDE**.
9. For **Salary Projection Start Date**, enter **07/01/2014**.
10. For **Salary Projection End Date**, enter **06/30/2015**.
11. Click the **Run Query** button.

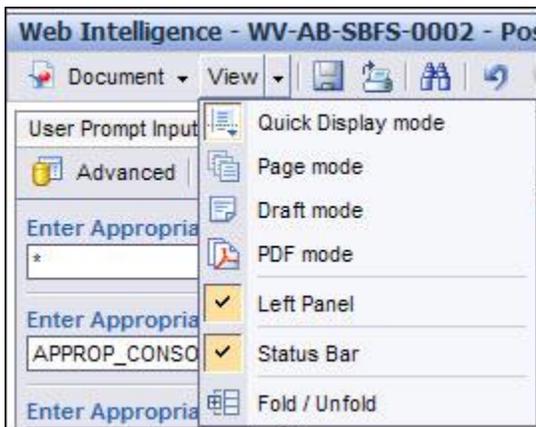


Note: If the **Run Query** button is disabled, check to make sure that all prompts have been entered. This button becomes active only when all required prompts have been entered.

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.

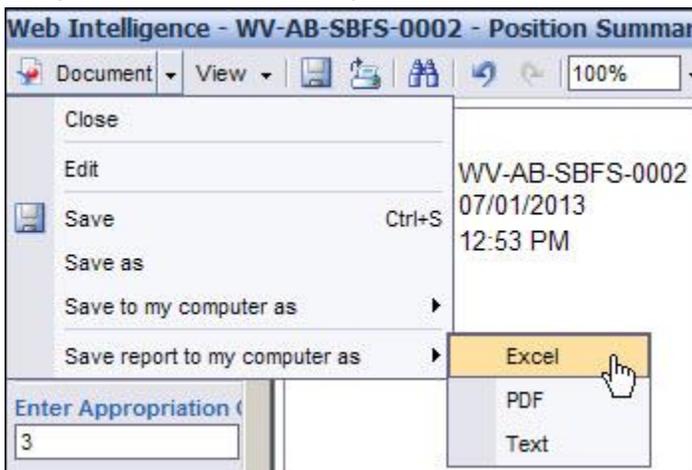


14. Click the **View** ▼ down-arrow in the Workspace Toolbar to change viewing mode.



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.

Activity 1.2: Access and Execute the Appropriation Request Account Summary (AR2)

Scenario

You will execute an Appropriation Request Account Summary (AR2) Report that provides a detailed overview of the requested and recommended amounts for the Appropriation Request. The Report provides the Prior Year Actual (with Actual Adjustments), Current Year Budgeted, Requested (agency requests) and Recommended (includes SBO recommendation and approved improvements) amount. The Report is grouped by Cabinet Code, Department Code, Unit Code, Primary Fund and Appropriation Code.

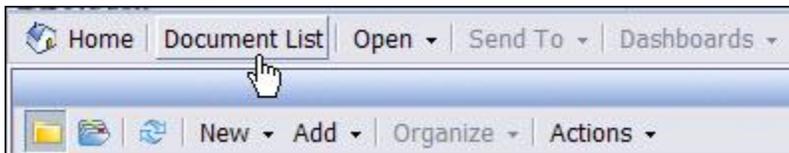
Use the data provided in Table 3 to generate a report with the specified parameters.

Table 3: Parameters for Report

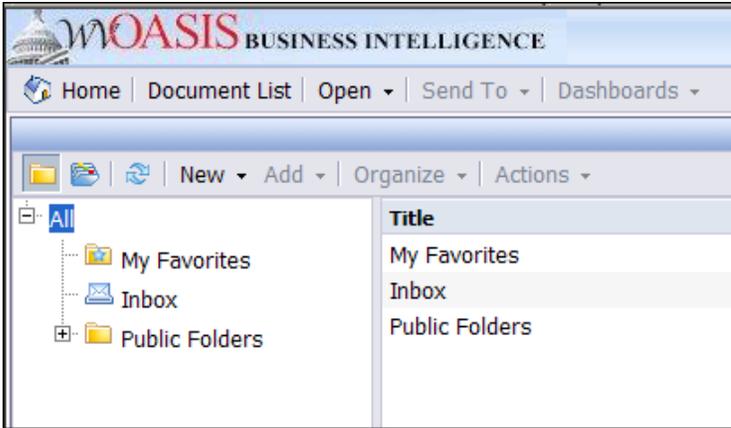
Field	Value	Description
Organization Code	Your Organization (4 digit combination of wvOASIS Department and Unit numbers)	Data specific to your Department number
Select Organization External Level	5	This option will return data at the lowest level (Unit Codes) of the Organization Code selected above.

Steps

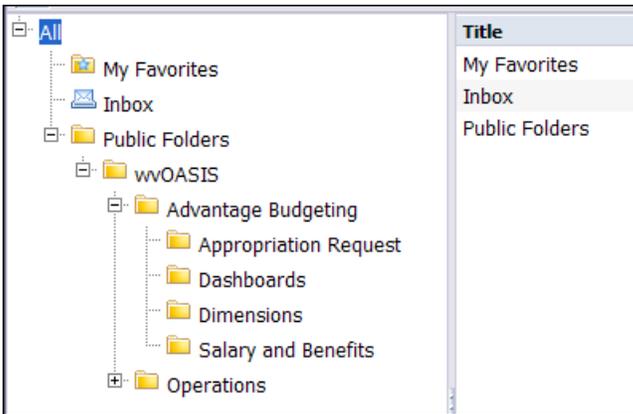
- A. Access the Appropriation Request Account Summary Report.
 1. In Budget Development, on the Top Navigation toolbar, click the **Business Intelligence** link.
 2. On the Home Page Header Panel, click **Document List**.



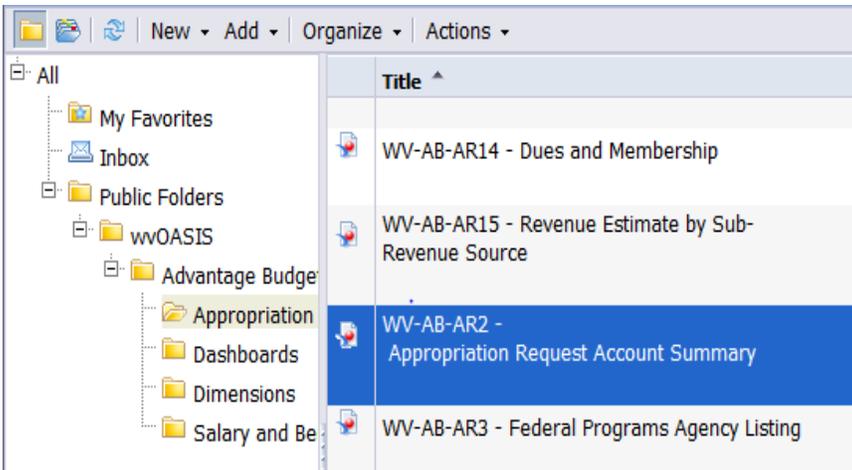
The Workspace Panel displays the Tree Panel on the left and the Detail Panel on the right.



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.



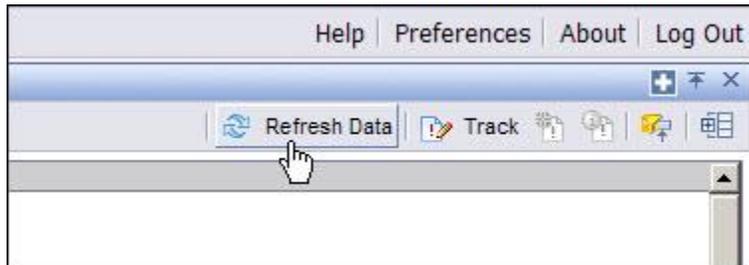
6. Click the **Appropriation Request** folder. The reports are listed in the Detail Panel on the right.
7. Double-click the **WV-AB-AR2-Appropriation Request Account Summary** grid entry to open it.



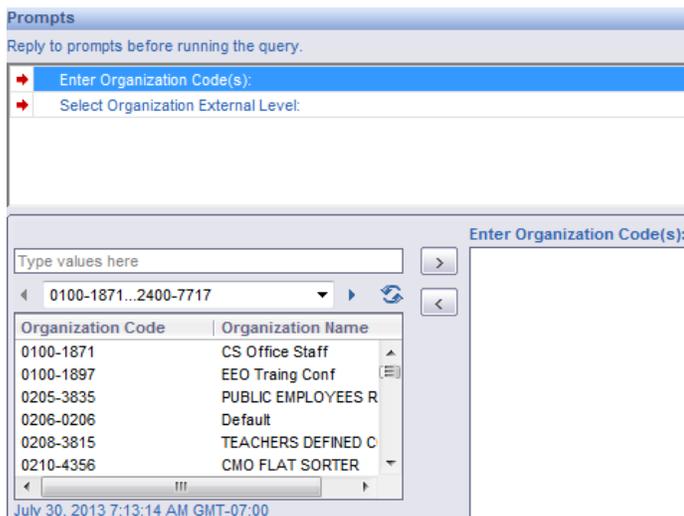
- B. Execute the Appropriation Request Account Summary Report.
 1. The cover page of the Appropriation Request Account Report is displayed.

Cover Page

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



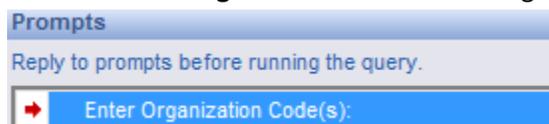
3. The Prompts box opens for updating report parameters. Prompts that have a red arrow in front of them are required prompts.



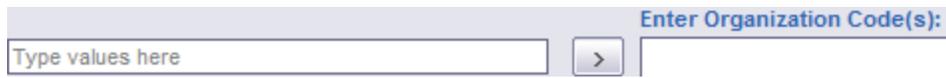
- C. Enter the two required prompts.

1. Enter the Organization Code.

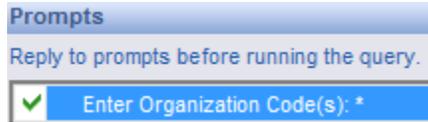
- a. Click the **Enter Organization Code** line to highlight it.



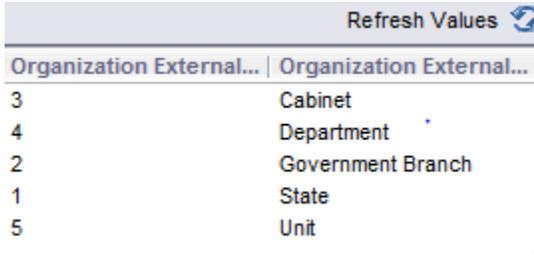
- b. In the blank field below the Prompts (where it says Type values here), enter *your four-digit department code*.



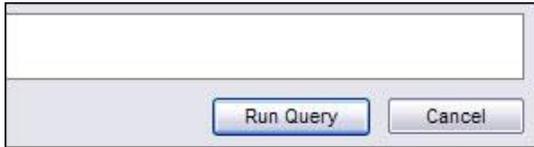
- c. Click the right arrow  to enter the code. Note that the red arrow changes to a green checkmark.



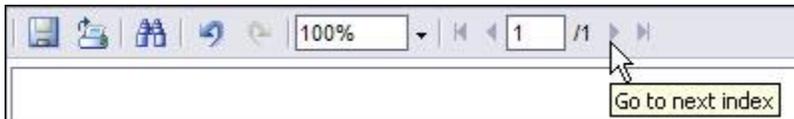
2. Select the **Organization External Level 4 for Department Level.**



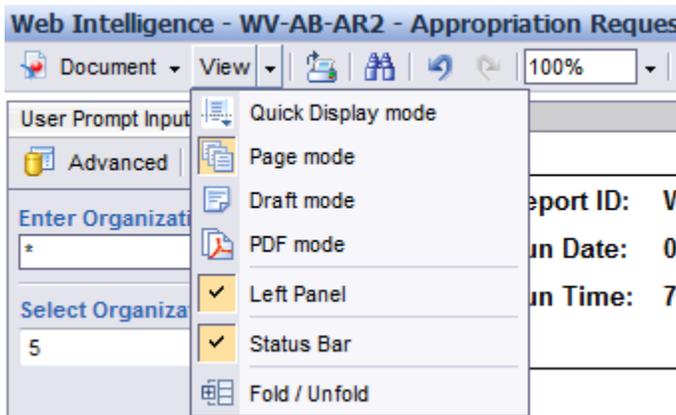
3. Click the **Run Query** button.



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



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



Note: In Business Intelligence you can export your report to Excel or to a PDF File for any of the reports you run.

Activity 1.3: Access and Execute the Improvement Request (AR4)

Scenario

You will execute an Improvement Request (AR4). The Improvement Request report shows the On Going and One Time requested amount for the Improvement or Supplemental Request depending on the user entered prompt. The report is grouped by Organization Codes and by the Program Code. The information is sorted by the Priority within a department. The report prompts for the Organization level and the Organization Code. Based on the requirements the user can execute the report for Unit or Department by selecting the appropriate values for the Organization level prompt.

Table 4: Parameters for Report

Field	Value	Description
Department Code	Department code (4-digit department number).	Data specific to your Department number
Organization Level	4	This option returns data at the department level (Appropriation Codes) of Appropriation Consolidation selected above.
Budget Layout Code	AR4_AGENCY_REQ	This option returns the Improvement for the Organization Code chosen from above.

Steps

- A. Access the Improvement Request (AR4) 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**.
 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 **Appropriation Request** folder. The reports are listed in the Detail Panel on the right.
 7. Double-click the **WV-AB-AR4-Improvement Request – WV-AB-AR5-Supplemental Request** grid entry to open it.
- B. Execute the Improvement Request Report.
 1. The cover page of the Improvement Request 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 three required prompts.
1. Enter the **Department Code (4-digit Department Number)**.
 - a. Click the **Organization Code** line to highlight it.
 - b. In the blank field below the Prompts (where it says Type values here), enter *your Department Code (4 digit Department Number)*.
 - c. Click the right arrow  to enter the code. Note that the red arrow changes to a green checkmark.
 2. Enter the **Organization Level**.
 - d. Click the **Organization Level** line to highlight it.
 - e. Select number **5** for Unit Level.
 3. Enter the **Budget Layout Code**.
 - a. Click the **Select Budget Layout Code line** to highlight it.
 - b. Select the **AR4_AGENCY_REQ** from the list provided.
 4. Click the **Run Query** button.
 5. The Retrieving Data window is displayed. In the **Retrieving Data** window, click the **OK** button.
 6. If the report has multiple pages, click the **Go to next index** icon to page through the report.

Activity 1.4: Access and Execute a Summary of Estimated Receipts and Disbursements (AR12)

Scenario

You will execute a Summary of Estimated Receipts and Disbursements (AR12). The Summary of Estimated Receipts and Disbursements report shows the Estimated Receipts and Disbursements by Organization and Fund. The report calculates the Estimated Beginning Balance for each Fund within a department and provides the Estimated Ending Balance based on the Estimated Revenue and Disbursement. The report is grouped by Cabinet, Department, Fund Class and Fund Code. The report has a required prompt for Department Code.

Table 5: Parameters for Report

Field	Value	Description
Department Code	Your Department (4 digit Department number)	Data specific to your Department number

Steps

- A. Access the Summary of Estimated Receipts and Disbursements (AR12) 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**.
 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 **Appropriation Request** folder. The reports are listed in the Detail Panel on the right.
 7. Double-click the **WV-AB-AR12-Summary of Estimated Receipts and Disbursements** grid entry to open it.
- B. Execute the Summary of Estimated Receipts and Disbursements Report.
 1. The cover page of the Summary of Estimated Receipts and Disbursements 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 required prompt.
 1. Enter the Department Code.
 - a. Click the **Department Code** line to highlight it.
 - b. In the blank field below the Prompts (where it says Type values here), enter *your Department Code (4 digit department number)*.
 - c. Click the right arrow  to enter the code. Note that the red arrow changes to a green checkmark.
 2. Click the **Run Query** button.
 3. The Retrieving Data window is displayed. In the **Retrieving Data** window, click the **OK** button.
 4. If the report has multiple pages, click the ► **Go to next index** icon to page through the report.