Oracle® Public Sector Budgeting

User's Guide

Release 11*i*

July, 2000

Part Number: A85366-01

ORACLE®

Oracle Public Sector Budgeting User's Guide, Release 11i

Part Number: A85366-01

Copyright © 1996, 2000, Oracle Corporation. All rights reserved.

Author: Mary Brilliant

Contributors: Siva Annamalai, Barbara Bauer, Ves Bennett, Frank Bishop, Christine Cheng, Melanie Colston, Julie Donaldson, Supriyo Ghosh, Paula Harper, Robin Inglis-Arkell, Shweta Jain, Rich Karat, Ann Kuchins, Carol Ann Lapeyrouse, Jim Lau, Julianna Litwin, Emma Lualhati-Virtucio, Furong Miao, Karpakam Rajagopalan, Shailendra Rawat, Elene Terry, Eno Thereska, Kumaresh Sankarsubbaiyan, Lakshminaraynan Sekar, Steve Wesolinski

The Programs (which include both the software and documentation) contain proprietary information of Oracle Corporation; they are provided under a license agreement containing restrictions on use and disclosure and are also protected by copyright, patent, and other intellectual and industrial property laws. Reverse engineering, disassembly, or decompilation of the Programs is prohibited.

Program Documentation is licensed for use solely to support the deployment of the Programs and not for any other purpose.

The information contained in this document is subject to change without notice. If you find any problems in the documentation, please report them to us in writing. Oracle Corporation does not warrant that this document is error free. Except as may be expressly permitted in your license agreement for these Programs, no part of these Programs may be reproduced or transmitted in any form or by any means, electronic or mechanical, for any purpose, without the express written permission of Oracle Corporation.

If the Programs are delivered to the U.S. Government or anyone licensing or using the programs on behalf of the U.S. Government, the following notice is applicable:

Restricted Rights Notice Programs delivered subject to the DOD FAR Supplement are "commercial computer software" and use, duplication, and disclosure of the Programs, including documentation, shall be subject to the licensing restrictions set forth in the applicable Oracle license agreement. Otherwise, Programs delivered subject to the Federal Acquisition Regulations are "restricted computer software" and use, duplication, and disclosure of the Programs shall be subject to the restrictions in FAR 52.227-19, Commercial Computer Software - Restricted Rights (June, 1987). Oracle Corporation, 500 Oracle Parkway, Redwood City, CA 94065.

The Programs are not intended for use in any nuclear, aviation, mass transit, medical, or other inherently dangerous applications. It shall be the licensee's responsibility to take all appropriate fail-safe, backup, redundancy, and other measures to ensure the safe use of such applications if the Programs are used for such purposes, and Oracle Corporation disclaims liability for any damages caused by such use of the Programs.

Oracle is a registered trademark, and Enabling the Information Age, Easy*SQL, Net8, PL/SQL, Oracle Application Object Library, Oracle Discoverer, Oracle Financials, Oracle Objects, and Oracle Workflow are trademarks or registered trademarks of Oracle Corporation. All other company or product names mentioned are used for identification purposes only and may be trademarks of their respective owners.

Contents

Send Us Your Comments xxxix

Preface xli

Audience xlii
New Features xlii
Online Documentation xliii
Related Publications xliv
Document Conventions xlv
Special Conventions xlv
Usage Conventions xlvi
References xlvi
Training xlvii
Do Not Use Database Tools to Modify Oracle Public Sector Applications Data xlviii
About Oracle xlix
Customer Support l
Documentation Sales and Client Relations l

1 Product Overview

Definition 1-2
Overview 1-2
Generate Complete Budgets 1-2
Extract Information From and Upload Information to External Systems 1-2
Distribute and Modify Budgets 1-2
Review and Approve Budgets Using Workflow 1-3

Maintain Unlimited Budget Versions 1-3
Analyze and Present Budgets 1-3
Revise Budgets 1-3
Position Control 1-3
Revise Projections 1-3
Flexfield Mapping 1-3
Encumbrance Extraction 1-4
New Features in Public Sector Budgeting 1-5

2 Introduction

Overview 2-2
Setting Up Oracle Public Sector Financials or Oracle Financials and Oracle Applications 2-2
Setting Up Public Sector Budgeting 2-3
Creating a Budget Worksheet 2-4
Distributing a Budget Worksheet 2-5
Modifying a Budget Worksheet 2-5
Revising a Budget 2-5
Worksheet Operations 2-5
Concurrent Processes 2-5
Workflow 2-6
Reports 2-6
Reporting and Analysis 2-6
Topical Essays 2-6
References 2-7
Setting Up Oracle Public Sector Financials or Oracle Financials and Oracle Applications 2-8
Oracle Public Sector Budgeting Setup Overview 2-8
Setting Up Public Sector Budgeting 2-9
Budget Year Types 2-9
Budget Calendar 2-9
Standard Budget Items 2-9
General Ledger Interfaces 2-9
General Ledger Budgets Sets 2-10
Global Account and Position Sets 2-10

Budget Group Categories 2-10
Budget Stages 2-10
Budget Groups and Security 2-10
Budget Review Groups 2-11
Position Attributes 2-11
Extract Data from Oracle HRMS 2-11
Position Attribute Values 2-11
Elements 2-11
Position Default Rules 2-12
Positions 2-12
Flexfield Mapping Procedures 2-12
Annual Checklist 2-12
Creating a Budget Worksheet 2-13
Projection Parameters 2-13
Period Allocation Rules 2-13
Constraints 2-13
Create Worksheet 2-13
View Projected Elements Procedures 2-14
Worksheet Consolidation Procedures 2-14
Distributing a Budget Worksheet 2-15
Worksheet Distribution 2-15
Modifying a Budget Worksheet 2-16
Modify Line Item Worksheet 2-16
Modify Position Worksheet 2-16
Local Parameters Procedures 2-16
Revising a Budget 2-17
Budget Revisions Procedures 2-17
Worksheet Operations 2-18
Worksheet Operations 2-18
Concurrent Processes 2-19
Validate Budget Group Hierarchy 2-19
Account Overlap Validation 2-19
Maintain Budget Account Codes 2-19
Post Budgets to General Ledger 2-20
Delete Budget Group Hierarchy 2-20

Purge Worksheet ... 2-20
Maintain Budget Positions ... 2-20
Assign Position Defaults ... 2-20
Purge Data Extract ... 2-21
Purge Budget Revision ... 2-21
Upload Worksheet to Position Control ... 2-21
Validate GL Budget Sets ... 2-21
Workflow ... 2-22
Using Workflow in Public Sector Budgeting ... 2-22
Reports ... 2-23
Generate Predefined Reports ... 2-23
Reporting and Analysis ... 2-24
Using Discoverer to Generate Reports ... 2-24
Using Spreadsheets with Public Sector Budgeting ... 2-24
Using Financial Analyzer with Public Sector Budgeting ... 2-24
Topical Essays ... 2-25
Workflow Processes ... 2-25
Public Sector Budgeting Process ... 2-25
Managing Salary Distributions for Positions Extracted from Oracle Labor Distribution Process ... 2-25
Extract Data from Third-Party HRMS Process ... 2-25
Handling Reorganization During the Budget Development Cycle Process ... 2-26
References ... 2-27
Projection Parameter and Constraint Formula Types ... 2-27
Oracle Public Sector Budgeting Navigation Paths ... 2-27

Part I Setting Up Oracle Public Sector Financials and Applications

3 Oracle Public Sector Budgeting Setup Overview

Overview ... 3-2
Public Sector Budgeting Setup Checklist ... 3-3
Public Sector Budgeting Setup Steps ... 3-9
1. Create New Responsibilities ... 3-9
2. Implement Function Security ... 3-9
3. Create Additional Users ... 3-13

4. Define Set of Books 3-13
5. Specify Key Flexfield Structures for Business Group 3-13
6. Define Job Flexfield 3-13
7. Define Position Flexfield 3-14
8. Define Grade Flexfield 3-14
9. Define People Group Flexfield 3-14
10. Define Cost Allocation Flexfield 3-14
11. Define Descriptive Flexfields 3-15
12. Create Locations 3-15
13. Define Organization Hierarchies 3-15
14. Define Jobs 3-15
15. Define Positions 3-15
16. Define Grades 3-16
17. Define Grade Rates 3-16
18. Define Pay Scales 3-16
19. Define Progression Point Values 3-16
20. Define Scales Rates 3-16
21. Define Payrolls 3-16
22. Map Cost Allocation Flexfield 3-17
23. Define A Salary Basis 3-17
24. Link the Salary Element 3-17
25. Enter New Hire Information for Every Employee 3-17
26. Define Budget Year Types 3-18
27. Define Budget Calendar 3-18
28. Define Standard Budget Items (Optional) 3-18
29. Set Up General Ledger Interfaces (Optional) 3-18
30. Define General Ledger Budget Sets 3-19
31. Define Global Account Sets (Optional) 3-19
32. Define Budget Group Categories (Optional) 3-19
33. Define Budget Stages (Optional) 3-19
34. Set Up Budget Groups and Security 3-19
35. Define Budget Review Groups and Budget Review Group Rules for Account Sets (Optional) 3-20
36. Set Line-Item Budgeting Profile Options (Optional) 3-20
37. Define Public Sector Budgeting Position Key Flexfield 3-21

38. Define Position Attributes 3-22
39. Define Data Extract 3-22
40. Run Data Extract 3-22
41. Review or Modify Position Attribute Values 3-22
42. Define Global Position Sets (Optional) 3-22
43. Define Budget Review Groups and Budget Review Group Rules for Position Sets (Optional) 3-23
44. Define Elements 3-23
45. Define Position Default Rules 3-23
46. Apply Position Defaults 3-23
47. Review or Modify Positions 3-23
48. Refresh Data Extract (Optional) 3-24
49. Repeat Steps 39 to 48 as Needed (Optional) 3-24
50. Set Position Budgeting Profile Options (Optional) 3-24
51. Define General Ledger Budget Sets 3-25
52. Set Budget Revision Profile Options (Optional) 3-25
53. Set Up Labor Distribution (Optional) 3-27
54. Set Up Workflow 3-28
55. Set Up Discoverer (Optional) 3-28
56. Set Up Financial Analyzer (Optional) 3-28
57. Set Financial Analyzer Profile Options (Optional) 3-28

Part II Setting Up Oracle Public Sector Budgeting

4 Budget Year Types Setup

Definition 4-2
Overview 4-2
Process 4-2
Budget Year Types Procedure 4-3
Budget Year Types Window 4-4
Budget Year Types Window Description 4-5
Example: Nine Year Calendar 4-5

5 Budget Calendar Setup

Definition 5-2
Overview 5-2
Examples 5-2
Reports 5-3
Prerequisites 5-4
Budget Calendar Procedure 5-5
Budget Calendar Window 5-6
Budget Calendar Window Description 5-7
Example: Official Budget Calendar 5-8

6 Standard Budget Items Setup

Definition 6-2
Overview 6-2
Process 6-2
Examples 6-2
Reports 6-3
Standard Budget Items Procedure 6-4
Standard Budget Item Window 6-5
Standard Budget Item Window Description 6-6
Example: Standard Budget Items - Auto 6-6
Example: Standard Budget Items - Computer 6-7

7 General Ledger Interfaces Setup

Definition 7-2
Overview 7-2
Summary Templates 7-2
Fund Balance Accounts 7-2
Template Account 7-2
Process 7-3
Reference 7-3
Prerequisites 7-4
General Ledger Interfaces Procedure 7-5
GL Interfaces Setup Window 7-6

GL Interfaces Setup Window Description 7-8
Example: Summary Templates Setup 7-9
Example: Fund Balance Accounts Setup 7-9

8 General Ledger Budget Sets Setup

Definition 8-2
Overview 8-2
Process 8-2
Budget Revisions 8-2
References 8-5
Prerequisites 8-6
General Ledger Budget Sets Procedure 8-7
GL Budget Sets Window 8-8
GL Budget Sets Window Description 8-9

9 Global Account and Position Sets Setup

Definition 9-2
Global Account Sets Overview 9-2
Process 9-2
Example 9-4
Reports 9-4
Reference 9-4
Global Position Sets Overview 9-5
Process 9-5
Prerequisites 9-8
Account Sets 9-8
Position Sets 9-8
Global Account and Position Sets Procedure 9-9
Account and Position Sets Window 9-10
Account and Position Sets Window Description 9-12
Example: Account Set - Capital Projects 9-13
Example: Account Set - Donation Revenue 9-14
Example: Position Set - Firefighter Positions 9-14
Example: Position Set - Compensation Group 9-15

10 Budget Group Categories Setup

Definition 10-2
Overview 10-2
Diagram 10-2
Process 10-2
Examples 10-3
Reference 10-3
Budget Group Categories Procedure 10-4
Budget Group Categories Window 10-5
Budget Group Categories Window Description 10-6
Example: Custom Reporting 10-6

11 Budget Stages Setup

Definition 11-2
Overview 11-2
Process 11-2
Example 11-3
Reference 11-3
Budget Stages Procedure 11-5
Budget Stages Window 11-6
Budget Stages Window Description 11-7
Example: Official Budget Stage Set 11-7
Example: Annual Management Plan Stage Set 11-8

12 Budget Groups and Security Setup

Definition 12-3
Overview 12-3
Budget Group Hierarchy Diagram 12-4
Process 12-4
Multiple Organization Support 12-7
Reports 12-8
Reference 12-8
Prerequisites 12-9
Budget Groups and Security Procedure 12-10

Define a Budget Group 12-10
Freeze and Validate the Budget Group Hierarchy 12-11
Find a Budget Group 12-12
Budget Group Window, Top Level Tab 12-13
Budget Group Window Description, Top Level Tab 12-14
Budget Group Window, Account Ranges Tab 12-16
Budget Group Window Description, Account Ranges Tab 12-17
Budget Group Window, Responsibilities Tab 12-18
Budget Group Window Description, Responsibilities Tab 12-19
Budget Group Window, Long Description Tab 12-20
Budget Group Window Description, Long Description Tab 12-21
Budget Group Window, Notifiers Tab 12-22
Budget Group Window Description, Notifiers Tab 12-23
Budget Group Window, Categories Tab 12-24
Budget Group Window Description, Categories Tab 12-25
Copy Budget Group Pop-Up Window 12-26
Budget Group Window Description, Copy Budget Group Pop-Up Window 12-27
Example: Internal Audit Budget Group 12-27
Example: Academic Computing Budget Group 12-28
Example: Budget Group Hierarchy and Security 12-29
Select Budget Group Window 12-32
Select Budget Group Window Description 12-33
Find Budget Groups Window 12-34
Find Budget Groups Window Description 12-35
Save As Window 12-37
Save As Window Description 12-38
View Budget Group Errors Window 12-39
View Budget Group Errors Window Description 12-40

13 Budget Review Groups Setup

Definition 13-2
Overview 13-2
Process 13-2
Example 13-3
Reference 13-4

Prerequisites 13-5
Budget Review Groups Procedure 13-6
Review Group Window 13-7
Review Group Window Description 13-9
Example: Equipment Review Group 13-9
Example: Capital Review Group 13-10
Select Review Group Window 13-11
Select Review Group Window Description 13-12
Budget Review Group Rules Procedure 13-13
Review Group Rules Window 13-14
Review Group Rules Window Description 13-17
Example: Construction Review Group Rule 13-19
Example: Position Review Group Rule 13-19
Example: New Position Review Group Rule 13-20

14 Position Attributes Setup

Definition 14-2
Overview 14-2
Predefined Position Attributes 14-2
User Defined Position Attributes 14-2
Process 14-3
Reference 14-4
Prerequisites 14-5
Position Attributes Mapping Procedure 14-6
Attribute Mapping Details Window 14-7
Attribute Mapping Details Window Description 14-8
Position Attributes Procedure 14-9
Position Attributes Window 14-10
Position Attributes Window Description 14-11

15 Extract Data From HRMS Setup

Definition 15-2
Overview 15-2
Process 15-2
Reports 15-9

Reference 15-9
Prerequisites 15-10
Extract Data from HRMS and Labor Distribution Procedures 15-11
Extract Data From Human Resources Window 15-12
Extract Data From Human Resources Window Description 15-13
Labor Distribution Mapping Window 15-15
Labor Distribution Mapping Window Description 15-16
View Data Extract Errors Window 15-17
View Data Extract Errors Window Description 15-18

16 Position Attribute Values Setup

Definition 16-2
Overview 16-2
Prerequisites 16-3
Position Attribute Values Procedure 16-4
Position Attribute Values Window 16-5
Position Attribute Values Window Description 16-6
Example: Compensation Group 16-6
Example: EEO Category 16-6

17 Elements Setup

Definition 17-2
Overview 17-2
Process 17-2
Reference 17-3
Prerequisites 17-4
Elements Procedure 17-5
Elements Window 17-6
Elements Window Description 17-11
Element Cost Distribution Window 17-16
Element Cost Distribution Window Description 17-18

18 Position Default Rules Setup

Definition 18-2

Overview 18-2
Process 18-2
Reference 18-3
Prerequisites 18-4
Position Default Rules Procedure 18-5
Position Default Rules Window, Attribute Assignments Tab 18-6
Position Default Rules Window Description, Attribute Assignments Tab 18-7
Position Default Rules Window, Salary Assignments Tab 18-9
Position Default Rules Window Description, Salary Assignments Tab 18-10
Position Default Rules Window, Non-Salary Assignments Tab 18-11
Position Default Rules Window Description, Non-Salary Assignments Tab 18-12
Position Default Rules Window, Salary Distribution Tab 18-13
Position Default Rules Window Description, Salary Distribution Tab 18-14
Position Default Rules Window, FTE Allocation Tab 18-15
Position Default Rules Window Description, FTE Allocation Tab 18-16

19 Positions Setup

Definition 19-2
Overview 19-2
Process 19-2
Prerequisites 19-3
Positions Procedure 19-4
Select Positions Window 19-6
Select Positions Window Description 19-7
Positions Window 19-8
Positions Window Description 19-12

20 Flexfield Mapping Setup

Definition 20-2
Overview 20-2
Process 20-3
References 20-3
Prerequisites 20-4
Flexfield Mapping Procedure 20-5
Flexfield Mapping Window 20-6

Flexfield Mapping Window Description 20-7

21 Annual Checklist Procedures

Overview 21-2
Public Sector Budgeting Annual Checklist 21-3
Oracle Public Sector Budgeting Annual Review Steps 21-5
Step 1. Define Budget Year Types 21-5
Step 2. Define Budget Calendar 21-5
Step 3. Define Standard Budget Items 21-5
Step 4. Set Up General Ledger Interfaces 21-5
Step 5. Define Global Account Sets 21-6
Step 6. Set Up Flexfield Mapping 21-6
Step 7. Define Budget Group Categories 21-6
Step 8. Define Budget Stages 21-6
Step 9. Set Up Budget Groups and Security 21-6
Step 10. Define Budget Review Groups and Budget Review Group Rules for Account Sets 21-7
Step 11. Define Position Attributes 21-7
Step 12. Define Data Extract 21-7
Step 13. Run Data Extract 21-7
Step 14. Modify or Set Up Position Attribute Values 21-8
Step 15. Define Global Position Sets 21-8
Step 16. Define General Ledger Budget Sets 21-8
Step 17. Define Budget Review Groups and Budget Review Group Rules for Position Sets 21-8
Step 18. Define Elements 21-8
Step 19. Define Position Default Rules 21-9
Step 20. Apply Position Defaults 21-9
Step 21. Review or Modify Positions 21-9
Step 22. Refresh Data Extract 21-9
Step 23. Repeat Steps 11 to 22 as Needed 21-9

Part III Creating a Budget Worksheet

22 Projection Parameters Procedures

Definition 22-2
Account Projection Parameters Overview 22-2
Process 22-2
Examples 22-3
Reports 22-6
Reference 22-6
Element Projection Parameters Overview 22-7
Process 22-7
Examples 22-7
Reports 22-8
Position Projection Parameters Overview 22-9
Process 22-9
Examples 22-9
Reports 22-11
Reference 22-11
Prerequisites 22-12
Projection Parameters Procedure 22-13
Parameter Sets Window 22-15
Parameter Sets Window Description 22-17
Parameter Window 22-19
Parameter Window Description 22-22

23 Period Allocation Rules Procedures

Definition 23-2
Overview 23-2
Process 23-2
Reports 23-3
Reference 23-3
Prerequisites 23-4
Period Allocation Rules Procedure 23-5
Allocation Rule Sets Window 23-7

Allocation Rule Sets Window Description 23-9
Example: 1999-00 Period Allocations Rule Set 23-10
Allocation Rules Window 23-12
Allocation Rules Window Description 23-13
Example: Prior Year Profile Allocation Rule 23-14
Example: Percentage Allocation Rule 23-14
Allocation Percentages Window 23-15
Allocation Percentages Window Description 23-16

24 Constraints Procedures

Definition 24-2
Overview 24-2
Process 24-3
Examples 24-3
Reports 24-4
Reference 24-4
Prerequisites 24-5
Constraints Procedure 24-6
Constraint Sets Window 24-8
Constraint Sets Window Description 24-10
Constraint Window 24-12
Constraint Window Description 24-16
Budget Revision Limitation Control Examples 24-21

25 Create Worksheet Procedures

Definition 25-2
Overview 25-2
Global Worksheets 25-2
Local Worksheets 25-3
Process 25-3
Reference 25-5
Prerequisites 25-6
Position Worksheet 25-6
Create Worksheet Procedure 25-7
Define Worksheet 25-7

Create Worksheet Lines 25-7
Refresh General Ledger Balances 25-10
Position Worksheet Exception Report 25-10
Define Worksheet Window, Worksheet Tab 25-12
Define Worksheet Window Description, Worksheet Tab 25-13
Define Worksheet Window, General Ledger Tab 25-15
Define Worksheet Window Description, General Ledger Tab 25-16
Define Worksheet Window, Commitments Tab 25-18
Define Worksheet Window Description, Commitments Tab 25-19
Define Worksheet Window, Processes Tab 25-20
Define Worksheet Window Description, Processes Tab 25-21
Example: Sample Data for Worksheet Creation 25-23

26 View Projected Elements Procedures

Definition 26-2
Overview 26-2
Reference 26-2
Prerequisites 26-3
View Elements Procedure 26-4
Find Worksheets Window 26-5
Find Worksheets Window Description 26-6
Projected Element Rates Window 26-7
Projected Element Rates Window Description 26-11

27 Worksheet Consolidation Procedures

Definition 27-2
Overview 27-2
Process 27-2
Reference 27-3
Consolidate Worksheets Procedure 27-4
Consolidate Worksheets Window 27-5
Consolidate Worksheet Window Description 27-6

Part IV Distributing a Budget Worksheet

28 Worksheet Distribution Procedures

Definition 28-2
Overview 28-2
Process 28-2
Reports 28-3
Reference 28-3
Prerequisites 28-4
Worksheet Distribution Procedure 28-5
Distribution Rule Window 28-7
Distribution Rule Window Description 28-9

Part V Modifying a Budget Worksheet

29 Modify Line Item Worksheet Procedures

Definition 29-3
Overview 29-3
Process 29-3
Navigation 29-5
History 29-5
Reports 29-6
Reference 29-6
Prerequisites 29-7
Modify Worksheet Procedure 29-8
Set Worksheet View 29-8
Modify Worksheet 29-9
Check Constraint Violations 29-10
Distribute Worksheet 29-10
Perform Worksheet Operations 29-11
Monitor Worksheet Processes 29-11
Revise Projections 29-11
Add Attachment to Worksheet 29-12
Select Worksheet Window 29-13

Select Worksheet Window Description 29-14
Worksheet Summary Window 29-15
Worksheet Summary Window Description 29-16
Service Package Window 29-17
Service Package Window Description 29-18
Data Selection Window 29-19
Data Selection Window Description 29-22
Worksheet Lines Window 29-25
Worksheet Lines Window Description 29-27
Budget Periods Window 29-29
Budget Periods Window Description 29-30
Use Standard Budget Item Window 29-31
Use Standard Budget Item Window Description 29-32
View Constraint Violations Window 29-34
View Constraint Violations Window Description 29-35
Summary Template Examples 29-36
Summary Templates and Budget Group Securities 29-36
Using Summary Worksheets and Worksheet Totals 29-38

30 Modify Position Worksheet Procedures

Definition 30-2
Overview 30-2
Process 30-2
Reference 30-3
Prerequisites 30-4
Modify Position Worksheet Procedure 30-5
Set Position Worksheet View 30-5
Create New Position for Worksheet 30-6
Modify Position Account Distributions 30-6
Modify Position Assignment Information 30-7
Review Position Costs Information 30-7
Modify FTE by Service Package Information 30-8
Review Position Summary Information 30-8
Revise Projections 30-8
Add Attachment to Worksheet 30-9

Select Position Window 30-10
Select Position Window Description 30-11
Position Worksheet Window, Account Distributions Tab 30-12
Position Worksheet Window Description, Account Distributions Tab 30-14
Position Worksheet Window, Assignments Tab 30-16
Position Worksheet Window Description, Assignments Tab 30-19
Position Worksheet Window, Position Costs Tab 30-21
Position Worksheet Window Description, Position Costs Tab 30-22
Position Worksheet Window, FTE by Service Package Tab 30-23
Position Worksheet Window Description, FTE by Service Package Tab 30-24
Position Worksheet Window, Position Summary Tab 30-25
Position Worksheet Window Description, Position Summary Tab 30-26
Element Rates Window 30-27
Element Rates Window Description 30-28

31 Local Parameters Procedures

Definition 31-2
Overview 31-2
Revise Projections 31-2
Process 31-3
Using Parameter Sets for Budget Revisions 31-3
Prerequisites 31-6
Local Parameters for Worksheets Procedure 31-7
Local Parameters for Budget Revisions Procedure 31-8
Parameter Window 31-9
Parameter Window Description 31-12

Part VI Revising a Budget

32 Budget Revisions Procedures

Definition 32-2
Overview 32-2
Process 32-2
Budget Revision Limitation Control 32-6

Funds Checking and Reservation 32-7
Mass Entries 32-7
Revise Projections 32-8
Budget Revision Initiated by Others 32-9
Dual General Ledger Budget Posting 32-9
Profile Options 32-10
Navigation 32-10
Reports 32-10
Reference 32-10
Prerequisites 32-12
Account and Position Sets Procedure 32-13
Budget Revisions Procedure 32-14
Select Budget Revisions Window 32-15
Select Budget Revisions Window 32-17
Budget Revisions Window, Line Item Entries Tab 32-19
Budget Revisions Window Description, Line Item Entries Tab 32-21
Budget Revisions Window, Position Entries Tab 32-25
Budget Revisions Window Description, Position Entries Tab 32-26
Positions Window 32-28
Positions Window Description 32-32
Budget Revisions Window, Mass Entries Tab 32-35
Budget Revisions Window Description, Mass Entries Tab 32-36
Budget Revisions Window, Summary Entries Tab 32-38
Budget Revisions Window Description, Summary Entries Tab 32-39
View Constraint Violations Window 32-40
View Constraint Violations Window Description 32-41

Part VII Worksheet Operations

33 Worksheet Operations Procedures

Definition 33-2
Overview 33-2
Process 33-2
Status 33-4
Reports 33-4

Reference 33-4
Prerequisites 33-5
Worksheet Operations Procedure 33-6
Worksheet Operations Window 33-7
Worksheet Operations Window Description 33-8
Select Service Packages Window 33-9
Select Service Packages Window Description 33-10

Part VIII Concurrent Processes

34 Validate Budget Group Hierarchy Procedures

Definition 34-2
Overview 34-2
Process 34-2
Reference 34-3
Prerequisites 34-4
Validate Budget Group Hierarchy Procedure 34-5

35 Account Overlap Validation Procedures

Definition 35-2
Overview 35-2
Process 35-2
Reference 35-2
Prerequisites 35-3
Account Overlap Validation Procedure 35-4

36 Maintain Budget Account Codes Procedures

Definition 36-2
Overview 36-2
Process 36-2
Reference 36-3
Maintain Budget Account Codes Procedure 36-4

37 Post Budgets to General Ledger Procedures

Definition 37-2
Overview 37-2
Process 37-2
Archive Original Budget 37-3
Reports 37-3
Reference 37-4
Prerequisites 37-5
Create GL Budget Journals Procedure 37-6
Transfer Budget Journals to GL Procedure 37-8

38 Delete Budget Group Hierarchy Procedures

Definition 38-2
Overview 38-2
References 38-2
Delete Budget Group Hierarchy Procedure 38-3

39 Purge Worksheet Procedures

Definition 39-2
Overview 39-2
References 39-2
Purge Worksheet Procedure 39-3

40 Maintain Budget Positions Procedures

Definition 40-2
Overview 40-2
Process 40-2
Reference 40-3
Maintain Budget Positions Procedure 40-4

41 Assign Position Defaults Procedures

Definition 41-2
Overview 41-2

Process 41-2
Reference 41-2
Assign Position Defaults Procedure 41-4

42 Purge Data Extract Procedures

Definition 42-2
Overview 42-2
References 42-2
Purge Data Extract Procedure 42-3

43 Purge Budget Revisions Procedures

Definition 43-2
Overview 43-2
References 43-2
Purge Budget Revisions Procedure 43-3

44 Upload Worksheet to Position Control Procedures

Definition 44-2
Overview 44-2
References 44-2
Upload Worksheet to Position Control Procedure 44-3

45 Validate GL Budget Sets Procedures

Definition 45-2
Overview 45-2
References 45-2
Validate GL Budget Sets Procedure 45-3

Part IX Workflow

46 Using Oracle Workflow in Public Sector Budgeting Procedures

Definition 46-2
Overview 46-2

Reference 46-2
Prerequisites 46-3
Viewing Notifications Procedure 46-4
Monitoring Processes Procedure 46-5
Processes Monitoring Window 46-6
Processes Monitoring Window Description 46-7

Part X Reports

47 Reports Procedures

Definition 47-3
Overview 47-3
Account Set Listing 47-4
Allocation Rules Listing 47-4
Budget Calendar Listing 47-4
Budget Group Account Ranges Listing 47-4
Budget Group Hierarchy Listing 47-4
Budget Journal Edit Report 47-4
Constraints Listing 47-5
Detailed FTE and Headcount by Position Report 47-5
Distribution Rule Listing 47-5
Flexfield Mapping Details Report 47-5
Parameter Listing 47-5
Pooled Position Report for Worksheet 47-5
Position Adjustment Report 47-5
Position Set Listing Report 47-6
Budget Revision Summary Report 47-6
Budget Revisions Transaction Listing 47-6
Service Package Description Report 47-6
Service Package Utilization Report 47-6
Standard Budget Items Listing 47-6
Vacant Position Report 47-6
Validation Results Report 47-7
Worksheet Account Costing Report 47-7
Worksheet Position Costing Report 47-7

Worksheet Submission Status Report 47-7
Account Set Listing Report Procedure 47-8
Allocation Rules Listing Report Procedure 47-9
Budget Calendar Listing Report Procedure 47-10
Budget Group Account Ranges Listing Report Procedure 47-11
Budget Group Hierarchy Listing Report Procedure 47-12
Budget Journal Edit Report Procedure 47-13
Budget Revision Summary Report Procedure 47-14
Budget Revisions Transaction Listing Procedure 47-15
Constraints Listing Report Procedure 47-16
Detailed FTE and Headcount by Position Report Procedure 47-17
Distribution Rule Listing Report Procedure 47-18
Flexfield Mapping Details Report Procedure 47-19
Parameter Listing Report Procedure 47-20
Pooled Position Report for Worksheet Procedure 47-21
Position Adjustment Report Procedure 47-22
Position Set Listing Report Procedure 47-23
Service Package Description Report Procedure 47-24
Service Package Utilization Report Procedure 47-25
Standard Budget Items Listing Report Procedure 47-26
Vacant Position Report Procedure 47-27
Validation Results Report Procedure 47-28
Worksheet Account Costing Report Procedure 47-30
Worksheet Position Costing Report Procedure 47-31
Worksheet Submission Status Report Procedure 47-32

Part XI Reporting and Analysis

48 Using Oracle Discoverer to Generate Reports Procedures

Definition 48-2
Overview 48-2
Features 48-2
Configure Discoverer for Public Sector Budgeting 48-5
1. Add Columns and Item Classes to Complex Folders in the Functional Business Area 48-5

2. Add Columns and Item Classes to Complex Folders in User Defined Business Areas (Conditionally Required for Upgrades) 48-7
3. Replace Any Missing Columns and Views with New Columns and Views in User Defined Workbooks (Conditionally Required for Upgrades from 10.7 only) 48-8
Reference 48-10
Prerequisites 48-11
Sample Budget Stage Variance Report 48-12

49 Using Spreadsheets with Public Sector Budgeting Procedures

Definition 49-2
Overview 49-2
Line Item and Position Worksheets 49-2
Process 49-2
References 49-3
Prerequisites 49-4
Setting Up the Excel Interface 49-5
Install Objects for OLE 49-5
Run Script for Each User 49-5
Add the PSB Menu to Excel Menu 49-5
Move Worksheet from PSB to Interface Procedure 49-7
Import Worksheet from PSB Interface Procedure 49-8
Connect to Oracle Pop-Up Window 49-10
Select Responsibility Pop-Up Window 49-11
Import Worksheet Pop-Up Window 49-12
Excel Line Item Spreadsheet Example 49-13
Excel Position Spreadsheet Example 49-14
Modify Spreadsheet 49-15
Color Scheme in Spreadsheets 49-15
Modify Data 49-16
Modify Format 49-18
Restrictions 49-18
Export Worksheet to PSB Interface Procedure 49-19
Export Excel Worksheet Pop-Up Window 49-20
Move Worksheet from Interface to PSB Procedure 49-21
Delete Worksheet from Interface 49-25

50 Financial Analyzer and Public Sector Budgeting Procedures

Definition 50-2
Overview 50-2
Process 50-2
Reference 50-3
Prerequisites 50-4
Analyze Public Sector Budgeting Data in Financial Analyzer Procedure 50-5
Define Filters 50-5
Define Dimensions 50-5
Define Financial Data Items 50-6
Define Financial Data Sets 50-6
Define Links 50-7
Freeze Link 50-7
Unfreeze Link 50-7
Load Data to Financial Analyzer 50-7
Reload Data to Financial Analyzer 50-8
Usage Notes: 50-8
Filter Window 50-10
Filter Window Description 50-11
Dimension Window 50-12
Dimension Window Description 50-14
Financial Data Item Window 50-17
Financial Data Item Window Description 50-19
Financial Data Set Window 50-21
Financial Data Set Window Description 50-22
Link Window 50-23
Link Window Description 50-24
Configuring Financial Analyzer Procedure 50-25
Complete Installation Steps 50-25
Create User On Super Administrator's Workstation 50-25
Configure Express Server 50-25
Create Users On Oracle Applications System 50-26
URL Syntax 50-27

Part XII Topical Essays

A Workflow Processes

Overview A-2
Distribute Worksheet Workflow A-2
Submit Worksheet Workflow A-2
Distribute Budget Revision Workflow A-3
Submit Worksheet Workflow A-3
PSB Account Generator for OLD Integration A-3
PSB Worksheet Item Type A-5
Distribute Worksheet Workflow Diagram A-7
Distribute Worksheet Workflow Process A-8
Start (Node 1) A-8
Populate Distribute Worksheet (Node 2) A-8
Notify Recipient of a Worksheet Distribution (Node 3) A-8
End (Success) (Node 4) A-8
Customizing Distribute Worksheet Workflow A-10
Required Modifications A-10
Optional Customizations A-10
Creating a New Custom Process A-10
Submit Worksheet Workflow Diagram A-11
Submit Worksheet Workflow Process A-13
Start (Node 1) A-13
Populate Submit Worksheet (Node 2) A-13
Enforce Concurrency Control Check? (Node 3) A-13
Notify Submitter of Concurrency Failure (Node 4) A-13
End (Node 5) A-14
Perform Constraint Validation? (Node 6) A-14
Validate Constraints (Node 7) A-14
Notify Submitter of Constraint Failure (Node 8) A-14
End (Success) (Node 9) A-15
Select Operation to Be Performed on the Worksheet (Node 10) A-15
Freeze Current and Lower Level Worksheets (Node 11) A-15
Notify Submitter of Worksheet Freeze Completion (Node 12) A-16
End (Success) (Node 13) A-16

Unfreeze Current Worksheet (Node 14) A-16
Notify Submitter of Worksheet Unfreeze Completion (Node 15) A-16
End (Success) (Node 16) A-17
Copy Worksheet (Node 17) A-17
Notify Submitter of Worksheet Copy Completion (Node 18) A-17
End (Success) (Node 19) A-17
Notify Submitter of Worksheet Constraint Validation Completion (Node 20) A-18
End (Success) (Node 21) A-18
Merge Worksheets (Node 22) A-18
Notify Submitter of Worksheet Merge Completion (Node 23) A-18
End (Success) (Node 24) A-19
Freeze Current and Lower Level Worksheets (Node 25) A-19
Update View Line Flag of Parent Worksheets (Node 26) A-19
Move Worksheet to Next Stage (Node 27) A-19
Notify Submitter of Worksheet Move Completion (Node 28) A-20
End (Success) (Node 29) A-20
Freeze Current and Lower Level Worksheets (Node 30) A-20
Update View Line Flag of Parent Worksheets (Node 31) A-20
Perform Review Group Approval? (Node 32) A-21
Set the Loop Counter Activity (Node 33) A-21
Loop Counter (Node 34) A-21
Create Review Group Worksheet (Node 35) A-21
New Worksheet Created? (Node 36) A-22
Noop (Node 37) A-22
Find Approval Option (Node 38) A-22
Notify Review Group of a Worksheet (Node 39) A-23
Vote Approve / Reject (Node 40) A-23
Unfreeze Current Worksheet (Node 41) A-23
Notify Submitter of a Worksheet Rejection (Node 42) A-24
End (Success) (Node 43) A-24
Set Reviewed Flag (Node 44) A-24
Send Approval Notification? (Node 45) A-24
Notify Submitter of a Worksheet Approval (Node 46) A-25
Update Worksheets Status (Node 47) A-25
Select Approvers (Node 48) A-25

Notify Submitter of a Worksheet Submission Completion (Node 49) A-25
End (Success) (Node 50) A-26
Customizing Submit Worksheet Workflow A-27
Required Modifications A-27
Optional Customizations A-27
Creating a New Custom Process A-27
PSB Budget Revision Item Type A-28
Distribute Budget Revision Workflow Diagram A-30
Distribute Budget Revision Workflow Process A-31
Start (Node 1) A-31
Populate Distributed Budget Revision (Node 2) A-31
Notify User of Budget Revision Distribution (Node 3) A-31
End (Success) (Node 4) A-31
Customizing Distribute Budget Revision Workflow A-33
Required Modifications A-33
Optional Customizations A-33
Creating a New Custom Process A-33
Submit Budget Revision Workflow Diagram A-34
Submit Budget Revision Workflow Process A-36
Start (Node 1) A-36
Populate Budget Revision (Node 2) A-36
Enforce Budget Revision Concurrency Control Check? (Node 3) A-36
Notify Submitter of Concurrency Check Failure (Node 4) A-36
End (Fail) (Node 5) A-37
Validate Revision Constraints (Node 6) A-37
Notify Submitter of Constraints Check Failure (Node 7) A-37
End (Fail) (Node 8) A-37
Select Revision Operation (Node 9) A-38
Freeze Budget Revisions (Node 10) A-38
Notify Submitter of Budget Revision Freeze Completion (Node 11) A-38
End (Node 12) A-38
Unfreeze Budget Revisions (Node 13) A-39
Notify Submitter of Budget Revision Unfreeze Completion (Node 14) A-39
End (Node 15) A-39
Freeze Budget Revisions (Node 16) A-39

Update View Line Flag (Node 17) A-40
Find Overriding Approver (Node 18) A-40
Set Loop Counter (Node 19) A-40
Loop Counter (Node 20) A-40
Find Approver (Node 21) A-41
Notify Approver of Revision Submission (Node 22) A-41
Set Reviewed Flag (Node 23) A-41
Noop (Node 24) A-41
Notify Override Approver of Revision Submission (Node 25) A-42
Unfreeze Budget Revisions (Node 26) A-42
Notify Submitter of Budget Revision Rejection (Node 27) A-42
Set Rejection Status (Node 28) A-42
Update Budget Revision Status (Node 29) A-43
End-6 (Node 30) A-43
Set Reviewed Flag (Node 31) A-43
Send Approval Notification? (Node 32) A-44
Notify Submitter of Budget Revision Approval (Node 33) A-44
Set Approval Status (Node 34) A-44
Update Budget Revision Status-1 (Node 35) A-44
Update Baseline Values for Revision Positions (Node 36) A-45
Funds Reservation Details Update (Node 37) A-45
Post Revisions to General Ledger (Node 38) A-45
Notify User of Approval (Node 39) A-45
Notify User of Budget Revision Submission (Node 40) A-46
Notify Approver of Completion (Node 41) A-46
Find Requestor (Node 42) A-46
Notify Requestor of Completion (Node 43) A-47
Customizing Submit Budget Revision Workflow A-48
Required Modifications A-48
Optional Customizations A-48
Creating a New Custom Process A-48
PSB Account Generator for OLD Integration Item Type A-49

B Public Sector Budgeting Process

Overview B-2

Oracle Public Sector Budgeting Process Diagram B-3
Plan and Set Up the Budget Environment Diagram B-5
Plan and Set Up the Budget Environment B-6
Process B-6
References B-7
Prepare Data Extract and Position Information Diagram B-9
Prepare Data Extract and Position Information B-10
Process B-10
References B-11
Plan and Create Budget Worksheets Diagram B-13
Plan and Create Budget Worksheets B-14
Process B-14
References B-15
Distribute, Modify, and Submit Budgets Diagram B-16
Distribute, Modify, and Submit Budgets B-17
Process B-17
References B-18
Revise Budgets Diagram B-19
Revise Budgets B-20
Generate and Evaluate Budget Revision Request B-20
Submit and Validate Budget Revision Request B-20
Review Budget Revision Request and Modify, If Appropriate B-20
Approve, Disapprove or Forward Budget Revision Request B-20
References B-20
Generate Reports and Analyze Data Diagram B-21
Generate Reports and Analyze Data B-22
Process B-22
References B-22
Maintain Budget, General Ledger, and HR Systems B-23
Process B-23
References B-25

C Managing Salary for Positions Extracted from Labor Distribution Process

Overview C-2
Alternative One: Using the Account Generator for Labor Distribution Integration C-3

Overview C-3
Using the PSB Account Generator for OLD Integration Process C-4
Start Generating Code Combination (Node 1) C-5
Dummy Default Account Generator (Node 2) C-5
Abort Generating Code Combinations (Node 3) C-5
Validate Code Combination (Node 4) C-6
End Generating Code Combination (Node 5) C-6
Managing the Account Generator C-7
Testing Account Generator Processes C-7
Enabling or Disabling Account Generator C-7
Selecting an Account Generator Process C-7
Alternative Two: Using Default Rules for Positions with Grants Accounting Instructions C-8
Identify Positions with Grants Accounting Charging Instructions Procedure C-9
Assign Position Defaults for Labor Distribution Procedure C-10
Example: Assign Position Defaults for Labor Distribution C-11
Assumptions C-11
Budget Group Setup C-11
Position Data After Extract C-12
Default Rules for Determining General Ledger Account Codes C-12
Position Data After Default Rules Applied C-14
Create and Distribute Worksheet C-14
Correct Salary Account Distributions in Departmental Worksheets C-14

D Extract Data from Third-Party HRMS Process

Overview D-2
Extracting Data from Third-Party HRMS Diagram D-3
Extracting Data from Third-Party HRMS Process D-5
Create Data Extract D-5
Obtain Data Extract Identification Number D-5
Populate Interface Tables D-6
Update Process Status D-7
Transfer Data to PSB Tables D-7
Data Refresh D-8
Modify Data in Interface Tables D-8

Set Rerun Flag D-8
Set to Refresh Mode D-8
Run Extract Process D-8
References D-9

E Handling Reorganization During Budget Development Process

Overview E-2
Forming a New Budget Organization E-3
Process E-4
Changing Reporting Lines E-6
Process E-8
Transferring Positions Between Organizations E-10
Process E-12
Transferring Accounts Between Organizations E-13
Process E-16
References E-16

Part XIII References

F Projection Parameter and Constraint Formula Types

Overview F-2
Account Projection Parameter Formulas F-3
Formula Types F-3
Type 1 ..... F-3
Type 2 ..... F-3
Type 3 ..... F-4
Type 4 ..... F-4
Element Projection Parameter Formulas F-5
Formula Types F-5
Type 1: Example 1 ..... F-5
Type 1: Example 2 ..... F-5
Type 2: Example 1 ..... F-6
Type 2: Example 2 ..... F-6
Position Projection Parameter Formulas F-7

Formula Types F-7
Type 1 ..... F-7
Type 2 ..... F-8
Type 3 ..... F-8
Type 4 ..... F-8
Type 5: Example 1 ..... F-9
Type 5: Example 2 ..... F-9
Account Constraint Formulas F-10
Formula Types F-10
Type 1 ..... F-10
Type 2 ..... F-11
Type 3 ..... F-11
Type 4 ..... F-11
Element Constraint Formulas F-12
Formula Types F-12
Type 1 ..... F-12
Type 2: Example 1 ..... F-12
Type 2: Example 2 ..... F-13
Position Constraint Formulas F-14
Formula Types F-14
Type 1 ..... F-14
Type 2 ..... F-14
Type 3: Example 1 ..... F-15
Type 3: Example 2 ..... F-15

G Oracle Public Sector Budgeting Navigation Paths

Navigation G-2

Glossary

Index

Send Us Your Comments

Oracle Public Sector Budgeting, Release 11*i*
Part Number: A85366-01

Oracle Corporation welcomes your comments and suggestions on the quality and usefulness of this publication. Your input is an important part of the information used for revision.

- Did you find any errors?
- Is the information clearly presented?
- Do you need more information? If so, where?
- Are the examples correct? Do you need more examples?
- What features did you like most?

If you find any errors or have any other suggestions for improvement, please indicate the document title and part number, and the chapter, section, and page number (if available). You can send comments to us in the following ways:

- Electronic mail: gepddoc@us.oracle.com
- FAX: 650-506-7800 Attn: Documentation Manager, Oracle Public Sector Applications
- Postal service:

  Oracle Corporation

  Documentation Manager, Oracle Public Sector Applications Development

  500 Oracle Parkway, Mailstop 3op7

  Redwood City, CA 94065

  USA

If you would like a reply, please give your name, address, telephone number, and (optionally) electronic mail address.

If you have problems with the software, please contact your local Oracle Support Services.

Preface

The *Oracle Public Sector Budgeting User's Guide* provides information on how to use Oracle Public Sector Budgeting.

The following sections are included in this preface:

- Audience
- New Features
- Online Documentation
- Related Publications
- Document Conventions
- Training
- Do Not Use Database Tools to Modify Oracle Public Sector Applications Data
- About Oracle
- Customer Support
- Documentation Sales and Client Relations

Audience

The *Oracle Public Sector Budgeting User's Guide* provides information about Public Sector Budgeting, describes how to use each feature, provides illustrations of windows and reports, and includes detailed process diagrams and descriptions. It is designed to assist the following:

- budget managers
- budget preparers
- accountants
- accounting managers
- controllers
- data entry clerks
- auditors

This guide assumes users have a basic familiarity with Oracle Public Sector Financials and Oracle Applications.

New Features

Users can find out about new features by selecting the Product Overview from the HTML help window for Public Sector Budgeting. This section describes:

- New features in 11*i*. The information is updated for each new release of Public Sector Budgeting.
- Information about any features that were not yet available when this user guide was printed. For example, if the system administrator has installed software from a mini pack as an upgrade, this document describes the new features.

Online Documentation

All Oracle Applications documentation is available online in HTML and PDF. The technical reference guides are available in paper format only.

The HTML version of this guide is optimized for on screen reading, and users can follow hypertext links for easy access to other HTML guides in the library. When the HTML window is open, users can use the features on the left side of the window to navigate freely throughout all Oracle Applications documentation.

Note: The HTML help may contain information that was not available when this guide was printed. If there is a discrepancy between product functionality and this guide, check the online help. The system administrator must install the most recent updates to ensure that online help is current.

Related Publications

This guide contains references to the following Oracle publications. Use the Release 11*i* versions of these guides, unless otherwise specified.

- *Customizing, Reporting, and System Administration in Oracle HRMS*
- *Managing Compensation and Benefits Using Oracle HRMS*
- *Managing People Using Oracle HRMS*
- *Oracle Applications Flexfields Guide*
- *Oracle Applications System Administrator's Guide*
- *Oracle Application's User's Guide*
- *Oracle Business Intelligence System Installation Guide*
- *Oracle Business Intelligence System User's Guide*
- *Oracle Discoverer Administrator's Guide*
- *Oracle Discoverer Installation and Upgrade Guide*
- *Oracle Discoverer User Guide*
- *Oracle Financial Analyzer User's Guide*
- *Oracle Public Sector General Ledger User's Guide*
- *Oracle Workflow Guide*
- *Using Oracle HRMS - The Fundamentals*

Document Conventions

The following conventions are observed:

- special conventions
- usage conventions
- references

Special Conventions

The following special conventions are observed:

bold	Bold type denotes buttons or menu paths, as in the following example: **Submit** and **File - New - Open**
UPPERCASE	Uppercase text denotes Oracle keywords, statements, and statuses, as in the following example: CONFIRMED
`Courier`	Courier font denotes a mathematical formula, as in the following example: `2%/(100%-2%) x 360/((30-(10-0)) = 0.367`
<>	Angle brackets denote a user-selected value, as in the following example: <Pagebreak 1>
[ ]	Square brackets denote a description that assists the user, but is not actually a part of the application, as in the following example: [field not available]
WARNING:	Warnings alert users to the following type of information in this guide: **WARNING:** Warnings highlight text that warns of actions that could result in loss of data or incorrect processing.

Usage Conventions

The following usage conventions are observed:

Close the window.	Indicates users should close the window using either the **File - Close Form** command or by clicking on the x in the upper right-hand corner. **Note:** The **File - Close Form** command produces different results depending on the product and platform in use. For example, sometimes it closes only one window; at other times, it closes all open windows. Users must familiarize themselves with how the command behaves in their own environments.
Descriptions of Graphics	Textual descriptions accompany all graphics that appear in this guide. Screen shot fields are described in the accompanying window description tables.

References

All references to specific chapters refer to chapters in this guide unless otherwise noted.

Training

Oracle Corporation offers a complete set of training courses to help users master Oracle Applications. We can help users develop a training plan that provides thorough training for both the project team and end users. We can work with users to organize courses appropriate to the particular user's job or area of responsibility.

Training professionals can show users how to plan training throughout the implementation process so that the right amount of information is delivered to key people when they need it the most. Users can attend courses at any of the Oracle Educational Centers, or Oracle trainers can teach at the users' facility. We also offer Net classes, deliver training over the Internet, and provide many multimedia-based courses on CD. In addition, we can tailor standard courses or develop custom courses to meet users' needs.

Do Not Use Database Tools to Modify Oracle Public Sector Applications Data

We STRONGLY RECOMMEND that users never use SQL*Plus, Oracle Data Browser, database triggers, or any other tool to modify Oracle Public Sector Applications tables, unless users are told to do so in the guide.

Oracle Corporation provides powerful tools users can employ to create, store, change, retrieve, and maintain information in an Oracle database. But if users employ tools such as SQL*Plus to modify Oracle Public Sector Applications data, users risk destroying the integrity of the data and lose the ability to audit changes to the data.

Because Oracle Public Sector Applications tables are interrelated, any change made using an Oracle Public Sector Applications window can update many tables at once. But when users modify Oracle Public Sector Applications data using anything other than Oracle Applications windows, users might change a row in one table without making corresponding changes in related tables. If the tables get out of synchronization with each other, users risk retrieving erroneous information and unpredictable results throughout Oracle Public Sector Applications.

When users employ Oracle Public Sector Applications windows to modify the data, Oracle Public Sector Applications automatically checks that the changes are valid. Oracle Public Sector Applications also keeps track of who changes the information. But if users enter information into database tables using database tools, users can store invalid information. Users also lose the ability to track who has changed the information because SQL*Plus and other database tools do not keep a record of changes.

About Oracle

Oracle Corporation develops and markets an integrated line of software products for database management, applications development, decision support, and office automation, as well as Oracle Public Sector Applications. Oracle Applications provides the E-business Suite, a fully integrated suite of more than 70 software modules for financial management, Internet procurement, business intelligence, supply chain management, manufacturing, project systems, human resources, and sales and service management.

Oracle products are available for mainframes, minicomputers, personal computers, network computers, and personal digital assistants, enabling organizations to integrate different computers, different operating systems, different networks, and even different database management systems, into a single, unified computing and information resource.

Oracle is the world's leading supplier of software for information management, and the world's second largest software company. Oracle offers its database, tools, and application products, along with related consulting, education, and support services, in over 145 countries around the world.

Customer Support

From on-site support to central support, a team of experienced professionals provides the help and information that users need to keep Oracle Public Sector Applications working for its users. This team includes the Technical Representative, Account Manager, and Oracle Corporation's large staff of consultants, and support specialists with expertise in the user's business area, managing an Oracle server, and the user's hardware and software environment.

Oracle Support Services can be reached 24 hours a day. To obtain assistance, please call one of the following numbers:

In the USA: **1.650.506.1500**

In Europe: **+44 1344.860160**

You will be asked a series of questions that help direct you to the correct Oracle product support group. Be prepared to supply the following information:

- your CSI number, which helps Oracle Support Services track problems recorded for each customer and identifies you as a supported customer
- version numbers of the Oracle products
- operating system name and version number
- details of error numbers and descriptions, which help Oracle Support Services track down the problem more quickly
- a description of the problem

Documentation Sales and Client Relations

To order hard copy documentation, call Documentation Sales at one of the following numbers:

In the USA: **1.800.252.0303**

In Europe: **+44 0990.332200**

For shipping inquiries, product exchanges, or returns, call Client Relations at one of the following numbers:

In the USA: **1.650.506.1500**

In Europe: **+44 0990.622300**

1

Product Overview

This chapter provides an overview of Oracle Public Sector Budgeting. The following sections are in this chapter:

- Definition
- Overview
- New Features in Public Sector Budgeting

Definition

Public Sector Budgeting provides a complete and integrated solution that allows users to prepare and maintain a comprehensive budget that includes position budgeting for personnel services, general operating, and capital budget components.

Overview

Public Sector Budgeting includes features that allows users to do the following:

- generate complete budgets
- extract information from and upload information to external systems
- distribute and modify budgets
- review and approve budgets using Oracle Workflow
- maintain unlimited budget versions
- analyze and present budgets
- revise budgets

Generate Complete Budgets

Public Sector Budgeting supports the creation of complete budgets, including position budgeting for personnel services. Users can also project accurate budgets and revise projections for accurate what-if analyses.

Extract Information From and Upload Information to External Systems

Users can extract information from external systems such as Oracle Human Resource Management Systems, Oracle Labor Distribution, and Oracle Public Sector General Ledger or Oracle General Ledger. Users can also export information from Public Sector Budgeting to General Ledger. The ability to upload information to position control tables allows users to store data on changes to existing positions or for new positions for eventual use in HRMS.

Distribute and Modify Budgets

Budget worksheets can be distributed throughout an organization. With worksheet consolidation, lower-level budget groups can create worksheets that are later consolidated for use across the organization. Budgets can be modified as needed.

Review and Approve Budgets Using Workflow

Using Workflow technology, Public Sector Budgeting supports the online distribution, notification, review, and approval of all budget worksheets, allowing users to define appropriate hierarchies.

Maintain Unlimited Budget Versions

Public Sector Budgeting also supports versioning of budgets by defining required approval stages and maintaining a complete record of the budget at each stage.

Analyze and Present Budgets

Public Sector Budgeting supports multiple methods for analyzing and presenting budget information. With Oracle Discoverer, users can create multiple data views and create graphs and charts for analysis and reporting. Integration with Oracle Financial Analyzer allows multidimensional analysis of data. Data can be exported to spreadsheets for various analyses and modifications, then uploaded back to Public Sector Budgeting.

Revise Budgets

The budget revision feature allows users to update the budget after it has been approved and posted. Users can make single or mass changes easily. Funds availability is extracted from General Ledger, allowing online funds checking. Records for each new adjusted transaction are separately identified and maintained so that the basis of the adjustments can be subsequently accessed for reporting.

Position Control

Public Sector Budgeting supports position control, using the allowing users to record information on position FTE, cost and distribution in position control tables.

Revise Projections

Users can revise projections multiple times using the Revise Projections feature.

Flexfield Mapping

Flexfield mapping allows users to change the accounting key flexfield or accounting flexfield values extracted from General Ledger so that updated code combinations are used when new worksheets are created in Public Sector Budgeting.

Encumbrance Extraction

Public Sector Budgeting supports the extraction of encumbrance balances from General Ledger.

New Features in Public Sector Budgeting

Public Sector Budgeting, Release 11*i* incorporates the following new features:

- budget revisions
- position control
- revise projections
- flexfield mapping
- encumbrance extraction

2

Introduction

This chapter describes how the *Oracle Public Sector Budgeting User's Guide* is organized. The following sections are in this chapter:

- Overview
- Setting Up Oracle Public Sector Financials or Oracle Financials and Oracle Applications
- Setting Up Public Sector Budgeting
- Creating a Budget Worksheet
- Distributing a Budget Worksheet
- Modifying a Budget Worksheet
- Revising a Budget
- Worksheet Operations
- Concurrent Processes
- Workflow
- Reports
- Reporting and Analysis
- Topical Essays
- References

Overview

The *Oracle Public Sector Budgeting User's Guide* contains information needed to understand and use Public Sector Budgeting. The guide is divided into the following parts:

- Setting Up Oracle Public Sector Financials or Oracle Financials and Oracle Applications
- Setting Up Public Sector Budgeting
- Creating a Budget Worksheet
- Distributing a Budget Worksheet
- Modifying a Budget Worksheet
- Revising a Budget
- Worksheet Operations
- Concurrent Processes
- Workflow
- Reports
- Reporting and Analysis
- Topical Essays
- References

WARNING: Enhancements are added to this product regularly. Information presented here may be superseded by subsequent updates to online help. If there is a discrepancy between product functionality and the online help describing it, ensure that the system administrator has installed the most current updates to online help.

Setting Up Oracle Public Sector Financials or Oracle Financials and Oracle Applications

Implementation of Public Sector Budgeting requires setup of Oracle Applications System Administration, Oracle Public Sector General Ledger, or Oracle General Ledger, Oracle Human Resource Management Systems, and Oracle Workflow. Optionally, users may install and setup Oracle Discoverer, Oracle Financial Analyzer, and Oracle Labor Distribution. The *Oracle Public Sector Budgeting User's Guide* provides complete checklists for setup of System Administration, General

Ledger, Human Resource Management Systems, Workflow, Financial Analyzer and Discoverer, and describes the setup steps that are required for Public Sector Budgeting.

Note: Public Sector Budgeting works with the following General Ledger applications:

- Oracle General Ledger
- Oracle Public Sector General Ledger
- Oracle Public Sector Financials (International)

Any reference to Oracle General Ledger or General Ledger applies to all three products.

The following books must be used with the *Oracle Public Sector Budgeting User's Guide* to set up Oracle Public Sector Financials or Oracle Financials and Oracle Applications:

- *Oracle Applications Flexfields Guide*
- *Oracle Applications System Administrator's Guide*
- *Oracle Applications User's Guide*
- *Oracle HRMS US Implementation Guide*
- *Oracle Human Resources North American User's Guide*
- *Oracle Public Sector General Ledger User's Guide*
- *Oracle Workflow Guide*

The following books must be used with the *Oracle Public Sector Budgeting User's Guide* if users install Discoverer, Financial Analyzer, or Labor Distribution:

- *Oracle Discoverer Administrator's Guide*
- *Oracle Discoverer User Guide*
- *Oracle Financial Analyzer User's Guide*
- *Oracle Labor Distribution User's Guide*
- *Oracle Express Web Agent User's Guide*

Setting Up Public Sector Budgeting

Complete setup checklists and detailed descriptions of setup steps required for implementation of Public Sector Budgeting are included in this guide.

Setup should be reviewed annually, or as needed, to update system security, reflect changes in the organization's structure, or accommodate new budgeting requirements.

The following setup features are provided:

- Public Sector Budgeting Setup Checklist Overview
- Budget Year Types
- Budget Calendar
- Standard Budget Items
- General Ledger Interfaces
- Global Account and Position Sets
- General Ledger Budget Sets
- Budget Group Categories
- Budget Stages
- Budget Groups and Security
- Budget Review Groups
- Position Attributes
- Data Extract
- Position Attribute Values
- Elements
- Position Default Rules
- Positions
- Flexfield Mapping
- Annual Checklist

Creating a Budget Worksheet

The following procedures describe how to create a worksheet:

- Projection Parameters
- Period Allocation Rules
- Constraints

- Create Worksheet
- View Projected Elements
- Worksheet Consolidation

Distributing a Budget Worksheet

The following procedures describe how to distribute a worksheet:

- Worksheet Distribution

Modifying a Budget Worksheet

The following procedures describe how to modify a worksheet:

- Modify Line Item Worksheet
- Modify Position Worksheet
- Local Parameters

Revising a Budget

The following procedures describe how to revise a budget:

- Budget Revisions

Worksheet Operations

The following procedures describe worksheet operations:

- Worksheet Operations

Concurrent Processes

The following user-initiated concurrent processes are provided:

- Validate Budget Group Hierarchy
- Account Overlap Validation
- Maintain Budget Account Codes
- Create Worksheet Summary Totals
- Post Budgets to General Ledger

- Delete Budget Group Hierarchy
- Purge Worksheet
- Maintain Budget Positions
- Assign Position Defaults
- Purge Data Extract
- Purge Budget Revisions
- Upload Worksheet to Position Control
- Validate GL Budget Sets

Workflow

Public Sector Budgeting is integrated with Workflow. The following procedures describe the use of Workflow in Public Sector Budgeting:

- Using Workflow in Oracle Public Sector Budgeting

Reports

The following procedures describe how to generate reports:

- Reports

Reporting and Analysis

The following procedures describe how to use reporting and analysis tools with Public Sector Budgeting:

- Using Discoverer to Generate Reports in Oracle Public Sector Budgeting
- Using Spreadsheets with Oracle Public Sector Budgeting
- Using Financial Analyzer with Oracle Public Sector Budgeting

Topical Essays

The following topical essays describe Public Sector Budgeting processes:

- Workflow
- Public Sector Budgeting
- Managing Salary for Positions Extracted from Oracle Labor Distribution

- Extract Data from Third-Party HRMS
- Handling Reorganization During the Budget Development Cycle

References

The following references provide information for using Public Sector Budgeting:

- Projection Parameter and Constraint Formula Types
- Oracle Public Sector Budgeting Navigation Paths

Setting Up Oracle Public Sector Financials or Oracle Financials and Oracle Applications

This section describes the setup procedures in Public Sector Financials and Oracle Applications that are required for implementation of Public Sector Budgeting.

Oracle Public Sector Budgeting Setup Overview

Setup of several Public Sector Financials and Oracle Applications are required to implement Public Sector Budgeting.

The Public Sector Budgeting setup checklist is used as a guide for setup of Public Sector Budgeting.

Refer to this checklist for information on each setup step required to implement Public Sector Budgeting and the order in which each setup step should be performed.

Details on the Public Sector Budgeting setup checklist and checklists for the Public Sector Financials and Oracle Applications are provided in the following chapter:

- Oracle Public Sector Budgeting Setup Overview, page 3-1

Setting Up Public Sector Budgeting

This section describes the setup procedures in Public Sector Budgeting.

Implementation of Public Sector Budgeting also requires setup of products in Public Sector Financials and Oracle Applications.

Budget Year Types

Budget year types are used to create the structure for a budget calendar. Users define the system year types, set the sequence of years, and set the maximum number of years that can be used in any budget calendar.

Details on budget year types are provided in the following chapter:

- Budget Year Types Setup, page 4-1

Budget Calendar

The budget calendar is used in the worksheet. Users can create different budget calendars for the official budget, what-if scenarios, and financial planning purposes.

Details on the budget calendar are provided in the following chapter:

- Budget Calendar Setup, page 5-1

Standard Budget Items

Standard budget items are used to simplify the budget preparation process for an organization. Users select the standard budget items to use in each worksheet line item.

Details on standard budget items are provided in the following chapter:

- Standard Budget Items Setup, page 6-1

General Ledger Interfaces

The GL Interfaces Setup window is used to select General Ledger summary templates for use in Public Sector Budgeting and to designate the fund balance accounts that are used to balance budget entries for posting to General Ledger.

Details on summary templates and fund balance accounts are provided in the following chapter:

- General Ledger Interfaces Setup, page 7-1

General Ledger Budgets Sets

The GL Budget Sets window is used to create General Ledger budget sets in order to use historical and current budget information from more than one General Ledger budget in a given worksheet.

Details on General Ledger budget sets are provided in the following chapter:

- General Ledger Budget Sets Setup, page 8-1

Global Account and Position Sets

Global account sets are used to group together sets of accounts that are referenced by other features in Public Sector Budgeting. Global position sets are used to group together positions with the same position attributes and values. Position sets are associated with a data extract.

Details on global account and position sets are provided in the following chapter:

- Global Account and Position Sets Setup, page 9-1

Budget Group Categories

Budget group categories are used to categorize budget groups for various purposes and to describe the hierarchy levels of an organization. The budget group categories are used to trigger budget review group rules that create exceptions to the normal workflow process and standard budget group hierarchy. Budget group categories may also be used for custom reporting purposes.

Details on budget group categories are provided in the following chapter:

- Budget Group Categories Setup, page 10-1

Budget Stages

Budget stages represent different versions of a worksheet that can be maintained. Organizations can define an unlimited number of budget stages and stage sets.

Details on budget stages are provided in the following chapter:

- Budget Stages Setup, page 11-1

Budget Groups and Security

Budget groups are used to create the standard budget approval hierarchy and to control access to the budget in an organization.

Details on budget groups and security are provided in the following chapter:

- Budget Groups and Security Setup, page 12-1

Budget Review Groups

Budget review groups and review group rules are used to create exceptions to the normal workflow process and standard budget group hierarchy.

Details on budget review groups and review group rules are provided in the following chapter:

- Budget Review Groups Setup, page 13-1

Position Attributes

Position attributes are used to identify attributes such as job classification, bargaining unit, or position status that are required for budgeting purposes.

Details on position attributes are provided in the following chapter:

- Position Attributes Setup, page 14-1

Extract Data from Oracle HRMS

The data extract process is used to bring position cost information in HRMS and payroll distribution information from Labor Distribution, if used, to Public Sector Budgeting.

Details on the data extract process are provided in the following chapter:

- Extract Data From HRMS Setup, page 15-1

Position Attribute Values

Position attribute values are used to identify the valid set of values for a position attribute. Position attribute value information is associated with a data extract.

Details on position attribute values are provided in the following chapter:

- Position Attribute Values Setup, page 16-1

Elements

Elements are used to identify salary, tax, and benefits types, or other items related to employee compensation. Element information is associated with a data extract.

Details on elements are provided in the following chapter:

- Elements Setup, page 17-1

Position Default Rules

Position default rules are used to assign benefit and tax elements to filled positions and to assign salary elements, benefit and tax elements, salary account distributions, FTE allocations, and position attribute assignments to vacant positions. Position default rules are associated with a data extract.

Details on position default rules are provided in the following chapter:

- Position Default Rules Setup, page 18-1

Positions

Positions represent specific roles within a business group that are derived from an organization and job. Position information is associated with a data extract.

Details on positions are provided in the following chapter:

- Positions Setup, page 19-1

Flexfield Mapping Procedures

Flexfield mapping allows users to change the accounting flexfield values extracted from General Ledger so that when creating estimates for proposed years, a new code combination can be used for new worksheets in Public Sector Budgeting.

Details on flexfield mapping are provided in the following chapter:

- Flexfield Mapping Setup, page 20-1

Annual Checklist

The annual checklist is used to review setup in Public Sector Budgeting and to make modifications as needed to update system security, reflect changes in the organization's structure, or accommodate new budgeting requirements.

Details on the annual checklist are provided in the following chapter:

- Annual Checklist Procedures, page 21-1

Creating a Budget Worksheet

This section describes the features used to create a budget worksheet.

Projection Parameters

Projection parameters are used in the worksheet to make estimates or projections for non-position and position costs.

Details on projection parameters are provided in the following chapter:

- Projection Parameters Procedures, page 22-1

Period Allocation Rules

Period allocation rules are used in the worksheet to allocate the total annual budget for a range of accounts to the periods in a budget year. Allocations can use the previous year's actual, budget, or estimated period balances, percentages for each period, or the default, which divides the allocations evenly for each period.

Details on period allocation rules are provided in the following chapter:

- Period Allocation Rules Procedures, page 23-1

Constraints

Constraints are used by worksheets to notify users regarding specific conditions for a range of accounts, elements, or positions.

Details on constraints are provided in the following chapter:

- Constraints Procedures, page 24-1

Create Worksheet

Organizations create a worksheet by specifying the following: stage set, budget group, whether position budgeting is used, data extract for position budgeting, budget calendar, number of proposed years to calculate, cutoff period for data extraction, assigned parameter set, assigned constraint set, and assigned allocation rule set. If needed, organizations can use statistical balances, translated balances, and adjustment periods. Organizations can create worksheets for the official budget, financial planning, and what-if scenarios.

Details on creating a worksheet are provided in the following chapter:

- Create Worksheet Procedures, page 25-1

View Projected Elements Procedures

Projected element rates define values for specific elements based on user-defined projection parameters. After worksheet creation, projection parameters are applied. Users can then review projected element rate information.

Details on viewing projected element rates are provided in the following chapter:

- View Projected Elements Procedures, page 26-1

Worksheet Consolidation Procedures

Worksheet consolidation allows organizations to create worksheets using a bottom-up model. Individual departments can independently create worksheets that can be progressively consolidated, for example to create divisional worksheets, until a globally consolidated worksheet is created for the budget office.

Details on worksheet consolidation are provided in the following chapter:

- Worksheet Consolidation Procedures, page 27-1

Distributing a Budget Worksheet

This section describes the features used to distribute a budget worksheet.

Worksheet Distribution

Worksheet distribution is used to distribute worksheets and notify selected budget groups in a budget group hierarchy. The worksheet distribution rule designates which budget groups in a budget group hierarchy receive a worksheet. The worksheet distribution process uses Workflow to distribute the worksheet to the appropriate budget groups.

Details on distributing a worksheet are provided in the following chapter:

- Worksheet Distribution Procedures, page 28-1

Modifying a Budget Worksheet

This section describes the features used to modify a budget worksheet.

Modify Line Item Worksheet

Organizations use the Select Worksheet window and its subsidiary windows to enter budget amounts in a line item worksheet, create service packages, view worksheets, view budget amounts by year or periods, use standard budget items, create new worksheet lines, revise projected estimates, view constraint violations, distribute worksheets, perform worksheet operations, and modify worksheet processes. Users can add notes to any estimate line item amounts and can add attachments to any worksheet.

Details on viewing or modifying a line item worksheet are provided in the following chapter:

- Modify Line Item Worksheet Procedures, page 29-1

Modify Position Worksheet

Organizations use the Select Position window and Position Worksheet window to view position worksheets, view budget amounts by year or periods, create service packages, change percentage allocations among service packages, modify position assignment information, review position costs, modify FTE by service package information, revise projected estimates, review position summary information, and create new positions for worksheets.

Details on viewing or modifying a position worksheet are provided in the following chapter:

- Modify Position Worksheet Procedures, page 30-1

Local Parameters Procedures

Organizations use the Parameter window to create local parameters for use in modifying a worksheet or revising a budget. Users must create local parameters specifically for worksheets and specifically for budget revisions.

Details on creating local parameters are provided in the following chapter:

- Local Parameters Procedures, page 31-1.

Revising a Budget

This section describes the features used to revise a budget.

Budget Revisions Procedures

Budget revision allows users to make revisions to existing budgets after the budget has been approved and posted.

Details on budget revisions are provided in the following chapter:

- Budget Revisions Procedures, page 32-1

Worksheet Operations

This section describes the features used to perform worksheet operations.

Worksheet Operations

Organizations can perform the following worksheet operations: validate worksheet, freeze or unfreeze worksheet, move worksheet to next budget stage, copy or merge worksheet, and submit worksheet for approval. Users can initiate these processes and a predefined Workflow process is used to run each process and to route the worksheet to the appropriate level.

Details on worksheet operations are provided in the following chapter:

- Worksheet Operations Procedures, page 33-1

Concurrent Processes

This section describes the user-initiated concurrent processes.

Validate Budget Group Hierarchy

The Validate Budget Group Hierarchy concurrent process is used to validate a budget group hierarchy. This concurrent process runs automatically when users freeze a budget group.

Details on the Validate Budget Group Hierarchy concurrent process are provided in the following chapter:

- Validate Budget Group Hierarchy Procedures, page 34-1

Account Overlap Validation

The Account Overlap Validation concurrent process is used to check budget group hierarchies for overlapping account code combinations.

Details on the Account Overlap Validation concurrent process are provided in the following chapter:

- Account Overlap Validation Procedures, page 35-1

Maintain Budget Account Codes

The Maintain Budget Account Codes concurrent process is used to assign General Ledger account code combinations to account sets in Public Sector Budgeting. The process runs automatically for new account sets. Users can run the process manually to update all or specified account sets prior to creating a worksheet, or at any other time. Users should run the process manually on a periodic basis or use the Concurrent Manager to set up the process to run automatically at periodic intervals.

Details on the Maintain Budget Account Codes concurrent process are provided in the following chapter:

- Maintain Budget Account Codes Procedures, page 36-1

Post Budgets to General Ledger

The Create GL Budget Journals concurrent process automatically creates budget journals for posting to General Ledger. Users manually initiate this process after the budget has been approved and is ready for posting.

Details on the Create GL Budget Journals concurrent process are provided in the following chapter:

- Post Budgets to General Ledger Procedures, page 37-1

Delete Budget Group Hierarchy

The Delete Budget Group Hierarchy concurrent process is used to delete a budget group hierarchy.

Details on the Delete Budget Group Hierarchy concurrent process are provided in the following chapter:

- Delete Budget Group Hierarchy Procedures, page 38-1

Purge Worksheet

The Purge Worksheet concurrent process is used to delete a worksheet.

Details on the Purge Worksheet concurrent process are provided in the following chapter:

- Purge Worksheet Procedures, page 39-1

Maintain Budget Positions

The Maintain Budget Positions concurrent process is used to assign positions in Public Sector Budgeting to position sets.

Details on the Maintain Budget Positions concurrent process are provided in the following chapter:

- Maintain Budget Positions Procedures, page 40-1

Assign Position Defaults

The Assign Position Defaults concurrent process is used to apply the position default rules for a particular data extract to position sets in Public Sector Budgeting.

Details on the Assign Position Defaults concurrent process are provided in the following chapter:

- Assign Position Defaults Procedures, page 41-1

Purge Data Extract

The Purge Data Extract concurrent process is used to delete a data extract.

Details on the Purge Data Extract concurrent process are provided in the following chapter:

- Purge Data Extract Procedures, page 42-1

Purge Budget Revision

The Purge Budget Revision concurrent process is used to delete a budget revision.

Details on the Purge Budget Revision concurrent process are provided in the following chapter:

- Purge Budget Revisions Procedures, page 43-1

Upload Worksheet to Position Control

The Upload Worksheet to Position Control concurrent process is used to load position information into the position control interface module in Public Sector Budgeting. Position control information includes position costs, FTE, and account distributions and is used for budget revision of positions.

Details on the Upload Worksheet to Position Control concurrent process are provided in the following chapter:

- Upload Worksheet to Position Control Procedures, page 44-1

Validate GL Budget Sets

The Validate GL Budget Sets concurrent process validates that an account code belongs to one and only one General Ledger budget type, either permanent or temporary, for a given period for the given General Ledger budget set.

Details on the Validate GL Budget Sets concurrent process are provided in the following chapter:

- Validate GL Budget Sets Procedures, page 45-1

Workflow

This section describes Workflow procedures used in Public Sector Budgeting.

Using Workflow in Public Sector Budgeting

Public Sector Budgeting uses Workflow during budget distribution, worksheet operations, budget revision distribution, and budget revision operations. Users can view notifications and monitor processes.

Details on using Workflow in Public Sector Budgeting are described in the following chapter:

- Using Oracle Workflow in Public Sector Budgeting Procedures, page 46-1

Reports

This section describes the predefined reports in Public Sector Budgeting.

Generate Predefined Reports

Public Sector Budgeting provides predefined listing and summary reports regarding budget preparation, budget worksheets, and budget revisions.

Details on generating predefined reports are described in the following chapter:

- Reports Procedures, page 47-1

Reporting and Analysis

This section describes reporting and analysis in Public Sector Budgeting.

Using Discoverer to Generate Reports

Public Sector Budgeting provides predefined business views to allow public sector organizations to easily retrieve data to generate reports using Discoverer.

Details on using Discoverer to generate reports are described in the following chapter:

- Using Oracle Discoverer to Generate Reports Procedures, page 48-1

Using Spreadsheets with Public Sector Budgeting

Public Sector Budgeting provides an Excel spreadsheet interface to transfer data between Public Sector Budgeting and Excel.

Details on using Excel with Public Sector Budgeting are described in the following chapter:

- Using Spreadsheets with Public Sector Budgeting Procedures, page 49-1

Using Financial Analyzer with Public Sector Budgeting

Public Sector Budgeting provides a link for transferring data to Financial Analyzer for analysis.

Details on using Financial Analyzer are described in the following chapter:

- Financial Analyzer and Public Sector Budgeting Procedures, page 50-1

Topical Essays

This section describes topical essays for Public Sector Budgeting.

Workflow Processes

Public Sector Budgeting uses Workflow during budget distribution, worksheet operations, budget revision distribution, and budget revision operations.

Details on workflow processes are described in the following appendix:

- Workflow Processes, page A-1

Public Sector Budgeting Process

Public Sector Budgeting provides comprehensive budgeting functions.

Details on the budgeting functions are described in the following appendix:

- Public Sector Budgeting Process, page B-1

Managing Salary Distributions for Positions Extracted from Oracle Labor Distribution Process

Public Sector Budgeting provides two alternatives to allow users to manage salary distributions for positions extracted from Labor Distribution.

Details on managing salary distributions for positions extracted from Labor Distribution are described in the following appendix: .

- Managing Salary for Positions Extracted from Labor Distribution Process, page C-1

Extract Data from Third-Party HRMS Process

Public Sector Budgeting supports the extraction of data from third-party HRMS.

Details on extracting data from third-party human resources systems are described in the following appendix:

- Extract Data from Third-Party HRMS Process, page D-1

Handling Reorganization During the Budget Development Cycle Process

Public Sector Budgeting allows users to manage reorganizations during the budget development cycle.

Details on handling reorganization during the budget development cycle are described in the following appendix:

- Handling Reorganization During Budget Development Process, page E-1

References

This section describes references for Public Sector Budgeting.

Projection Parameter and Constraint Formula Types

Projection parameters and constraint formulas are provided to help users develop their own projection parameters and constraints.

Details on projection parameter and constraint formula types are described in the following appendix:

- Projection Parameter and Constraint Formula Types, page F-1

Oracle Public Sector Budgeting Navigation Paths

Navigation paths are provided to help users access specific windows.

Details on navigation paths are described in the following appendix:

- Oracle Public Sector Budgeting Navigation Paths, page G-1

Part I

Setting Up Oracle Public Sector Financials and Applications

3

Oracle Public Sector Budgeting Setup Overview

This chapter provides an overview of the setup steps required for Oracle Public Sector Budgeting. The following sections are in this chapter:

- Overview
- Public Sector Budgeting Setup Checklist
- Public Sector Budgeting Setup Steps

Overview

This chapter provides a checklist of setup steps in Public Sector Budgeting.

Complete all required setup steps for the following applications before beginning the Public Sector Budgeting setup steps:

- Oracle Applications System Administration
- Oracle Public Sector General Ledger or Oracle General Ledger
- Oracle Human Resource Management Systems

  Note: Setup of Human Resource Management Systems is required if position budgeting is used.
- Oracle Labor Distribution

  Note: Labor Distribution is optional.
- Oracle Workflow
- Oracle Discoverer

  Note: Setup of Discoverer is optional and can be done later if needed.
- Oracle Financial Analyzer

  Note: Setup of Financial Analyzer is optional and can be done later if needed.

Public Sector Budgeting Setup Checklist

Table 3–1 shows the Public Sector Budgeting setup checklist.

Note: The sequence indicated for the setup checklist applies to the Public Sector Budgeting setup process only. For each application installed, consult the guides for that application to determine the sequence of setup steps.

All required setup steps in this checklist must be completed.

Table 3–1 Public Sector Budgeting Setup Checklist

Step Number	Setup Step	Type	Product
System Administration			
1.	Create New Responsibilities	required	System Administration
2.	Implement Function Security	optional	System Administration
3.	Create Additional Users	required	System Administration
General Ledger			
4.	Define Set of Books. Assign Calendar, Functional Currency, and Account Structure to Set of Books.	required	General Ledger
Human Resource Management Systems			
5.	Define Key Flexfields for Business Group	required for Position Budgeting	HRMS
6.	Define Job Flexfield	required for Position Budgeting	HRMS
7.	Define Position Flexfield	required for Position Budgeting	HRMS

Table 3–1 Public Sector Budgeting Setup Checklist

Step Number	Setup Step	Type	Product
8.	Define Grade Flexfield	required for Position Budgeting	HRMS
9.	Define People Group Flexfield	required for Position Budgeting	HRMS
10.	Define Cost Allocation Flexfield	required for Position Budgeting	HRMS
11.	Define Descriptive Flexfields	required for Position Budgeting	HRMS
12.	Create Locations	required for Position Budgeting	HRMS
13.	Define Organization Hierarchies	required for Position Budgeting	HRMS
14.	Define Jobs	required for Position Budgeting	HRMS
15.	Define Positions	required for Position Budgeting	HRMS
16.	Define Grades	required for Position Budgeting	HRMS
17.	Define Grade Rates	required for Position Budgeting	HRMS
18.	Define Pay Scales	required for Position Budgeting	HRMS
19.	Relate Grades to Progression Points	required for Position Budgeting	HRMS

Table 3–1 Public Sector Budgeting Setup Checklist

Step Number	Setup Step	Type	Product
20.	Define Scale Rates	required for Position Budgeting	HRMS
21.	Define Payrolls	required for Position Budgeting	HRMS
22.	Map Cost Allocation Flexfield	required for Position Budgeting	[not part of standard HRMS checklist]
23.	Define a Salary Basis	required for Position Budgeting	HRMS
24.	Link Salary Element	required for Position Budgeting	HRMS
25.	Enter New Hire Information for Every Employee	required for Position Budgeting	HRMS
Public Sector Budgeting			
	Note: These checklists are guidelines only. Refer to the explanatory section and related chapters for detailed information regarding the requirements for setting up Public Sector Budgeting. **Note:** The position budgeting setup steps are only required for organizations using position budgeting. **Note:** Perform the following steps in the order listed.		
Line Item Budgeting			
26.	Define Budget Year Types	required	Public Sector Budgeting

Table 3–1 Public Sector Budgeting Setup Checklist

Step Number	Setup Step	Type	Product
27.	Define Budget Calendar	required	Public Sector Budgeting
28.	Define Standard Budget Items	optional	Public Sector Budgeting
29.	Set Up General Ledger Interfaces	required	Public Sector Budgeting
30.	Set Up General Ledger Budget Sets	required	Public Sector Budgeting
31.	Define Global Account Sets	optional	Public Sector Budgeting
32.	Define Budget Group Categories	optional	Public Sector Budgeting
33.	Define Budget Stages	required	Public Sector Budgeting
34.	Set Up Budget Groups and Security	required	Public Sector Budgeting
35.	Define Budget Review Groups and Budget Review Group Rules for Account Sets	optional	Public Sector Budgeting
36.	Set Line-Item Budgeting Profile Options	optional	Public Sector Budgeting
Position Budgeting			
37.	Define Public Sector Budgeting Position Key Flexfield	required	Public Sector Budgeting
38.	Define Position Attributes	required	Public Sector Budgeting
39.	Define Data Extract	required	Public Sector Budgeting
40.	Run Data Extract	required	Public Sector Budgeting
41.	Review or Modify Position Attribute Values	required	Public Sector Budgeting
42.	Define Global Position Sets	optional	Public Sector Budgeting

Table 3–1 Public Sector Budgeting Setup Checklist

Step Number	Setup Step	Type	Product
43.	Define Budget Review Groups and Budget Review Group Rules for Position Sets	optional	Public Sector Budgeting
44.	Define Elements	required	Public Sector Budgeting
45.	Define Position Default Rules	required	Public Sector Budgeting
46.	Apply Position Defaults	required	Public Sector Budgeting
47.	Review or Modify Positions	required	Public Sector Budgeting
48.	Refresh Data Extract	optional	Public Sector Budgeting
49.	Repeat Steps 40 to 49 as needed	optional	Public Sector Budgeting
50.	Set Position Budgeting Profile Options	optional	Public Sector Budgeting
Budget Revisions			
51.	Define General Ledger Budget Sets	required	Public Sector Budgeting
52.	Set Budget Revisions Profile Options	optional	Public Sector Budgeting
Labor Distribution			
53.	Set Up Labor Distribution	optional	Labor Distribution
Workflow			
54.	Set Up Workflow	required	Workflow
Discoverer			
55.	Set Up Discoverer	optional	Discoverer

Table 3–1 Public Sector Budgeting Setup Checklist

Step Number	Setup Step	Type	Product
Financial Analyzer			
56.	Set Up Financial Analyzer	optional	Financial Analyzer
57.	Set Up Financial Analyzer Profile Options	optional	Public Sector Budgeting

Public Sector Budgeting Setup Steps

To set up Public Sector Budgeting, perform the following setup steps.

1. Create New Responsibilities

Create new responsibilities. These responsibilities are assigned to budget groups defined in Public Sector Budgeting.

To create new responsibilities, see Defining a Responsibility, Responsibilities Window, and Users Window, *Oracle Applications System Administrator's Guide.*

Note: Create a responsibility for each budget group defined to prevent users of one budget group from accessing worksheets for another budget group at the same level in the budget group hierarchy. Each responsibility grants access to the associated budget group's worksheets. The Public Sector Budgeting Super User responsibility has access to all worksheets created in the system.

For example, if a user is associated with Responsibility XYZ, and Responsibility XYZ is also associated with Budget Group XYZ, then the user will be able to access the worksheet XYZ for Budget Group XYZ, as well as all worksheets for budget groups below budget group XYZ in the budget group hierarchy.

2. Implement Function Security

Implement function security for Public Sector Budgeting by excluding functions and menus from a responsibility. The system administrator excludes functions and menus to restrict access for a responsibility.

Table 3–2 shows the menu, submenu, and function names for Public Sector Budgeting.

Table 3–2 Menu, Submenu, and Function Names

Menu Name	Submenu Name	Function Name
PSB Superuser Navigation Menu	Worksheet Superuser	Define Worksheet Worksheet Parameters Worksheet Constraints Period Allocation Rules Local Parameters for Worksheets Modify Worksheet - Superuser Modify Position Worksheet Distribute Worksheet - Superuser Worksheet Operations Freeze Worksheet Move Worksheet to Next Budget Stage Submit Worksheet for Approval Validate Worksheet Unfreeze Worksheet Copy Worksheet Merge Worksheet Override Review Group View Errors Create Positions Consolidate Worksheets
	Maintain Position Information	Maintain Elements View Projected Element Rates Maintain Position Default Rules Maintain Positions

Table 3–2 Menu, Submenu, and Function Names

Menu Name	Submenu Name	Function Name
	PSB Setup Menu Options	Budget Year Types Budget Calendars Account / Position Sets Budget Stages
	PSB Setup Menu Budget Hierarchy	Budget Group Categories Budget Groups Review Groups Review Group Rules
	PSB Setup Menu Account	Maintain GL Budget Sets GL Interfaces Standard Budget Items Flexfield Mapping
	PSB Setup Menu Position	Attribute Mapping Details Position Attributes Position Attribute Values Extract
	PSB Setup Menu Analyzer	Filters Dimensions Financial Data Items Financial Data Sets Links
	Profile	Update system profile options Update personal profile options
	Budget Revision	Account and Position Sets for Budget Revisions Define Local Parameters for Budget Revisions

Table 3–2 Menu, Submenu, and Function Names

Menu Name	Submenu Name	Function Name
	Reports	Submit Requests View Requests Define Standard Request Sets
	Workflow	Workflow Notifications Workflow Processes Workflow Status
PSB Budget User Navigation Menu	Worksheet Budget User	Modify Worksheet - Budget User Modify Position Worksheet Distribute Worksheet - Budget User Worksheet Operations Local Parameters for Worksheets Freeze Worksheet Unfreeze Worksheet Submit Worksheet for Approval Validate Worksheet Copy Worksheet Merge Worksheet Override Review Group View Errors
	Budget Revisions	Budget Revision Definition Local Parameters for Budget Revisions
	Reports	Submit Requests View Requests Define Standard Request Sets
	Workflow	Workflow Notifications Workflow Processes
	Profile	Personal Profile

To implement function security, see Overview of Function Security, Responsibilities Window, and Menus Window, *Oracle Applications System Administrator's Guide*.

3. Create Additional Users

Create new users that have access to Public Sector Budgeting or assign existing users access to Public Sector Budgeting. The various budget group responsibilities defined must be granted to users.

To create new users, see User's Window, *Oracle Applications System Administrator's Guide*.

4. Define Set of Books

Define a set of books.

To enable budgetary control, see Defining Sets of Books, *Oracle Public Sector General Ledger User's Guide*.

To change or enable budgetary control after the set of books has been defined and transactions have been entered, see Enabling and Disabling Budgetary Control, *Oracle Public Sector General Ledger User's Guide*.

5. Specify Key Flexfield Structures for Business Group

Define the key flexfield structures for Job, Position, Grade, People Group, and Cost Allocation.

To specify the requirements for these flexfields, see Planning Your Key Flexfield and Key Flexfields by Flexfield Name, *Oracle Applications Flexfields Guide*, and User Definable Key Flexfields, *Customizing, Reporting, and System Administration in Oracle HRMS*.

6. Define Job Flexfield

Define a job flexfield in System Administration. Public Sector Budgeting extracts all segments of the job flexfield.

To define a job flexfield, see Key Flexfield Segments Window and Key Flexfields by Flexfield Name, *Oracle Applications Flexfields Guide*, and User Definable Key Flexfields, *Customizing, Reporting, and System Administration in Oracle HRMS*.

7. Define Position Flexfield

Define a position flexfield in System Administration. Public Sector Budgeting extracts all or selected segments of the position flexfield.

To define a position flexfield, see Key Flexfield Segments Window, and Key Flexfields by Flexfield Name, *Oracle Applications Flexfields Guide*, and User Definable Key Flexfields, *Customizing, Reporting, and System Administration in Oracle HRMS*.

8. Define Grade Flexfield

Define a grade flexfield in System Administration. Public Sector Budgeting uses grade information from HRMS to prepare budget estimates.

To define a grade flexfield, see Key Flexfield Segments Window and Key Flexfields by Flexfield Name, *Oracle Applications Flexfields Guide*, and User Definable Key Flexfields, *Customizing, Reporting, and System Administration in Oracle HRMS*.

9. Define People Group Flexfield

Define a people group flexfield in System Administration.

People group information is associated with employee assignments and is used to identify special groups of employees in the organization, such as members of a union, temporary or permanent, and funding source.

For example, if users derive position costs from information related to employee assignments, such as membership in a union, a segment for the union must be set up in the people group flexfield. The segments are used to group positions together.

To define a people group flexfield, see Key Flexfield Segments Window and Key Flexfields by Flexfield Name, *Oracle Applications Flexfields Guide*, and User Definable Key Flexfields, *Customizing, Reporting, and System Administration in Oracle HRMS*.

10. Define Cost Allocation Flexfield

Define a cost allocation flexfield in System Administration. Public Sector Budgeting builds account code combinations from cost allocation flexfield information entered in HRMS.

For each segment, use flexfield qualifiers to enable segment values to be entered in the Assignment, Element, Organization, and Payroll windows.

It is recommended that all segment values are enabled for the Assignment window so that users can enter complete account code combinations.

To define the cost allocation flexfield, see Key Flexfield Segments Window and Key Flexfields by Flexfield Name, *Oracle Applications Flexfields Guide*, and User Definable Key Flexfields, *Customizing, Reporting, and System Administration in Oracle HRMS*.

11. Define Descriptive Flexfields

Define descriptive flexfield contexts and descriptive flexfields in System Administration.

To define descriptive flexfield contexts and descriptive flexfields, see Descriptive Flexfield Concepts, *Oracle Applications Flexfields Guide*, and User Definable Descriptive Flexfields, *Customizing, Reporting, and System Administration in Oracle HRMS*.

12. Create Locations

Define at least one location and address for the organization.

To define locations, see Setting Up Locations, *Using Oracle HRMS - The Fundamentals*.

13. Define Organization Hierarchies

Define organization hierarchies to arrange organizations related to a business group into reporting hierarchies. Define the relevant segment code, such as the department code, for each HRMS organization.

To define organization hierarchies, see Creating Organization Hierarchies, *Using Oracle HRMS - The Fundamentals*.

14. Define Jobs

Define jobs for the organization. For example, define a job for Director.

To define jobs, see Defining a Job, *Using Oracle HRMS - The Fundamentals*.

15. Define Positions

Define positions for the organization. For example, define positions for Finance Director I and Finance Director II.

To define positions, see Defining a Position, *Using Oracle HRMS - The Fundamentals*.

Note: For those positions assigned to employees with an hourly salary basis, define the default working hours on a weekly basis.

16. Define Grades

Define grades for the organization.

To define grades, see Defining a Grade, *Using Oracle HRMS - The Fundamentals.*

17. Define Grade Rates

Define grade rates to identify valid rates of pay for a grade.

To define grade rates, see Defining a Grade Rate, *Using Oracle HRMS - The Fundamentals.*

18. Define Pay Scales

Define pay scales for the organization.

To define pay scales, see Defining a Pay Scale, *Using Oracle HRMS - The Fundamentals.*

19. Define Progression Point Values

Define a pay value for each point on a pay scale.

To define progression point values, see Defining Scale Rates, *Using Oracle HRMS - The Fundamentals.*

20. Define Scales Rates

Define grade scales for each grade.

To define grade scales, see Relate Grades to Progression Points, *Using Oracle HRMS - The Fundamentals.*

21. Define Payrolls

Define payroll groups for the organization. Define relevant segments for costing information.

To define payroll groups, see Payroll Definition Overview, *Using Oracle HRMS - The Fundamentals.*

22. Map Cost Allocation Flexfield

Map the cost allocation flexfield to General Ledger accounting flexfield segments.

To map the cost allocation flexfield to General Ledger accounting flexfield segments, see Mapping Cost Allocation to the Accounting Flexfield, *Using Oracle HRMS - The Fundamentals*.

23. Define A Salary Basis

Define salary bases to define the relationship between the input value of a salary element and a grade rate. For example, define salary bases for Hourly, Monthly, and Annual.

To define salary bases, see Defining a Salary Basis, *Managing Compensation and Benefits Using Oracle HRMS*.

24. Link the Salary Element

Define element links for salary elements.

To define element links for salary elements, see Defining Element Links, *Managing Compensation and Benefits Using Oracle HRMS*.

Note: If costing information for Regular salary elements is defined here, the Standard check box should be selected to enable proper composition of the charging instructions.

25. Enter New Hire Information for Every Employee

Enter basic personal employee information.

To enter employee information, see Entering a New Person, *Managing People Using Oracle HRMS*. Enter new employee assignment information.

Note: The following assignment information for the employee must be entered:

- payroll information in the Assignment window
- working hours information in the Standard Conditions tab

  This is required if users derive position costs by using hours worked, such as the number of hours per week.
- government reporting entities in the GREs and other data tab
- salary in the Salary Administration window

This is required even if Oracle Payroll is being used.

- salary basis in the Salary Information region of the Salary Administration window.

Note: Enter costing information for the employee in the Costing window.

To enter assignment information, see Entering an Assignment, *Managing People Using Oracle HRMS*.

26. Define Budget Year Types

Define budget year types used by each year in a budget calendar.

To define budget year types, see Budget Year Types Setup, page 4-1.

27. Define Budget Calendar

Define budget calendars used to create worksheets. Organizations can create different budget calendars for the official budget, what-if scenarios, and financial planning purposes.

To define budget calendars, see Budget Calendar Setup, page 5-1.

28. Define Standard Budget Items (Optional)

Define the standard budget items used for budget preparation.

To define standard budget items, see Standard Budget Items Setup, page 6-1.

29. Set Up General Ledger Interfaces (Optional)

Enable General Ledger summary templates for a set of books and select accounts used to balance budget entries for posting to General Ledger.

To set up General Ledger interfaces, see General Ledger Interfaces Setup, page 7-1.

Note: Refreshing General Ledger balances only updates actuals and encumbrances for the current year. It also updates the current year estimates based on the new actuals and encumbrances. This means that the current year estimates are overwritten, and the proposed year estimates do not change. If users need to modify the proposed year estimates based on the new information, users must employ the Revise Projections feature to recalculate.

30. Define General Ledger Budget Sets

Define General Ledger budget sets to allow a single worksheet to access multiple General Ledger budgets.

To define General Ledger budget sets, see General Ledger Budget Sets Setup, page 8-1.

31. Define Global Account Sets (Optional)

Define global account sets to group together sets of accounts.

Although this step is optional, it is highly recommended that organizations define global account sets to facilitate budget preparation.

To define global account sets, see Global Account and Position Sets Setup, page 9-1.

32. Define Budget Group Categories (Optional)

Define budget group categories to categorize budget groups for various purposes and to describe hierarchy levels of an organization.

Note: Budget group categories are required if budget review groups are used.

To define budget group categories, see Budget Group Categories Setup, page 10-1.

33. Define Budget Stages (Optional)

Define budget stages to allow organizations to take a snapshot of a worksheet at various stages of the budget approval process.

Note: This setup step is required for organizations that need to maintain different versions of a worksheet.

To define budget stages, see Budget Stages Setup, page 11-1.

34. Set Up Budget Groups and Security

Set up budget groups to create the standard budget approval hierarchy and to control access to the budget in an organization.

Note: If position budgeting is used, assign a business group to the top-level budget group to associate a budget group hierarchy with an HRMS organizational hierarchy.

To set up budget groups and security, see Budget Groups and Security Setup, page 12-1.

35. Define Budget Review Groups and Budget Review Group Rules for Account Sets (Optional)

Define budget review groups and review group rules for account sets to create exceptions to the normal workflow process and standard budget group hierarchy.

To define budget review groups and review group rules for account sets, see Budget Review Groups Setup, page 13-1.

36. Set Line-Item Budgeting Profile Options (Optional)

This section includes the following parts:

- Set Profile Option Levels
- Set Profile Option Values

Set Profile Option Levels

Set the following profile options for line-item budgeting in Public Sector Budgeting.

Table 3–3 describes the recommended typical profile option levels settings.

Table 3–3 Profile Option Levels

Feature	Profile Option Name	Settings			
		Site	Application	Responsibility	User
General Ledger Mapping	PSB: GL Map Criteria	x			
	PSB: Create Zero Balance Account	x			

Set Profile Option Values

Table 3–4 describes the profile option values.

Table 3–4 Public Sector Budgeting Profile Option Values

Profile Option Name	Value	Description
PSB: GL Map Criteria	Start Date, End Date	specifies whether Start Date or End Date for General Ledger periods is used to map to Public Sector Budgeting periods, when the two periods are different in budget worksheet **Note:** Select the Start Date or End Date for the Site. If needed, select the Start Date or End Date for the Application, Responsibility, and User. **Note:** If a date is not selected, the General Ledger period Start Date is used to map General Ledger periods to Public Sector Budgeting periods.
PSB: Create Zero Balance Account	yes or no	Yes includes all General Ledger accounts, including zero balance accounts, in the budget worksheet and the budget revisions. No omits General Ledger accounts with zero balances for all prior and current years from the budget worksheet and the budget revisions. **Note:** Changes to profile options made during implementation affect only subsequent worksheets. Worksheets that existed before the profile option changes were made will not reflect the changes.

37. Define Public Sector Budgeting Position Key Flexfield

Define the Public Sector Budgeting position key flexfield to map HRMS position key flexfield information to Public Sector Budgeting.

The Public Sector Budgeting position key flexfield structure must have the same segment name and value set as the position key flexfield structure in HRMS. However, the segments in the Public Sector Budgeting position key flexfield can be a subset of the HRMS position key flexfield. If different structures for each business group are used, a corresponding structure must be set up in Public Sector Budgeting.

Note: Ensure that the Allow Dynamic Inserts check box on the Key Flexfield Segments window is selected.

To define the Public Sector Budgeting position key flexfield, see Key Flexfields and Key Flexfield Segments Window, *Oracle Applications Flexfields Guide*.

38. Define Position Attributes

Review or define position attributes that are used to identify broad characteristics or classifications of positions such as job classification, bargaining unit, or position status.

To define position attributes, see Position Attributes Setup, page 14-1.

39. Define Data Extract

Define a data extract to create a data set that is used to organize position cost information brought in from HRMS and Labor Distribution, if the latter is used, or created in Public Sector Budgeting.

To define a data extract, see Extract Data From HRMS Setup, page 15-1.

40. Run Data Extract

Run a data extract as follows:

- Transfer data from HRMS and Labor Distribution, if used, to the interface tables.
- Validate the data in the interface tables and check for errors.
- Transfer the data from the interface tables to tables in Public Sector Budgeting.

To run a data extract, see Extract Data From HRMS Setup, page 15-1.

41. Review or Modify Position Attribute Values

Review or modify the position attribute values brought into Public Sector Budgeting from HRMS by the data extract process. Organizations can also set up new position attribute values to identify the valid set of values for a position attribute.

To modify or set up position attribute values, see Position Attribute Values Setup, page 16-1.

42. Define Global Position Sets (Optional)

Define global position sets to group together positions with the same position attributes and values.

Although this step is optional, it is highly recommended that organizations define global position sets to facilitate budget preparation.

To define global position sets, see Global Account and Position Sets Setup, page 9-1.

43. Define Budget Review Groups and Budget Review Group Rules for Position Sets (Optional)

Define budget review groups and review group rules for position sets to create exceptions to the normal workflow process and standard budget group hierarchy.

To define budget review groups and review group rules for position sets, see Budget Review Groups Setup, page 13-1.

44. Define Elements

Review or define elements that are used to identify salary, tax, benefits, or other items related to position costs.

To define elements, see Elements Setup, page 17-1.

45. Define Position Default Rules

Define position default rules for a data extract. Position default rules assign benefit and tax elements to filled positions and assign salary elements, benefit and tax elements, salary account distributions, FTE allocations, and position attribute assignments to vacant positions.

To define position default rules, see Position Default Rules Setup, page 18-1.

46. Apply Position Defaults

Apply position default rules for a particular data extract to position sets in Public Sector Budgeting.

To apply position defaults, see Assign Position Defaults Procedures, page 41-1.

47. Review or Modify Positions

Review or modify position information that is extracted from HRMS. Users can also create additional positions.

To review or modify positions, see Positions Setup, page 19-1.

48. Refresh Data Extract (Optional)

Add new data from HRMS to an existing data extract and replace existing data with more current HRMS data.

To refresh data, see Extract Data From HRMS Setup, page 15-1.

49. Repeat Steps 39 to 48 as Needed (Optional)

Repeat Steps 39 to 48 as needed.

50. Set Position Budgeting Profile Options (Optional)

This section includes the following parts:

- Set Profile Option Levels
- Set Profile Option Values

Set Profile Option Levels

Set the following profile options for line-item budgeting in Public Sector Budgeting.

Table 3–5 describes the recommended typical profile option levels settings.

Table 3–5 Profile Option Levels

Feature	Profile Option Name	Settings			
		Site	Applica-tion	Respon-sibility	User
Account Generator	PSB: Use Account Generator for Data Extract	x			
Default Data Extract Specification	PSB: Use Default Data Extract	x			
	PSB: Default Data Extract	x			

Set Profile Option Values

Table 3–6 describes the profile option values.

Table 3–6 Public Sector Budgeting Profile Option Values

Profile Option Name	Value	Description
PSB: Use Account Generator for Data Extract	yes or no	Set to yes to indicate that Account Generator should be used in the data extract process when positions with Oracle Grants Accounting charging instructions are extracted from Oracle Labor Distribution. **Note:** By default, the Account Generator is used if a data extract has Labor Distribution mapping.
PSB: Use Default Data Extract	yes or no	Yes indicates that a default data extract is used in Public Sector Budgeting. No indicates that users are always prompted to select a data extract in a new session. **Note:** Even if Yes is selected and a default extract used, users can select other data extracts as needed.
PSB: Default Data Extract	list of values	specifies which data extract is used as default, if PSB: Use Default Data Extract option is set to Yes

51. Define General Ledger Budget Sets

Define General Ledger budget sets to apply budget revisions to one or more General Ledger budgets.

To define General Ledger budget sets, see General Ledger Budget Sets Setup, page 8-1.

52. Set Budget Revision Profile Options (Optional)

This section includes the following parts:

- Set Profile Option Levels
- Set Profile Option Values

Set Profile Option Levels

Set the following profile options for budget revisions in Public Sector Budgeting.

Table 3–7 describes the recommended typical profile option levels settings.

Table 3–7 Profile Option Levels

Feature	Profile Option Name	Settings			
		Site	Application	Responsibility	User
Budget Revision	PSB: Auto Balance Budget Revision Journal	x			
	PSB: GL Budget Set	x			
	PSB: Budget Revision by Position	x			

Set Profile Option Values

Table 3–8 describes the profile option values.

Table 3–8 Public Sector Budgeting Profile Option Values

Profile Option Name	Value	Description
PSB: Auto Balance Budget Revision Journal	yes or no	Set to yes to ensure that every unbalanced revision is offset by applicable equity account. By default, budget revision journal created is based strictly on account entered. See Fund Balance Accounts in General Ledger Interfaces Setup, page 7-1. **Note:** Revision requestors do not have the option to change this setting.
PSB: GL Budget Set	list of values	Set to implement a default site-wide General Ledger budget set. **Note:** Individual revision requestors may optionally choose a different General Ledger budget set for infrequent revisions that may not apply to the current budget as set forth in the default General Ledger budget set. **Note:** Sites with multiple sets of books should set the PSB: GL Budget Set profile option at the responsibility level. As different responsibilities are assigned to different budget groups, the same GL Budget Set profile value must be assigned to each responsibility. When the General Ledger Budget Set is redefined for a new budget cycle, the profile setting should be updated. **Note:** Sites with a single set of books should set the PSB: GL Budget Set profile option at the site level and should adjust the setting after the General Ledger Budget Set is defined for a new budget cycle.
PSB: Budget Revision by Position	yes or no	Set to yes to always enforce that budget revisions by position are created through Position Entries. Users then do not have the option to deselect Revision by Position check box to enter personnel services accounts directly from Line Item Entries.

53. Set Up Labor Distribution (Optional)

Set up Labor Distribution if organizations wish to extract position information from Labor Distribution.

To set up Labor Distribution, see the *Oracle Labor Distribution User's Guide*.

54. Set Up Workflow

Set up Workflow to distribute, monitor, and route worksheets through the approval process.

To set up Workflow, see the *Oracle Workflow User's Guide*.

55. Set Up Discoverer (Optional)

Set up Discoverer to use predefined business views to easily create reports using the Discoverer Workbook Wizard.

To set up Discoverer, see Oracle Discoverer Setup, page 4-1.

56. Set Up Financial Analyzer (Optional)

Set up Financial Analyzer to enable online processing for multidimensional analyses of Public Sector Budgeting data.

To set up Financial Analyzer, see *Upgrading Oracle Applications* and any associated release notes.

For information on configuring Financial Analyzer, see Financial Analyzer and Public Sector Budgeting Procedures, page 50-1.

57. Set Financial Analyzer Profile Options (Optional)

This section includes the following parts:

- Set Profile Option Levels
- Set Profile Option Values

Set Profile Option Levels

Set the following profile options for Financial Analyzer in Public Sector Budgeting.

Table 3–9 describes the recommended typical profile option levels settings.

Table 3–9 Profile Option Levels

Feature	Profile Option Name	Settings			
		Site	Application	Responsibility	User
Web Server	PSB: Express Web URL	x			

Set Profile Option Values

Table 3–10 describes the profile option values.

Table 3–10 Public Sector Budgeting Profile Option Values

Profile Option Name	Value	Description
PSB: Express Web URL	manual entry	URL for Oracle Express web agent. Consult the system administrator for the URL. **Note:** Required if Financial Analyzer is used to analyze Public Sector Budgeting data.

Part II

Setting Up Oracle Public Sector Budgeting

4

Budget Year Types Setup

This chapter describes how to set up budget year types. The following sections are in this chapter:

- Definition
- Overview
- Budget Year Types Procedure
- Budget Year Types Window
- Budget Year Types Window Description

Definition

Budget year types are used to create the structure for a budget calendar. Setup of budget year types validates the sequence of years and sets the maximum number of years that can be used in a budget calendar.

Overview

Budget year types are required for all budget calendars defined in Oracle Public Sector Budgeting. Budget calendars are used to create worksheets for budgets, financial planning, and what-if scenarios.

Budget year types setup provides the following features:

- creates a structure for a budget calendar
- designates system year types of prior year, current year, and proposed year that are used to control the budgeting process
- validates sequence of years in a calendar
- sets the maximum number of years in any budget calendar used to create a worksheet

Process

When defining budget year types, organizations determine the following:

- the number of prior years that are needed to perform budget forecasting
- the number of future or proposed years that are needed to forecast budgets, such as operating budgets or capital budgets

Budget Year Types Procedure

To enter or update budget year types, perform the following steps.

1. In Public Sector Budgeting, navigate to the Budget Year Types window as follows:

   Setup - Options - Year Types

2. Enter data in each field of the Budget Year Types window as described in Table 4–1.

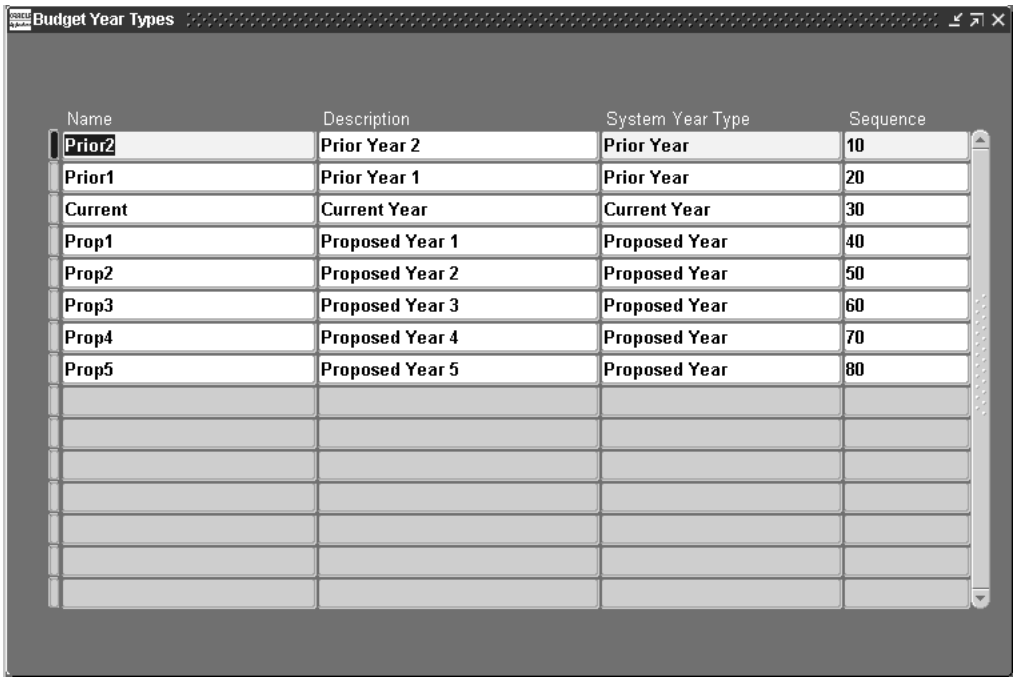
3. Save or save and continue as follows:

   File - Save or **Save and Proceed**

4. Close the window.

Budget Year Types Window

Figure 4–1 Budget Year Types Window



Budget Year Types Window Description

Table 4–1 Budget Year Types Window Description

Field Name	Type	Features	Description
Name	required		user-defined name for budget year type; must be unique **Note:** must define maximum number of years allowed in any budget calendar
Description	optional		budget year type description
System Year Type	required	list of values	budget year category: Prior Year, Current Year, Proposed Year in budget worksheet: prior years display historical information; current year displays estimates for current year and historical data for budget and actual year-to-date amounts; proposed years display estimates for future years **Note:** can have multiple prior years or proposed years, but must have only one current year **Note:** Worksheet data for prior years cannot be modified.
Sequence	required		sequence of budget year types used to validate order of years defined in budget calendar; first number in sequence represents oldest budget year type **Note:** Oldest budget year type can have sequence number such as 100 so that additional prior years can be added later.

Example: Nine Year Calendar

This example illustrates setup of budget year types.

XYZ organization has nine budget year types. Nine years is the maximum number of years that can be included in any budget calendar or worksheet. There are three prior years, one current year, and five proposed years.

Table 4–2 shows sample data for the budget year types setup.

Table 4–2 Sample Budget Year Types Setup

Name	Description	System Year Type	Sequence
PRIOR3	Prior Year 3	Prior Year	101
PRIOR2	Prior Year 2	Prior Year	102
PRIOR1	Prior Year 1	Prior Year	103
Current	Current Year	Current Year	104
PROP1	Proposed Year 1	Proposed Year	105
PROP2	Proposed Year 2	Proposed Year	106
PROP3	Proposed Year 3	Proposed Year	107
PROP4	Proposed Year 4	Proposed Year	108
PROP5	Proposed Year 5	Proposed Year	109

5

Budget Calendar Setup

This chapter describes how to set up budget calendars. The following sections are in this chapter:

- Definition
- Overview
- Prerequisites
- Budget Calendar Procedure
- Budget Calendar Window
- Budget Calendar Window Description

Definition

Budget calendars are used in budget worksheets. Organizations can create different budget calendars for the official budget, what-if scenarios, and financial planning purposes.

Overview

The Budget Calendar window allows users to perform the following tasks:

- define any number of budget calendars with different structures
- define the budget year types and date range for each year in a budget calendar
- designate period distributions of month, quarter, semi-annual, or year for each year in a budget calendar
- designate position cost calculation period of month, quarter, semi-annual, or year, if position budgeting is used
- automatically calculate and generate distribution periods for each year in a budget calendar
- copy existing budget calendars and shift the years in the source calendar by one

Users can reuse the same budget calendar in any number of worksheets that have the same year and period definitions and the same position cost calculation period.

Note: A calendar's years and period definitions cannot be deleted once they have been used in an existing worksheet.

Examples

The following examples illustrate how different budget calendars can be used in worksheets with different purposes.

Official Budget Calendar

An organization can create a budget calendar with a current year and several prior and proposed years for use in an official budget worksheet.

Forecasting Worksheet Calendar

An organization can create a budget calendar with a single current year and single proposed year for use in an operating cost forecasting worksheet.

Reports

To generate the Budget Calendar Listing report, see Reports Procedures, page 47-1.

Prerequisites

- Budget year types must be defined.

  For information on setting up budget year types, see Budget Year Types Setup, page 4-1.

Budget Calendar Procedure

To enter or update budget calendars, perform the following steps.

1. In Public Sector Budgeting, navigate to the Budget Calendar window as follows:

   Setup - Options - Calendars

2. Enter the name and description for the calendar in the Budget Calendar window as described in Table 5–1.

3. To copy an existing budget calendar, go to Step 6.

4. To define a new budget calendar, enter data in the Year region of the Budget Calendar window as described in Table 5–1.

5. Click **Create Periods** to automatically create periods for the budget calendar.

   Go to Step 9.

6. Click **Copy From** to open the Copy Calendar window. Select a source calendar from the list of values. If needed, check the Shift Years box to shift the year types in the source calendar by one.

7. To populate the Budget Calendar window with data from the source calendar, click **Copy**.

8. Edit the data in the Year region of the Budget Calendar window.

9. If needed, edit the period names, and add or edit the period descriptions.

   Note: Period dates cannot be changed.

10. Save or save and continue as follows:

    File - Save or Save and Proceed

11. Close the window.

Budget Calendar Window

Figure 5–1 Budget Calendar Window

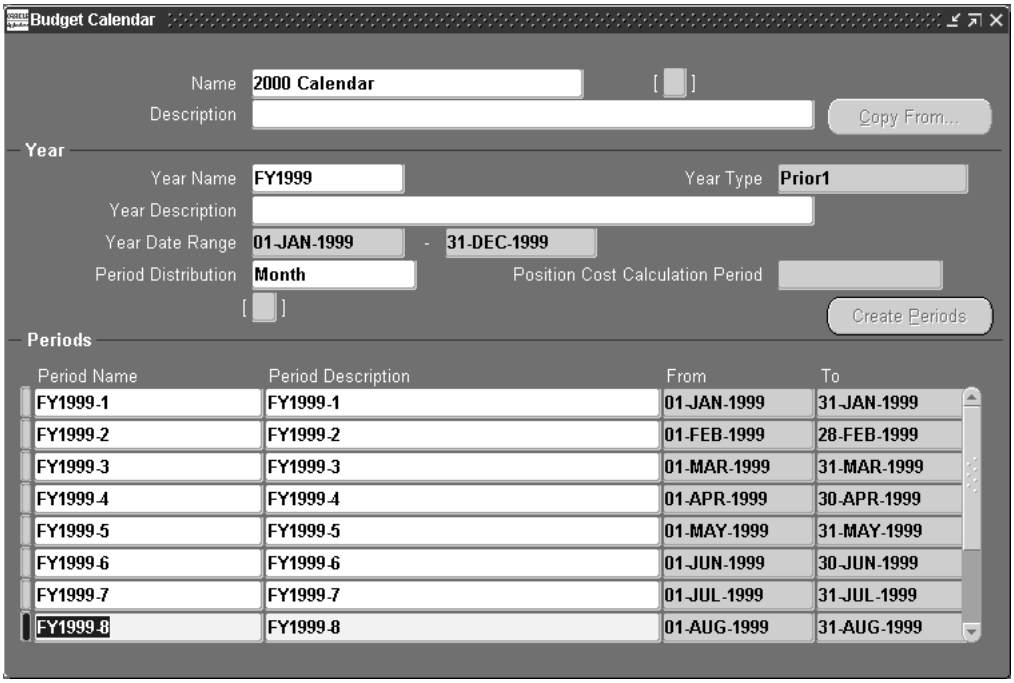


Figure 5–2 Copy Calendar Pop-Up Window

Budget Calendar Window Description

Table 5–1 Budget Calendar Window Description

Field Name	Type	Features	Description
Name	required		budget calendar name; must be unique
Descriptive Flexfield	optional		field for user customization
Description	optional		budget calendar description
Copy From		button	copies existing budget calendar
Year Region			
Year Name	required		year type name; must be unique; appears on worksheets and reports
Year Type	required	list of values	budget year type; can use any years set up in Budget Year Types window **Note:** A budget year type cannot be used more than once in the same calendar and cannot have any breaks in the sequence of budget year types.
Year Description	optional		year type description
Year Date Range	required		date range for budget year; must be twelve-month period; start date must be first day of month; end date must be end of month **Note:** The dates of years defined for a specific calendar must not overlap or have any gaps.
Period Distribution	required	list of values	period distribution for budget year: Month, Quarter, Semi-Annual, Year **Note:** Period distribution of year is used for proposed years only. **Note:** For prior years, data is transferred from General Ledger.
Position Cost Calculation Period	optional	list of values	unit used to calculate position costs: Month, Quarter, Semi-Annual, Year **Note:** Position costs are summarized by budget periods in the worksheet. **Note:** Position cost calculation period is not used for prior years.
Descriptive Flexfield	optional		field for user customization

Table 5–1 Budget Calendar Window Description

Field Name	Type	Features	Description
Create Periods		button	creates calendar periods
Periods Region			
Period Name	default, optional		period name; default name can be changed **Note:** There are no periods for a period distribution of year. **Note:** The period name is used as a column heading in the budget worksheet. A long period name may be truncated.
Period Description	default, optional		period description
From	default, display only		period start date; dates populated automatically based on Year Date Range
To	default, display only		period end date; dates populated automatically based on Year Date Range
Copy Calendar Pop-Up Window			
Copy From	required	list of values	existing budget calendar from which data is copied
Shift Years?	optional	check box	if selected, shifts year types in source calendar by increments of one; for example, current year in source calendar becomes prior year in new calendar **Note:** If the calendar uses periods that vary for different years, the periods must be adjusted manually.
Copy		button	copies existing budget calendar
Cancel		button	closes window without saving

Example: Official Budget Calendar

This example illustrates setup of an official budget calendar.

A calendar for the 1998 Official Budget is for three years. The calendar includes one prior year, a current year, and one proposed year. The prior year uses quarterly period distributions and a quarterly position cost calculation period. The current and proposed year use monthly period distributions and monthly position cost calculation periods.

Table 5–2 shows sample setup data for the prior year in the 1998 Official Budget.

Table 5–2 1998 Official Budget - Prior Year

Name		1998 Budget	
Description		1998 Official Budget	
Year Region			
Year Name		1996-1997	
Year Type		PRIOR1	
Year Description			
Year Date Range		01-FEB-1996, 31-JAN-1997	
Period Distribution		Quarter	
Position Cost Calculation Period		Quarter	
Periods Region			
Period Name	**Period Description**	**From**	**To**
Q1 96-97	1st Quarter	01-FEB-1996	30-APR-1996
Q2 96-97	2nd Quarter	01-MAY-1996	31-JUL-1996
Q3 96-97	3rd Quarter	01-AUG-1996	31-OCT-1996
Q4 96-97	4th Quarter	01-NOV-1996	31-JAN-1997

Table 5–3 shows sample setup data for the current year in the 1998 Official Budget.

Table 5–3 1998 Official Budget - Current Year

Name	1998 Budget
Description	1998 Official Budget
Year Region	
Year Name	1997-1998

Table 5–3 1998 Official Budget - Current Year

Year Type		Current	
Year Description			
Year Date Range		01-FEB-1997, 31-JAN-1998	
Period Distribution		Month	
Position Cost Calculation Period		Month	
Periods Region			
Period Name	**Period Description**	**From**	**To**
Feb-1997	February 97	01-FEB-1997	28-FEB-1997
Mar-1997	March 97	01-MAR-1997	31-MAR-1997
Apr-1997	April 97	01-APR-1997	30-APR-1997
May-1997	May 97	01-MAY-1997	31-MAY-1997
Jun-1997	June 97	01-JUN-1997	30-JUN-1997
Jul-1997	July 97	01-JUL-1997	31-JUL-1997
Aug-1997	August 97	01-AUG-1997	31-AUG-1997
Sep-1997	September 97	01-SEP-1997	30-SEP-1997
Oct-1997	October 97	01-OCT-1997	31-OCT-1997
Nov-1997	November 97	01-NOV-1997	30-NOV-1997
Dec-1997	December 97	01-DEC-1997	31-DEC-1997
Jan-1998	January 98	01-JAN-1998	31-JAN-1998

Table 5–4 shows sample setup data for the proposed year in the 1998 Official Budget.

Table 5–4 1998 Official Budget - Proposed Year

Name	1998 Budget
Description	1998 Official Budget

Table 5–4 1998 Official Budget - Proposed Year

Year Region			
Year Name		1998-1999	
Year Type		PROP1	
Year Description			
Year Date Range		01-FEB-1998, 31-JAN-1999	
Period Distribution		Month	
Position Cost Calculation Period		Month	
Periods Region			
Period Name	**Period Description**	**From**	**To**
Feb-1998	February 98	01-FEB-1998	28-FEB-1998
Mar-1998	March 98	01-MAR-1998	31-MAR-1998
Apr-1998	April 98	01-APR-1998	30-APR-1998
May-1998	May 98	01-MAY-1998	31-MAY-1998
Jun-1998	June 98	01-JUN-1998	30-JUN-1998
Jul-1998	July 98	01-JUL-1998	31-JUL-1998
Aug-1998	August 98	01-AUG-1998	31-AUG-1998
Sep-1998	September 98	01-SEP-1998	30-SEP-1998
Oct-1998	October 98	01-OCT-1998	31-OCT-1998
Nov-1998	November 98	01-NOV-1998	30-NOV-1998
Dec-1998	December 98	01-DEC-1998	31-DEC-1998
Jan-1999	January 99	01-JAN-1999	31-JAN-1999

6

Standard Budget Items Setup

This chapter describes how to set up standard budget items. The following sections are in this chapter:

- Definition
- Overview
- Standard Budget Items Procedure
- Standard Budget Item Window
- Standard Budget Item Window Description

Definition

Standard budget items are budget items with a uniform description and cost that are defined for use in worksheet lines. Setup of standard budget items simplifies the budget preparation process for an organization.

Overview

Organizations perform the following tasks to set up standard budget items:

- define standard budget items for budget items such as automobiles, personal computers, office equipment, units of overnight travel, or other outlays that have a uniform description and cost throughout the organization
- specify unit of measure for each standard budget item
- specify default accounting segment values and costs for each set of books used in Oracle Public Sector Budgeting

Organizations can assign each standard budget item to one or more sets of books. The standard budget item can have different costs that use the functional currency for the set of books. Different default accounting segment values can be used based on the accounting flexfield segments for the set of books.

Process

Standard budget items are used in the Worksheet Lines window. Users select and specify the quantity of an item. The accounting segment values and standard cost for the item are automatically entered into the worksheet.

Examples

The following examples illustrate how an organization might use and create standard budget items.

Assigning Standard Budget Items to Multiple Sites

An organization with multiple sites can have a different set of books for each location, or for sites that use different currencies. Different values for a standard budget item could be defined for each set of books to accommodate differences in cost, currency, or accounting segment values.

Assigning Default Account Segments to Standard Budget Items

Default accounting segment values allow users to specify one or more segments that should automatically be used when budgeting for an item. Users could define the natural account, 72001 - Computer Equipment, as the default account segment for a personal computer item. Users might define both the organization, 2412 - Fleet Services, and natural account, 71215 - Auto Passenger, as the default account segments for a passenger sedan item to be purchased for the fleet.

Reports

To generate the Standard Budget Items Listing report, see Reports Procedures, page 47-1.

Standard Budget Items Procedure

To enter or update standard budget items, perform the following steps.

1. In Public Sector Budgeting, navigate to the Standard Budget Item window as follows:

   Setup - Account - Budget Items

2. Enter data in each field of the Standard Budget Item window as described in Table 6–1.

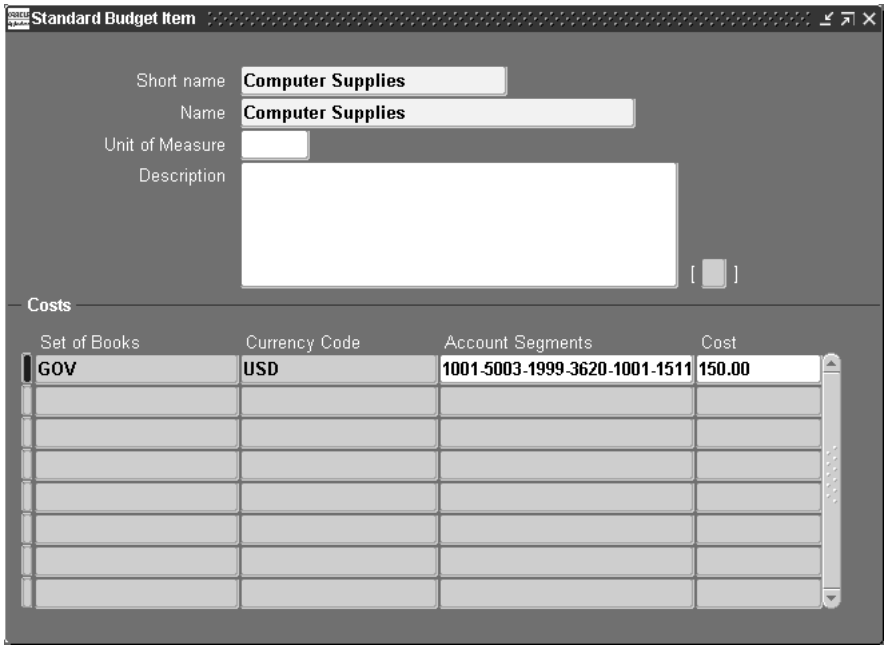
3. Save or save and continue as follows:

   File - **Save** or **Save and Proceed**

4. Close the window.

Standard Budget Item Window

Figure 6–1 Standard Budget Item Window



Standard Budget Item Window Description

Table 6–1 Standard Budget Item Window Description

Field Name	Type	Features	Description
Short name	required		short name for standard budget item; used in worksheets; must be unique for global worksheet
Name	required		name of standard budget item; must be unique
Unit of Measure	optional		unit of measure for standard budget item; defined by user
Description	optional		standard budget item description
Descriptive Flexfield	optional		field for user customization
Costs Region			
Set of Books	required	list of values	set of books
Currency Code	default, display only		functional currency for set of books
Account Segments	required	list of values: accounting flexfield pop-up window	default accounting flexfield segments for set of books **Note:** Default accounting flexfield segments are commonly the object or natural account segment, but can include more than one segment such as the object and cost center account segments.
Cost	required		cost per unit of measure for set of books

Example: Standard Budget Items - Auto

This example illustrates setup of a standard budget item for an automobile. The organization uses separate sets of books for two locations that both use this automobile. The price and natural account segment for this item vary by location.

Table 6–2 shows sample setup data for an auto.

Table 6–2 Standard Budget Items - Auto

Short Name	Auto-Full Size
Name	Auto - 6 Passenger Car
Unit of Measure	Each

Table 6–2 Standard Budget Items - Auto

Description		Auto - 6 Passenger, Standard Equipment	
Costs Region			
Set of Books	**Currency Code**	**Account Segments**	**Cost**
XYZ Location	USD	... 72420...	18500.00
UVW Location	USD	... 75000...	19000.00

Example: Standard Budget Items - Computer

This example illustrates setup of a standard budget item for a computer. This type of computer is used at only one location in the organization.

Table 6–3 shows sample setup data for a computer.

Table 6–3 Standard Budget Items - Computer

Short Name		NC Computer	
Name		Computer - NC Standard	
Unit of Measure		Each	
Description		Computer - NC Standard	
Costs Region			
Set of Books	**Currency Code**	**Account Segments**	**Cost**
XYZ Location	USD	...72422...	550.00

7

General Ledger Interfaces Setup

This chapter describes how to set up interfaces to General Ledger. The following sections are in this chapter:

- Definition
- Overview
- Prerequisites
- General Ledger Interfaces Procedure
- GL Interfaces Setup Window
- GL Interfaces Setup Window Description

Definition

Oracle Public Sector Budgeting extracts data from and creates journal entries to General Ledger systems.

Overview

The GL Interfaces Setup window allows organizations to select General Ledger summary templates for use in Public Sector Budgeting and to select accounts used to balance budget entries.

Summary Templates

Summary templates are used in budget worksheets to control data viewed in a worksheet and to show online summary totals. Organizations can select any General Ledger summary template for use in Public Sector Budgeting.

For example, a summary template defined in General Ledger to show department totals for major expenditure categories can be used in a worksheet to display these totals online.

Fund Balance Accounts

Organizations can define fund balance accounts for each fund. Fund balance accounts are used to specify the offset account that should be used for each fund. These accounts are used to automatically offset the amount of any difference between revenue and expenditure budget amounts to balance budget journal entries in General Ledger. For example, the balancing account for an Enterprise Fund can be the Retained Earnings account.

Template Account

One fund balance account for each set of books can be used as a template account. The template account is used to balance budget entries for all funds that do not have a specified fund balance account.

For example, a template account can be designated as 01 (Fund) - 3001 (Fund Balance) where the Fund is the balancing segment. An account 02 (Street Fund) without a specified fund balance account uses the template account by substituting its own balancing segment in the template. Therefore, account 02 - 3001 is used as the balancing account for account 02.

Process

Use of General Ledger summary templates or fund balance accounts is optional.

Summary Templates Process

The summary templates process consists of the following steps:

1. Users select the General Ledger summary templates to be used in Public Sector Budgeting in the GL Interfaces Setup window.
2. Users select a summary template for a worksheet in the Data Selection window.
3. Use of a summary template in a worksheet restricts the data that can be viewed in the worksheet to the individual rollup groups that are part of the summary template.
4. The totals for the worksheet show the totals for the summary template.

Fund Balance Accounts Process

The fund balance accounts process consists of the following steps:

1. Users define fund balance accounts for each fund in the GL Interfaces Setup window.
2. Users can designate one fund balance account as the template account.
3. After the budget has been approved, users initiate the Create GL Budget Journals concurrent process to post the budget to General Ledger.
4. If fund balance accounts have been defined, users have budget journals automatically balanced by creating balancing entries for any differences between total revenues and total expenditures.

Reference

To view or modify worksheets using a summary template, see Modify Line Item Worksheet Procedures, page 29-1.

For information on the Create GL Budget Journals concurrent process, see Post Budgets to General Ledger Procedures, page 37-1.

Prerequisites

- Balancing segments must be defined to create balanced journal entries.

  To define balancing segments, see the *Oracle Applications Flexfields Guide*.

- Summary accounts must be defined in General Ledger to use summary accounts in Public Sector Budgeting.

  To define summary accounts, see Defining Summary Accounts, *Oracle Public Sector General Ledger User's Guide*.

General Ledger Interfaces Procedure

To set up General Ledger Interfaces, perform the following steps.

1. In Public Sector Budgeting, navigate to the GL Interfaces Setup window as follows:

   Setup - Account - GL Interfaces

2. Enter data in each field of the GL Interfaces Setup window as described in Table 7–1.

3. Save or save and continue as follows:

   File - Save or **Save and Proceed**

4. Close the window.

GL Interfaces Setup Window

Figure 7–1 GL Interfaces Setup Window, Summary Templates Tab

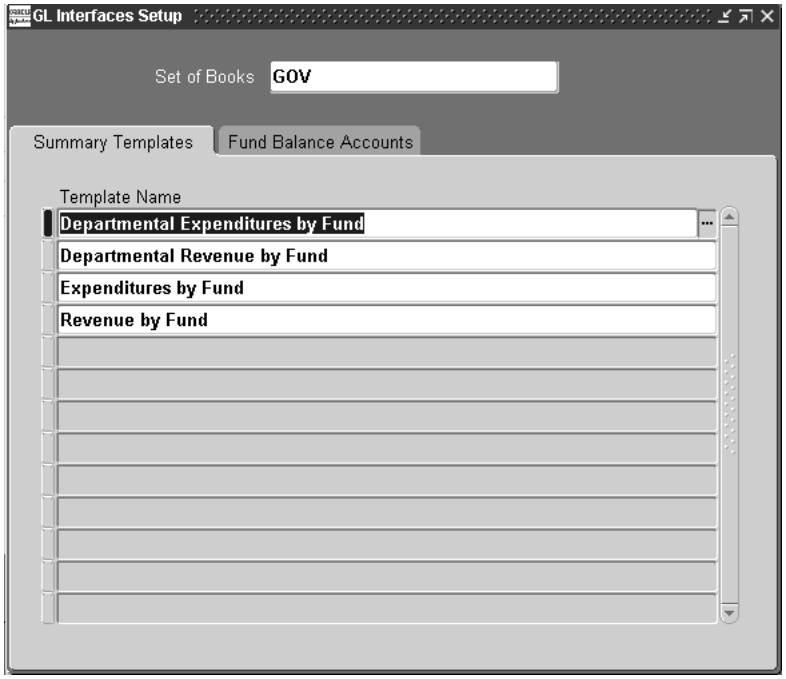
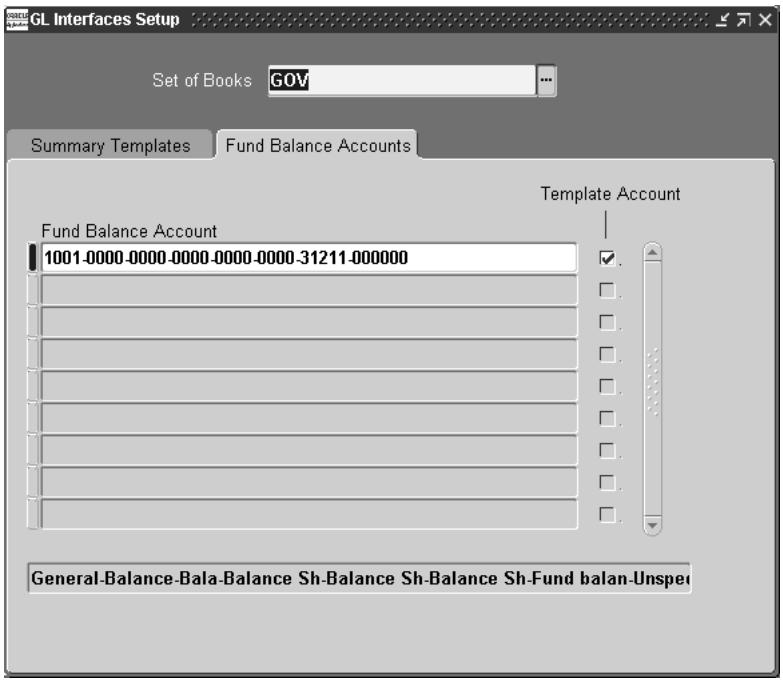


Figure 7–2 GL Interfaces Setup Window, Fund Balance Accounts Tab



GL Interfaces Setup Window Description

Table 7–1 GL Interfaces Setup Window Description

Field Name	Type	Features	Description
Set of Books	required	list of values	set of books used in Public Sector Budgeting
Summary Templates Tab			
Template Name	optional	list of values	summary templates that are enabled in Public Sector Budgeting
Fund Balance Account Tab			
Fund Balance Account	required	list of values: accounting flexfield pop-up window	account used to balance budget entries
Template Account	optional	check box	account used to balance budget entries for funds that do not have specified fund balance account **Note:** Only one template for each set of books can be used.
[Accounting Flexfield Description]	display only		accounting flexfield description

Example: Summary Templates Setup

This example illustrates sample General Ledger templates selected for use in Public Sector Budgeting.

Table 7–2 Sample Summary Templates Setup

Set of Books	XYZ Organization
Summary Templates Region	
Summary Templates	Department / Major Object Category
	Division / Major Object Category
	Fund / Department
	Department / Division
	Fund / Department / Major Object

Example: Fund Balance Accounts Setup

This example illustrates setup of specific balancing accounts for an Enterprise Fund 02, a Fleet Maintenance Internal Service Fund 14, and a template account for the General Fund 01. The first segment of the accounting flexfield is the balancing segment. All funds except for the Enterprise Fund and the Fleet Maintenance Internal Service Fund use the template account x.0000.3111 by replacing the balancing segment for the fund to create the journal offset account.

Table 7–3 Sample Fund Balance Accounts Setup

Set of Books	XYZ Organization
Fund Balance Accounts Region	
Fund Balance Account	**Template Account**
01.0000.3111	x
02.0000.3121	
14.0000.3131	

8

General Ledger Budget Sets Setup

This chapter describes how to set up budget sets using General Ledger funding budgets. The following sections are in this chapter:

- Definition
- Overview
- Prerequisites
- General Ledger Budget Sets Procedure
- GL Budget Sets Window
- GL Budget Sets Window Description

Definition

Oracle Public Sector Budgeting uses General Ledger budget sets to obtain and use historical and current budget information from more than one General Ledger budget in a given worksheet. The information can also be used to post budget entries to General Ledger.

Overview

The GL Budget Sets window allows organizations to associate multiple General Ledger budgets to be used in Public Sector Budgeting.

Process

Users map account sets to General Ledger budgets. Users may map either global account sets or create and map local account sets. The process checks that for a given General Ledger accounting period, there is no overlap in the associated account range.

Note: Users having a single General Ledger budget for all accounts across multiple budget years can specify a single General Ledger budget and its earliest and latest periods in the GL Budget Sets window.

Users having separate General Ledger budgets for each budget organization for multiple budget years or for a single budget year must specify all appropriate General Ledger budgets that they wish to extract.

Budget Revisions

The Posting Type field in the GL Budget Sets window allows users to indicate whether all changes or only permanent changes to a budget should be reflected in the posting to General Ledger. This ability to maintain and post multiple versions of a General Ledger budget for a given worksheet allows users to employ the dual General Ledger budget posting required for budget revisions.

Example

In posting the budget revisions for the fiscal year 1999, the GL Budget Set used in the PSB: GL Budget Set profile should specify a GL Budget Set, say 1999 Budget Revision Posting Budget Set that has two GL Budgets. The first, 1999-GL Budget - Projections, is only for permanent budget revisions for periods from Jan-99 to Dec-99 for all budgetary accounts and has the Permanent Radio button selected. The second GL Budget, 1999 GL Budget- Current, for both permanent and

temporary budget revisions for periods from Jan-99 to Dec -99 for all budgetary accounts, has the All radio button selected.

Table 8–1 GL Budget Set Parameters - Dual Budgets

Field	Value	Value
GL Budget Set	1999 Budget Revision Posting Budget Set	
GL Budget	1999 GL Budget-Project	1999 GL Budget - Current
From / To	Jan-99 -Dec-99	Jan-99 - Dec-99
None		
Permanent	Selected	
All		Selected
Account Set	Account Set 1 - all budgetary accounts	Account Set 1 - all budgetary accounts

If a revised account in a budget revision belongs to Account Set 1, the revised balance is for a period between Jan-99 and Dec-99, and the revision is permanent, the revision will be posted to 1999 GL Budget - Projection and 1999 GL Budget - Current. A batch of two separate journals for the two budgets will be created. If a revised account belongs to Account Set 1, the revised balance is for a period between Jan-99 and Dec-99, and the revision is temporary, the revision will be posted to 1999 GL Budget - Current only.

Even users who do not adopt the permanent versus temporary concept for budget revision should use the All posting type to designate their GL Budget Set because budget revision uses the budget designated with the All posting type for budget revision Summary Entries display. In addition, users who employ budgetary control should set up their funding budget in the GL Budget Set using the All posting type designation. For example, in the above illustration, the 1999 GL Budget - Current should be the funding budget set up in General Ledger.

Extracting Budget Data for Budget Preparation

In preparing for the year 2000 budget, the GL Budget Set in the Define Worksheet window should specify a GL Budget Set, 2000 Budget Preparation Budget Set that has one GL Budget 1999 GL Budget Project for periods from Jan-99 to Dec-99 for all budgetary accounts. Note that None is selected as it is sufficient to identify the

budget from which budget balances will be obtained; the Permanent and All radio buttons are not applicable.

Table 8–2 GL Budget Set Parameter for Extracting Data

Field	Value	Value
GL Budget Set	2000 Budget Preparation Budget Set	
GL Budget	1999 GL Budget-Project	
From / To	Jan-99 -Dec-99	
None	Selected	
Permanent		
All		
Account Set	Account Set 1 - all budgetary accounts	

Budget balances from the 1999 GL Budget - Projection, which includes only the permanent revisions made in 1999, will be extracted as the base for parameter projections.

Posting Budget Data at the End of Budget Preparation

In posting the year 2000 budget developed in Public Sector Budgeting to General Ledger, the GL Budget Set used in the Create Budget Journals concurrent process should specify a GL Budget Set 2000 Budget Posting Budget set that has two GL Budgets. The first GL Budget, 2000 GL Budget - Current, is for periods from Jan-00 to Dec-00 for all budgetary accounts. Select All to identify that this budget is intended to track all changes. The second GL Budget, 2000 GL Budget - Project, is for periods from Jan-00 to Dec-00 for all budgetary accounts. Select Permanent to identify that this budget is intended to track only permanent changes.

Table 8–3 GL Budget Set Parameters for Posting Data

Field	Value	Value
GL Budget Set	2000 Budget Posting Budget Set	
GL Budget	2000 GL Budget-Current	2000 GL Budget - Projected
From / To	Jan-00 -Dec-00	Jan-00 - Dec-00
None		

Table 8–3 GL Budget Set Parameters for Posting Data

Field	Value	Value
Permanent		Selected
All	Selected	
Account Set	Account Set 1 - all budgetary accounts	Account Set 1 - all budgetary accounts

If an account in the 2000 budget worksheet in Public Sector Budgeting belongs to Account Set 1, the estimate balance for Jan-00 to Dec-00 will be posted to both 2000 GL Budget-Projection and 2000 GL Budget-Current.

References

For information on budget revisions, see Budget Revisions Procedures, page 32-1.

Prerequisites

- ❑ General Ledger budgets must be defined.

  To define General Ledger budgets, see *Oracle Public Sector General Ledger User's Guide*.

General Ledger Budget Sets Procedure

To set up General Ledger budget sets, perform the following steps.

1. In Public Sector Budgeting, navigate to the GL Budget Sets window as follows:

   Setup - Account - GL Budget Sets

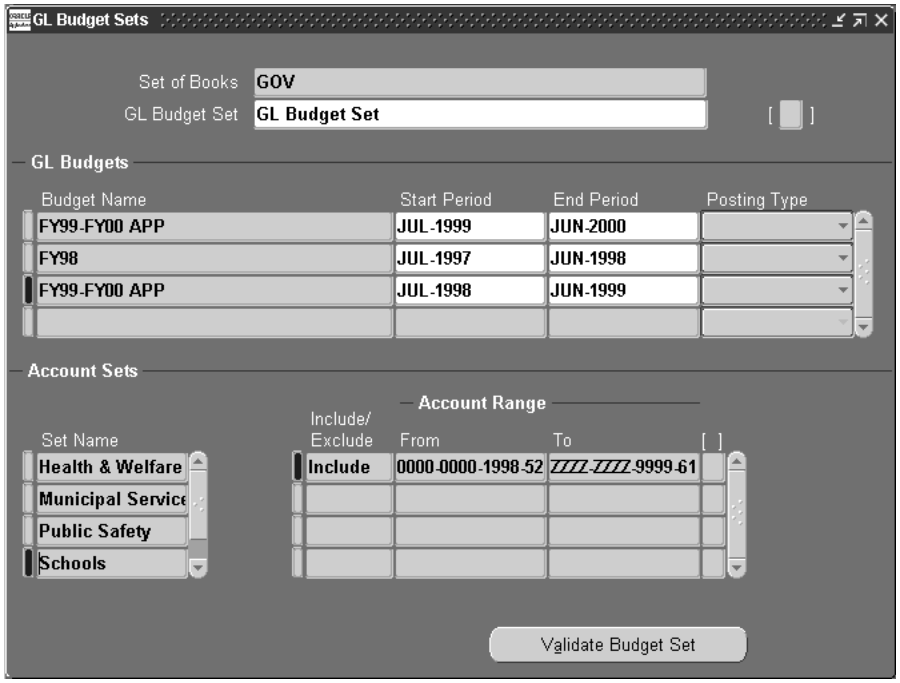
2. Enter data in each field of the GL Budget Sets window as described in Table 8–4.
3. Save or save and continue as follows:

   File - Save or **Save and Proceed**

4. Close the window.

GL Budget Sets Window

Figure 8–1 GL Budget Sets Window



GL Budget Sets Window Description

Table 8–4 GL Budget Sets Window Description

Field Name	Type	Features	Description
Set of Books	required	list of values	set of books used in Public Sector Budgeting
GL Budget Set	required		budget set name
Descriptive Flexfield	optional		field for user customization
GL Budgets Region			
Budget Name	required	list of values	budget name in General Ledger **Note:** must have set of books entered in Set of Books field
Start Period	required	list of values	start period for budget
End Period	required	list of values	end period for budget
Posting Type	optional	drop-down list	All, Permanent **Note:** All indicates that the budget tracks all changes; Permanent indicates that only permanent changes are tracked.
Account Sets Region			
Set Name	optional	list of values or accounting flexfield pop-up window	account set to be mapped to General Ledger budget **Note:** Account sets may be defined at a later time. Validations are performed upon worksheet creation or posting.
Account Range Region			
Include / Exclude	default, display only		account ranges in account set
From	default, display only		beginning of account range
To	default, display only		end of account range
Descriptive Flexfiled	optional		field for user customization
Validate Budget Set		button	starts concurrent process to validate budget set

9

Global Account and Position Sets Setup

This chapter describes how to maintain account and position sets. The following sections are in this chapter:

- Definition
- Global Account Sets Overview
- Global Position Sets Overview
- Prerequisites
- Global Account and Position Sets Procedure
- Account and Position Sets Window
- Account and Position Sets Window Description

Definition

An account set is a range of account codes that is used to group together sets of accounts. Global account sets are account sets that are referenced by multiple functions in Oracle Public Sector Budgeting.

Note: Account sets created for budget groups in the Budget Group window are also global account sets that can be referenced by other features in Public Sector Budgeting. For information on defining budget groups, see Budget Groups and Security Setup, page 12-1.

A position set is a group of positions. Organizations can create position sets to group together positions with the same position attributes and values. Global position sets are position sets that are referenced by multiple modules in Public Sector Budgeting.

Note: Position sets are required for position budgeting and should be defined only when implementing the position budgeting functionality for Public Sector Budgeting.

Global Account Sets Overview

The Account and Position Sets window allows users to create, edit, or view global account position sets. Users define a name for the account set and assign a set of books and accounting flexfield ranges to the account set.

Global account sets are referenced by the following features in Public Sector Budgeting:

- budget groups
- budget review group rules
- projection parameters
- period allocation rules
- constraints

Process

Public Sector Budgeting allows organizations to create both global and local account sets. Only global account sets are created in the Account and Position Sets window.

Required Global Account Sets

Organizations must create at least two global account sets for each set of books. These account sets are Position Accounts and Non-Position Accounts.

Note: These account sets must be referenced by the top-level budget groups in each budget group hierarchy, whether or not the organization uses position budgeting.

Position Accounts are accounts that are used to budget amounts from position cost distributions. Typically, salary and fringe benefit accounts are position accounts. The budget amounts for the accounts that are included in the Position Accounts set are summarized from individual position cost distributions. The position accounts cannot be modified or entered directly in worksheet line items.

If an organization does not derive budget amounts for bonuses, bonuses should not be included in the Position Accounts set.

Non-Position Accounts are accounts for which estimates can be entered directly in worksheet line items.

Note: The combination of Position and Non-Position Account Sets must define the set of all budgetary accounts.

WARNING: If there are Budget Accounts with the Budget Flag selected in General Ledger that do not fall within the Position and Non-Position Account range, the worksheet creation process fails.

Local Account Sets

Local account sets are defined in other windows in Public Sector Budgeting that also use global account sets. Local account sets are specific to a record or feature. Unlike global account sets, local account sets cannot be used for other records in the same window or by other windows.

Maintain Budget Account Codes Concurrent Process

The Maintain Budget Account Codes concurrent process automatically assigns General Ledger account code combinations to global and local account sets.

Budget Group Account Sets

Budget group account sets are not defined in the Account and Position Sets window, but must be defined in the Budget Group window.

Example

Table 9–1 illustrates possible account set types and reasons for defining the account set.

Table 9–1 Sample Account Sets

Account Set	Purpose
materials accounts	constraint for material costs so that costs do not exceed a specified amount in a particular year
capital outlay accounts	parameters assigned to project costs for capital outlay so that expenses are increased by 2% annually
personnel accounts	parameters assigned to personnel accounts so that expenses are increased a specified amount each year

Reports

To generate the Account Set Listing report, see Reports Procedures, page 47-1.

Reference

To set up budget groups, see Budget Groups and Security Setup, page 12-1.

To define local account sets, see Budget Groups and Security Setup, page 12-1, Budget Review Groups Setup, page 13-1, Projection Parameters Procedures, page 22-1, Period Allocation Rules Procedures, page 23-1, or Constraints Procedures, page 24-1.

To update General Ledger account code combinations for all account sets, see Maintain Budget Account Codes Procedures, page 36-1.

Global Position Sets Overview

The Account and Position Sets window allows users to create, edit, or view global position sets. Users define a name for the position set, select a data extract, and select position attributes and their values.

Global position sets are referenced by the following features in Public Sector Budgeting:

- budget review group rules
- elements
- position default rules
- projection parameters
- constraints

Process

Public Sector Budgeting allows organizations to create both global and local position sets. Only global position sets are created in the Account and Position Sets window.

1. The organization defines a position set for a particular data extract.
2. Each position set is comprised of one or more attributes such as Job, FTE, or Compensation Group.
3. Each attribute is comprised of one or more attribute values. For example, the Compensation Group attribute can have attribute values of Manager 1, Manager 2, and Manager 3.
4. The position set is assigned an attribute selection type of Match All or Match At Least One.
5. Positions in Public Sector Budgeting are assigned to a particular position set by matching all or at least one of the attribute values for the position and position set.
6. Organizations use position sets when defining budget review group rules, elements, position default rules, projection parameters, and constraints.

Assigning Positions to Position Sets

Positions are assigned to position sets by matching all or at least one of the attribute values for the position and position set.

Table 9–2 shows sample attributes and attribute values for a Parks & Recreation position set.

Table 9–2 Parks & Recreation Position Set

Attribute Name	Attribute Values
Job	Parks Utility Worker
	Parks Director
Location	Seattle

If the attribute selection type for the position set is Match All, all positions with matching Job and Location attributes are included in the position set. For example, all Park Utility Workers and Park Directors in Seattle are included in the position set.

If the attribute selection type for the position set is Match At Least One, all positions with either the Job or Location attribute are included in the position set. For example, Park Utility Workers or Park Directors from any location, and any jobs in Seattle are included in the position set.

Note: Users must define all applicable attributes and attribute values. In some cases, users define position sets that determine grouping by using a null value. In this case, additional fields must be assigned to allow for differentiation.

For example, a university defines a position set with an attribute named Research Funding Source. The attribute applies only to professors in the Chemistry department and not those in the Business department. If users try to define a position set to identify professors not funded by research by creating a position set where the research funding code is left blank, positions in both the Chemistry and Business departments are added to the set.

To eliminate the Business department professors, users must define an additional attribute, such as organization, for the position set. The position set includes only the applicable employees when defined as described in Table 9–3.

Table 9–3 Sample Position Set Definition with Null Value

Attribute	Value
Organization	Chemistry
Research Funding Source	blank

Defining Local Position Sets

Local position sets are defined in other windows in Public Sector Budgeting that also use global position sets. Local position sets are specific to a record or feature. Unlike global position sets, local position sets cannot be used for other records in the same window or by other windows.

Maintain Budget Positions Concurrent Process

The Maintain Budget Positions concurrent process automatically assigns positions to global and local position sets.

Example

Table 9–4 illustrates possible position set types and reasons for defining the position set.

Table 9–4 Sample Position Sets

Position Set	Purpose
union positions	parameters assigned to project salary increase based on negotiated rate
non-union positions	constraint for bonuses that must not exceed a percentage of salary
public safety positions	requirement to apply a different fringe benefit rate to public safety positions due to higher insurance premium and pension costs

Reference

To define local position sets, see Budget Review Groups Setup, page 13-1, Elements Setup, page 17-1, Position Default Rules Setup, page 18-1, Projection Parameters Procedures, page 22-1, or Constraints Procedures, page 24-1.

To run the Maintain Budget Positions concurrent process, see Maintain Budget Positions Procedures, page 40-1.

Prerequisites

The following prerequisites are required to define account and position sets.

Account Sets

- ❏ The set of books and accounting flexfield must be defined.

  To define the set of books and accounting flexfield, see Oracle Public Sector Budgeting Setup Overview, page 3-1.

Position Sets

- ❏ Position attributes must be defined.

  To define position attributes, see Position Attributes Setup, page 14-1.

- ❏ The HRMS data extract must be defined and data must be extracted to Public Sector Budgeting.

  To define an HRMS data extract and extracting data to Public Sector Budgeting, see Extract Data From HRMS Setup, page 15-1.

- ❏ Position attribute values must be defined.

  To define position attribute values, see Position Attribute Values Setup, page 16-1.

Global Account and Position Sets Procedure

To enter or update account and position sets, perform the following steps.

1. In Public Sector Budgeting, navigate to the Account and Position Sets window as follows:

   Setup - Options - Account/Position Sets

2. Select a data extract name in the Data Extract Name field of the Alter Data Extract pop-up window.

   To change the default data extract, click **Alter Data Extract** in the toolbar to open the Alter Data Extract pop-up window.

3. Enter data in each field of the Account and Position Sets window as described in Table 9–5.

   WARNING: Do not set up budget groups as account sets. Budget groups can only reference account sets that are defined in the Budget Group window.

4. Save or save and continue as follows:

   File - Save or **Save and Proceed**

5. Close the window.

Note: Once a global account set or position set has been used in Public Sector Budgeting, it cannot be updated or deleted.

Note: Position sets are required for position budgeting only. Refer to the Public Sector Budgeting setup checklist for information about the order in which setup steps should be performed and for a list of the required setup steps for position budgeting.

To perform setup steps, see Oracle Public Sector Budgeting Setup Overview, page 3-1.

Account and Position Sets Window

Figure 9–1 Account and Position Sets Window, Account Set

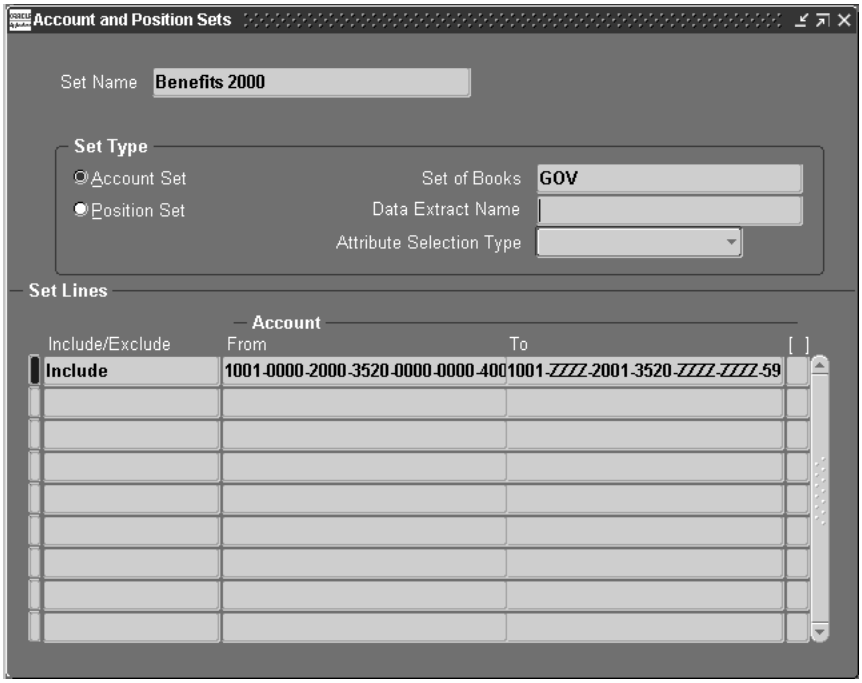
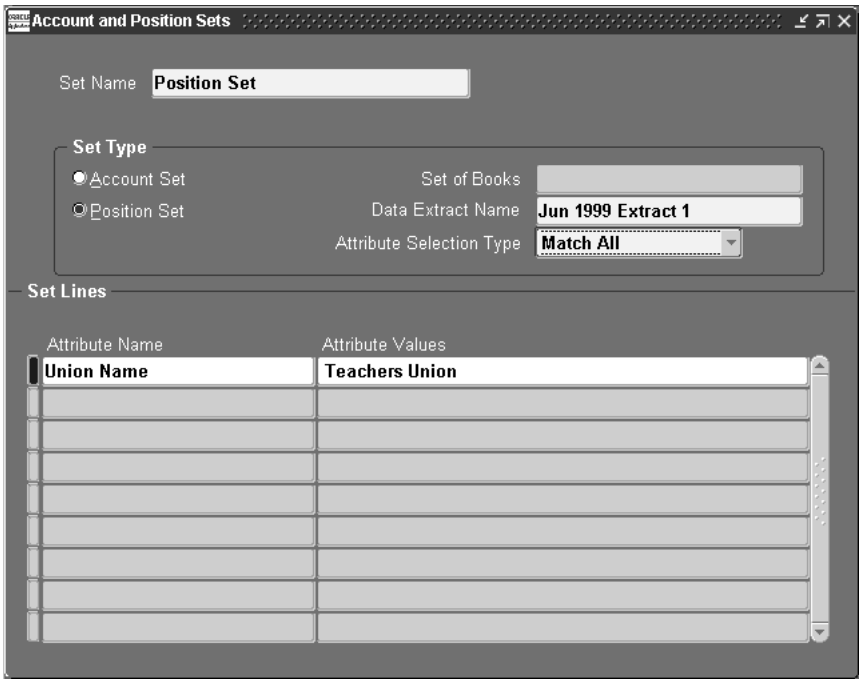


Figure 9–2 Account and Position Sets Window, Position Set



Account and Position Sets Window Description

Table 9–5 Account and Position Sets Window Description

Field Name	Type	Features	Description
Set Name	required		account or position set name; must be unique **Note:** The combination of the Set Name and Set Type must be unique.
Set Type Region			
Set Type	required	radio button	set type: Account Set, Position Set **Note:** The combination of the Set Name and Set Type must be unique.
Set of Books	required for account set	list of values	set of books for account set
Data Extract Name	required for position set	list of values	data extract for position set
Budget Group	optional		budget group for budget revision **Note:** appears only when users navigate to the Account and Position Sets window using the **Budget Revisions - Account and Position Sets** path
Attribute Selection Type	required for position set	drop-down list	attribute selection type: Match All, Match At Least One **Note:** Match All indicates that only positions with all of the matching attribute values in the Set Lines region are included in the position set. **Note:** Match At Least One indicates that positions with any matching attribute values in the Set Lines region are included in the position set.
Set Lines Region (Account Set)			
Include/Exclude	required	list of values	designates whether to include or exclude range of accounts in account set **Note:** At least one range of accounts must be included in account set.

Table 9–5 Account and Position Sets Window Description

Field Name	Type	Features	Description
From [Account]	required	list of values: accounting flexfield pop-up window	beginning account for range of account code combinations
To [Account]	required	list of values: accounting flexfield pop-up window	ending account for range of account code combinations
Descriptive Flexfield	optional		field for user customization
Set Lines Region (Position Set)			
Attribute Name	required	list of values	position attribute name; can have multiple position attributes in position set
Attribute Values	optional	list of values	position attribute value name **Note:** A position attribute can have multiple position attribute values; for example, the position attribute for Compensation group can have an attribute value of Manager 1 or Manager 2.

Example: Account Set - Capital Projects

This example illustrates setup of an account set for capital projects.

Table 9–6 Account Set - Capital Projects

Set Name	Capital Projects
Set Type Region	
Set Type	Account Set
Set of Books	ABC Organization
Data Extract Name	[field not available for account sets]
Attribute Selection Type	[field not available for account sets]
Set Lines Region	

Table 9–6 Account Set - Capital Projects

Include/Exclude	From [Account]	To [Account]
Include	00.0000.8000	zz.zzzz.8999
Exclude	00.0000.8998	zz.zzzz.8998

Example: Account Set - Donation Revenue

This example illustrates setup of an account set for donation revenue.

Table 9–7 Account Set - Donation Revenue

Set Name	Donation Revenue	
Set Type Region		
Set Type	Account Set	
Set of Books	ABC Organization	
Data Extract Name	[field not available for account sets]	
Attribute Selection Type	[field not available for account sets]	
Set Lines Region		
Include/Exclude	**From [Account]**	**To [Account]**
Include	00.0000.4410	zz.zzzz.4419

Example: Position Set - Firefighter Positions

This example illustrates setup of a position set for firefighters.

Table 9–8 Position Set - Firefighter Positions

Set Name	Firefighter Positions
Set Type Region	
Set Type	Position Set
Set of Books	[field not available for position sets]
Data Extract Name	Data Extract 1

Table 9–8 Position Set - Firefighter Positions

Attribute Selection Type	Match At Least One
Set Lines Region	
Attribute Name	**Attribute Values**
Job	1222.Fire Captain
	1223.Fire Engineer
	1224.Fire Dispatcher

Example: Position Set - Compensation Group

This example illustrates setup of a position set for a compensation group.

Table 9–9 Position Set - Compensation Group

Set Name	Union Permanent Positions
Set Type Region	
Set Type	Position Set
Set of Books	[field not available for position sets]
Data Extract Name	Data Extract 2
Attribute Selection Type	Match All
Set Lines Region	
Attribute Name	**Attribute Values**
Employment Type	Permanent
Compensation Group	Union A Union B Union C

10

Budget Group Categories Setup

This chapter describes how to define budget group categories. The following sections are in this chapter:

- Definition
- Overview
- Budget Group Categories Procedure
- Budget Group Categories Window
- Budget Group Categories Window Description

Definition

Budget group categories are used to categorize budget group submissions that are subject to review by review groups. Budget group categories can also be used for custom reporting purposes.

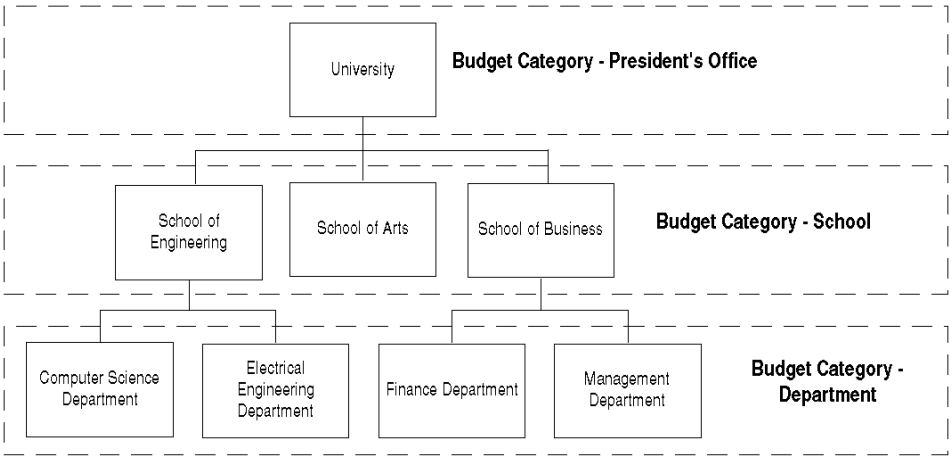
Overview

The Budget Group Categories window allows an organization to set up names and descriptions for budget group categories and budget group category sets.

Diagram

Figure 10–1 shows a sample hierarchy for a university and shows budget group categories that can be used in the workflow process. The highest-level office, the University owns the School of Engineering, the School of Arts and the School of Business. The School of Engineering owns the Computer Science and Electrical Engineering Departments, while the School of Business owns the Finance and Management Departments.

Figure 10–1 Budget Group Categories for a University



Process

Oracle Public Sector Budgeting uses budget group categories in the workflow process to route worksheet line items to budget review groups.

The following steps illustrate how budget group categories are used in Public Sector Budgeting to route worksheet line items to budget review groups:

1. The organization defines budget group category sets and budget group categories that describe the hierarchy levels of an organization or that can be used for custom reports.
2. The organization defines budget groups and assigns each budget group to one or more budget group categories.
3. The organization defines budget review groups and review group rules for a budget group category.
4. The budget group category specified in the review group rule is used by Workflow to determine whether line items in a worksheet must be routed to a review group for notification or approval.

Examples

The following examples show how a budget group category set can be structured.

Review Group Levels

A budget group category set can describe the hierarchy levels of an organization as illustrated in Figure 10–1.

Custom Reporting

A budget group category set can describe various categories for use in developing reports. For example, a city can define budget group categories to identify budget groups that belong to different programs such as Public Safety, General Government, or Public Works. For a university, budget categories can be defined for Academic, Auxiliary Services, and Administrative groups.

Reference

To define budget groups, see Budget Groups and Security Setup, page 12-1.

To define budget review groups and review group rules, see Budget Review Groups Setup, page 13-1.

Budget Group Categories Procedure

To enter or update budget group categories, perform the following steps.

1. In Public Sector Budgeting, navigate to the Budget Group Categories window as follows:

   Setup - Budget Hierarchy - Budget Group Categories

2. Enter data in each field of the Budget Group Categories window as described in Table 10–1.

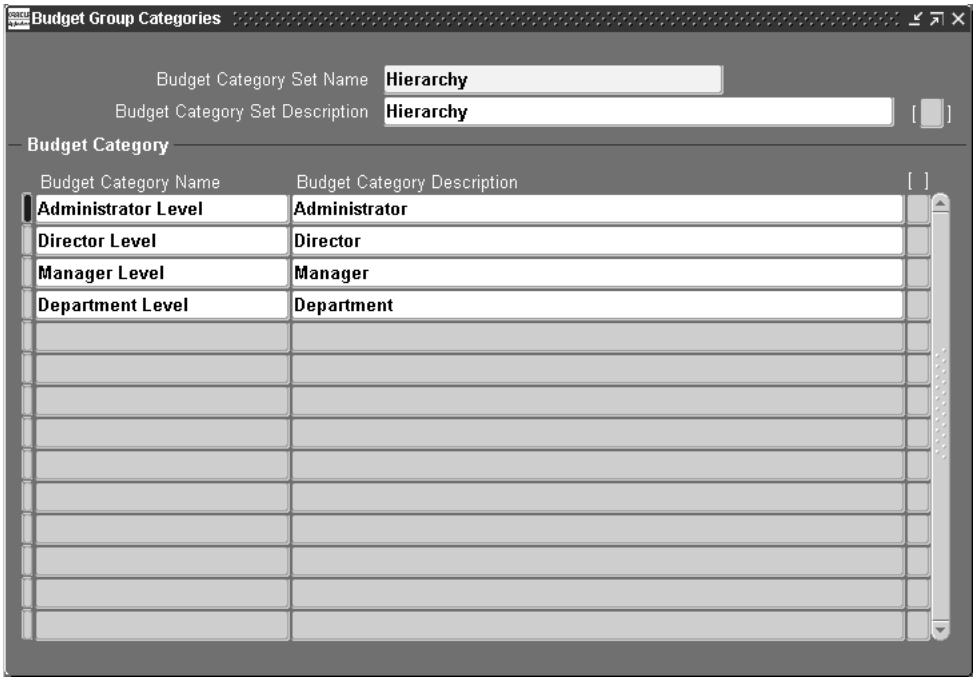
3. Save or save and continue as follows:

   File - Save or **Save and Proceed**

4. Close the window.

Budget Group Categories Window

Figure 10–2 Budget Group Categories Window



Budget Group Categories Window Description

Table 10–1 Budget Group Categories Window Description

Field Name	Type	Features	Description
Budget Category Set Name	required		budget group category set name; must be unique
Budget Category Set Description	optional		budget group category set description
Descriptive Flexfield	optional		field for user customization
Budget Category Region			
Budget Category Name	required		budget group category name; level in organization that represents a point in the budget hierarchy, reporting group, or other meaningful category
Budget Category Description	optional		budget group category description
Descriptive Flexfield	optional		field for user customization

Example: Custom Reporting

This example illustrates setup of budget group categories for custom reporting of programs in a city.

Table 10–2 Sample Program Budget Group Category Set

Budget Category Set Name	Program Categories
Budget Category Set Description	Program Categories
Budget Category Region	
Budget Category Name	**Budget Category Description**
Administration	Administration
Community Development	Community Development
Parks & Recreation	Parks & Recreation
Public Safety	Public Safety
Public Works	Public Works

11

Budget Stages Setup

This chapter describes how to define budget stages. The following sections are in this chapter:

- Definition
- Overview
- Budget Stages Procedure
- Budget Stages Window
- Budget Stages Window Description

Definition

Budget stages represent different versions of a budget worksheet that can be maintained. Oracle Public Sector Budgeting allows organizations to take a snapshot of a worksheet at each stage of the budget approval process.

Overview

Organizations can define an unlimited number of budget stages and stage sets. Stages can be external or internal organizations or positions. Multiple stages are grouped together in a stage set. The Budget Stages window allows organizations to perform the following tasks:

- create budget stages and stage sets
- assign multiple budget stages to a stage set
- assign a sequence number to each stage to validate the stage transition process
- maintain a copy of the worksheet at each budget stage

Process

Each stage set consists of multiple stages and is associated with a global worksheet. All child worksheets use the same stage set. Any worksheet can progress through each of the stages in the associated stage set.

A typical stage transition process consists of the following steps:

1. The organization creates a worksheet for a budget group.
2. The worksheet lines are automatically assigned to the first budget stage in the stage set that is associated with the worksheet.
3. After the worksheet has been completed, submitted, and reviewed according to the organization's budget group hierarchy, the organization uses the Worksheet Operations window to move the worksheet to the next budget stage.
4. A record of the worksheet at the previous stage is automatically created if changes have been made to the worksheet.
5. This process continues until the worksheet reaches the final budget approval stage.

Example

An organization with multiple stage sets can have one stage set to meet statutory requirements for the official budget, one for what-if scenarios, and one for financial planning. A stage set for the official budget group might include several stages, while a stage set for forecasting purposes might include only one stage.

Table 11–1 shows a sample stage set and its budget approval stages.

Table 11–1 Official Budget Stage Set

Stage Name	Stage Sequence
President - Proposed	1
Development Committee - Revised	2
Board - Approved	3

This stage set allows organizations to maintain three versions of a worksheet.

The stage transition process for this stage set is as follows:

1. A worksheet associated with the Official Budget Stage set is automatically assigned to the President - Proposed stage.
2. When the worksheet is ready for review by the Development Committee, the budget officer uses the Worksheet Operations window to move the worksheet to the Development Committee - Revised stage.
3. Public Sector Budgeting automatically maintains a snapshot of the worksheet for the President - Proposed stage.
4. When appropriate, the budget officer moves the worksheet to the Board - Approved stage.
5. Public Sector Budgeting automatically maintains a snapshot of the worksheet for the Development Committee - Revised stage.
6. A final snapshot of the worksheet can be made once the budget has been approved.

Reference

To view worksheets at a particular budget stage, see Modify Line Item Worksheet Procedures, page 29-1.

For information on the budget group hierarchy, see Budget Groups and Security Setup, page 12-1.

To move a worksheet to the next budget stage, see Worksheet Operations Procedures, page 33-1.

Budget Stages Procedure

To enter or update budget sets and stages, perform the following steps.

1. In Public Sector Budgeting, navigate to the Budget Stages window as follows:

   Setup - Options - Stages

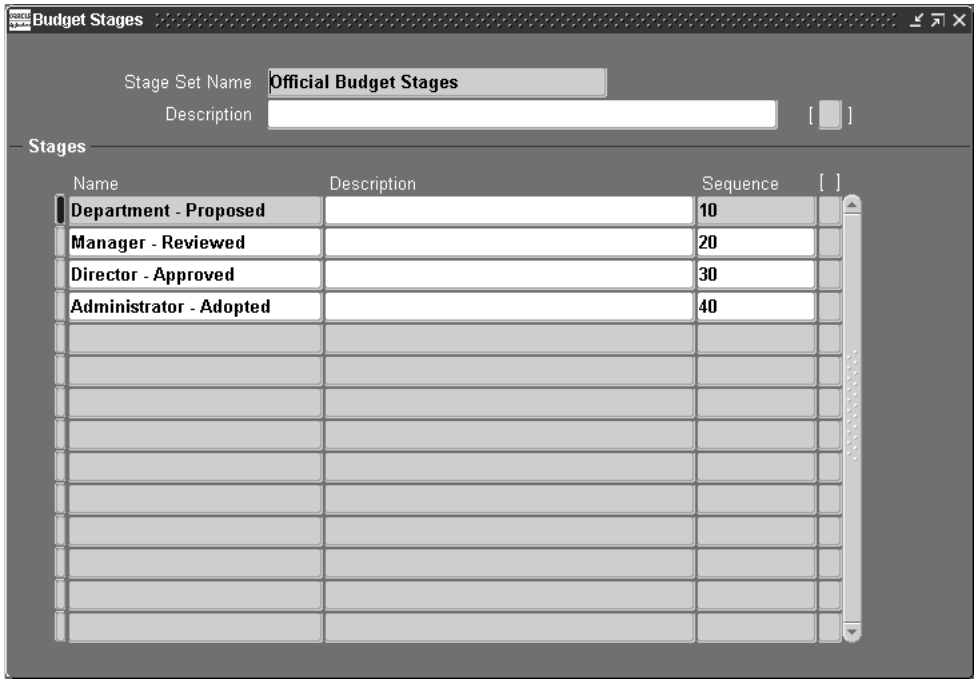
2. Enter data in each field of the Budget Stages window as described in Table 11–2.
3. Save or save and continue as follows:

   File - Save or **Save and Proceed**

4. Close the window.

Budget Stages Window

Figure 11–1 Budget Stages Window



Budget Stages Window Description

Table 11–2 Budget Stages Window Description

Field Name	Type	Features	Description
Stage Set Name	required		budget stage set name; must be unique
Description	optional		budget stage set description
Descriptive Flexfield	optional		field for user customization
Stages Region			
Name	required		budget stage name; must be unique
Description	optional		budget stage description
Sequence	required		sequence of stages in stage set **Note:** highest sequence represents final stage in stage set **Note:** Consider using sequence numbers with gaps, for example, 10, 20, 30, so that new budget stages can be added later. Users can add new budget stages as long as the budget stage set has not been used in a worksheet.
Descriptive Flexfield	optional		field for user customization

Example: Official Budget Stage Set

Table 11–3 illustrates setup of an official budget stage set.

Table 11–3 Official Budget Stage Set

Stage Set Name	Official Budget	
Description	Official Budget Stages	
Stages Region		
Name	**Description**	**Sequence**
President - Proposed	President's Budget - Proposed	1
Capital - Reviewed	Capital Committee - Reviewed	2
BC - Approved	Budget Committee - Approved	3
Board Adopted	Board of Trustees - Adopted	4

Example: Annual Management Plan Stage Set

Table 11–4 illustrates setup of an annual management plan stage set.

Table 11–4 Annual Management Plan Stage Set

Stage Set Name	Annual Management Plan	
Description	Management Plan Stages	
Stages Region		
Name	**Description**	**Sequence**
Dept. Directors	Department Directors - Estimated	1
City Manager	City Manager - Final	2

12

Budget Groups and Security Setup

This chapter describes how to define budget groups. The following sections are in this chapter:

- Definition
- Overview
- Prerequisites
- Budget Groups and Security Procedure
- Budget Group Window, Top Level Tab
- Budget Group Window Description, Top Level Tab
- Budget Group Window, Account Ranges Tab
- Budget Group Window Description, Account Ranges Tab
- Budget Group Window, Responsibilities Tab
- Budget Group Window Description, Responsibilities Tab
- Budget Group Window, Long Description Tab
- Budget Group Window Description, Long Description Tab
- Budget Group Window, Notifiers Tab
- Budget Group Window Description, Notifiers Tab
- Budget Group Window, Categories Tab
- Budget Group Window Description, Categories Tab
- Copy Budget Group Pop-Up Window
- Budget Group Window Description, Copy Budget Group Pop-Up Window

- Select Budget Group Window
- Select Budget Group Window Description
- Find Budget Groups Window
- Find Budget Groups Window Description
- Save As Window
- Save As Window Description
- View Budget Group Errors Window
- View Budget Group Errors Window Description

Definition

Budget groups are used to create the standard budget approval hierarchy and to control access to the budget in an organization. Organizations can create multiple budget group hierarchies.

Overview

Oracle Public Sector Budgeting allows organizations to create multiple budget hierarchies to support different budgeting structures.

The Budget Group window is used to set up the structure of a budget group hierarchy by allowing organizations to define unlimited budget groups. Setup of budget groups allows organizations to perform the following tasks:

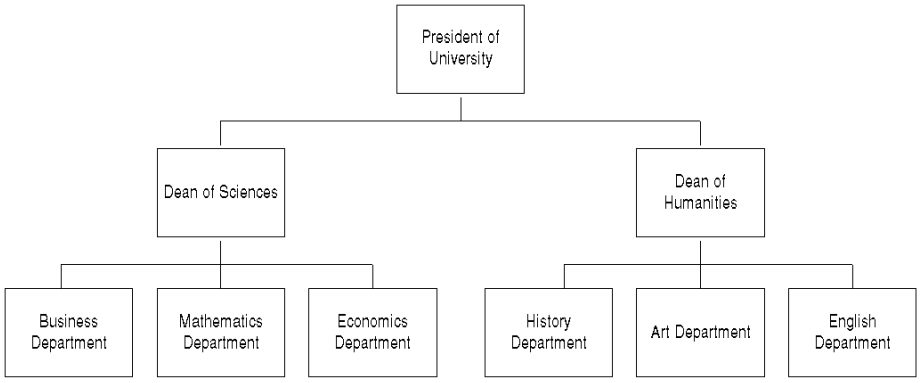
- designate a budget group as a top-level budget group
- assign business group from HRMS to top-level budget group
- create a mid-level or parent budget group
- create a lowest-level budget group
- assign a range of accounts to budget groups
- set the number of proposed years and effective dates for a budget group
- control security by assigning responsibilities to each budget group
- designate users or roles that must receive notification and approve a worksheet for a budget group
- assign a budget group to one or more budget group categories
- freeze the budget group hierarchy to prevent any modification of the range of accounts for the hierarchy

The Select Budget Group window summarizes information about each budget group in Public Sector Budgeting in a single window and serves as an index to all budget groups.

Budget Group Hierarchy Diagram

Figure 12–1 shows a diagram of a budget group hierarchy. The President of the University is the parent of the Dean of Science and the Dean of Humanities. The Dean of Sciences is parent to the Business, Mathematics, and Economics Departments. The Dean of Humanities is parent to the History, Art and English Departments.

Figure 12–1 Budget Group Hierarchy Diagram



Process

To create a budget group hierarchy and standard budget approval process, organizations perform the following steps.

1. The organization defines the top-level budget group.

   The top-level budget group inherits the range of accounts of the mid-level parent budget groups and lowest-level budget groups in the budget group hierarchy. The top-level budget group can be assigned to a range of accounts that is not part of the children budget groups.

2. The organization defines the mid-level or parent budget groups and assigns the appropriate top-level group as the parent budget group.

   The mid-level or parent budget groups inherit the range of accounts of all children budget groups. The mid-level or parent budget group can be assigned to a range of accounts that is not part of the children budget groups.

3. The organization defines and specifies the range of accounts for the lowest-level budget groups.

4. When all budget groups in the budget hierarchy are defined, the top-level budget group is frozen to initiate the Validate Budget Group Hierarchy concurrent process and prevent modification of account ranges in the budget hierarchy.

When a budget group is created, Public Sector Budgeting runs the Maintain Budget Account Codes concurrent process, which builds the list of accounts from General Ledger that should be included in the budget group. This process takes several minutes to complete.

Notification Hierarchy

Creating the budget group establishes a hierarchical structure that determines who receives notifications messages for the following Workflow tasks:

- Distribute Worksheet
- Validate Constraints
- Freeze and Unfreeze Worksheet
- Move Budget Stage
- Copy and Merge Worksheet
- Submit Worksheet
- Review Group Approval

For example, if the Dean of Sciences must be notified of and must approve the budget proposals made by the heads of the various departments, a budget group must be established for the Dean of Sciences. If the departments' budget proposals are approved directly by the budget office, then the Dean of Sciences budget group is not required.

One or more persons, or an alias for a position or responsibility, can be assigned as the point of contact in the Notify region of the budget group worksheet for each budget group. When a worksheet is distributed to the Business Department budget group, the assigned person or persons receive notification. When a worksheet is submitted to the Dean of Sciences, the assigned person or persons receives notification.

Budget Group Hierarchy and Security

The budget group hierarchy structure secures confidential budget information by restricting access to account ranges.

The budget group hierarchy relies on assigned responsibilities to maintain security.

For an example of how the budget group hierarchy and assigned responsibilities enforce security, see Example: Budget Group Hierarchy and Security.

Note: The PS Budget Super User responsibility automatically has access to all worksheets.

Validate Budget Group Hierarchy Concurrent Process

When freezing the budget group hierarchy, Public Sector Budgeting automatically validates the hierarchy by checking the following:

- Effective dates for child budget group fall within effective dates for parent budget group.
- No duplicate accounts exist for the same effective dates.
- Accounts belong to set of books for the top-level budget group.
- Data for top-level budget group is complete.
- Start and end dates for budget group fall on the first and last days of a month.
- No overlap exists in position and non-position account ranges.
- All accounts that allow detail budgeting in General Ledger are included in the budget group hierarchy.
- The range of accounts for the budget group belongs to the aggregation of the position and non-position account set.
- All accounts fall within either the position or non-position account range or ranges.

When users freeze the budget group hierarchy, Public Sector Budgeting automatically runs this concurrent process. Errors can be viewed in the Concurrent Manager output files.

Maintain Budget Account Codes Concurrent Process

The Maintain Budget Account Codes concurrent process automatically assigns General Ledger account code combinations to new budget group account sets.

Delete Budget Group Hierarchy Concurrent Process

The Delete Budget Group Hierarchy concurrent process is used to delete a budget group hierarchy. Users cannot delete a budget group hierarchy that is currently being used by a worksheet.

Multiple Organization Support

Public Sector Budgeting provides multiple organization support through multiple budget group hierarchies. As a general rule, users that have multiple organizations with multiple sets of books in General Ledger must set up multiple budget group hierarchies.

Organizations must have multiple sets of books in General Ledger under the following conditions:

- Each organization requires a different account structure to record different information about their transactions and balances.
- Each organization uses a different accounting calendar.
- Each organization requires a different functional currency.

Single Set of Books

Users can maintain one set of books in General Ledger for several organizations that share the same accounting setup. In this situation, only one budget group hierarchy is needed.

Organizations that use a single set of books can still set up multiple budget group hierarchies. For example, an organization might create separate budget group hierarchies for departments where each department prepares its own budget.

Multiple Sets of Books

Organizations that have different account structures, accounting calendars, or functional currencies should create multiple sets of books in General Ledger. In this situation, organizations must create a budget group hierarchy for each set of books.

Note: If organizations have multiple worksheets for multiple sets of books, the organization must carefully determine in which worksheets the vacant positions will be budgeted. Preferably, vacant positions should be budgeted in one worksheet.

Reports

To generate the Budget Group Account Ranges Listing, the Budget Group Hierarchy Listing, and the Validation Results Report reports, see Reports Procedures, page 47-1.

Reference

To view files in the Concurrent Manager, see Overview of Concurrent Processing, *Oracle Applications System Administrator's Guide.*

To independently validate a budget group hierarchy, see Validate Budget Group Hierarchy Procedures, page 34-1.

To update General Ledger account code combinations for all account sets, see Maintain Budget Account Codes Procedures, page 36-1.

To delete a budget group hierarchy, see Delete Budget Group Hierarchy Procedures, page 38-1.

Prerequisites

- ❑ Budget approval stages must be defined.

  To define budget approval stages, see Budget Stages Setup, page 11-1.

Budget Groups and Security Procedure

The following procedures are used to set up budget groups and security:

- Define a Budget Group
- Freeze and Validate the Budget Group Hierarchy
- Find a Budget Group

Define a Budget Group

To define a budget group, perform the following steps.

1. In Public Sector Budgeting, navigate to the Select Budget Group window as follows:

   Setup - Budget Hierarchy - Budget Groups

2. To go to the Budget Group window, select a budget group from the navigation tree and right click.

   A pop-up menu appears.

3. Select **New** from the pop-up menu.

   The Budget Group window appears.

4. Enter a short name and name for the budget group.

5. To copy an existing budget group, go to Step 8.

6. To define a top-level budget group, check the Top Level check box to add the Top Level Budget Group region to the Budget Group window.

   Do not check the Top Level check box for all other budget groups below the top-level budget group.

7. Enter data in each field of the Budget Group window as described in Table 12–1.

   Go to Step 11.

8. Click **Copy From** to open the Copy Budget Group pop-up window. Select a budget group from the list of values.

   Note: Copy From copies everything from the source budget group except the Name, Short Name and Top Level check box. The feature is designed to copy budget groups across a budget group hierarchy, since the range or accounts definition is copied from the source to the target budget group. A given range

of accounts should be owned by only one budget group within a budget group hierarchy.

The system assigns the short name of the source budget group as the Account Set Name in the target budget group's range of accounts definition.

If the source budget group has two or more Account Set Names in the range of accounts definition, the system assigns the target budget group's Account Set Name in the range of accounts definition such as <Short Name>1 or <Short Name>2.

9. To populate the Budget Group window with data from the source budget group, click **Copy**. To return to the Budget Group window, click **Cancel**.
10. If needed, edit the fields.
11. Save or save and continue as follows:

    File - Save or **Save and Proceed**
12. Close the window.

Freeze and Validate the Budget Group Hierarchy

To freeze and validate the budget group hierarchy after all budget groups in the budget group hierarchy have been defined, perform the following steps.

1. In Public Sector Budgeting, navigate to the Select Budget Group window as follows:

   Setup - Budget Hierarchy - Budget Groups
2. Select the top-level budget group for the budget group hierarchy from the hierarchy tree, and click **Open** to go to the Budget Group window.

   Note: Responsibilities assigned to a budget group can access all budget group worksheets and worksheets from any lower-level budget groups in the hierarchy.

   The PSB Super User responsibility has access to all worksheets.
3. Click **Freeze** in the Top Level tab of the Budget Group window to initiate the validation process and prevent modification of account ranges in the budget group hierarchy.

   Note: The validation process takes some time to complete.
4. To review any errors in the budget group validation, click **View Validations** to go to the View Budget Group Errors window.

5. Alternatively, view the error file in the Concurrent Manager as follows:

   View - Requests

6. If there are any errors, return to the Budget Group window for the top-level budget group.

   If there are no errors, go to Step 11.

7. To unfreeze the worksheet, click **Unfreeze**.

8. Make corrections to any of the budget groups in the budget group hierarchy using the Select Budget Group window to access each budget group.

9. Save or save and continue as follows:

   File - Save or **Save and Proceed**

10. Repeat Steps 1 to 6 until the budget group hierarchy is valid.

11. Close the window.

Find a Budget Group

Users have the option to search for a specific budget group instead of navigating through the tree to find a budget group. To find a specific budget group, perform the following steps.

1. In Public Sector Budgeting, navigate to the Select Budget Group window as follows:

   Setup - Budget Hierarchy - Budget Groups

2. Select any item in the navigation tree, and right-click.

   A pop-up menu appears.

3. Select Find from the pop-up menu.

   The Find Budget Groups window appears.

4. Enter data in each field of the Find Budget Groups window as shown in Table 12–11.

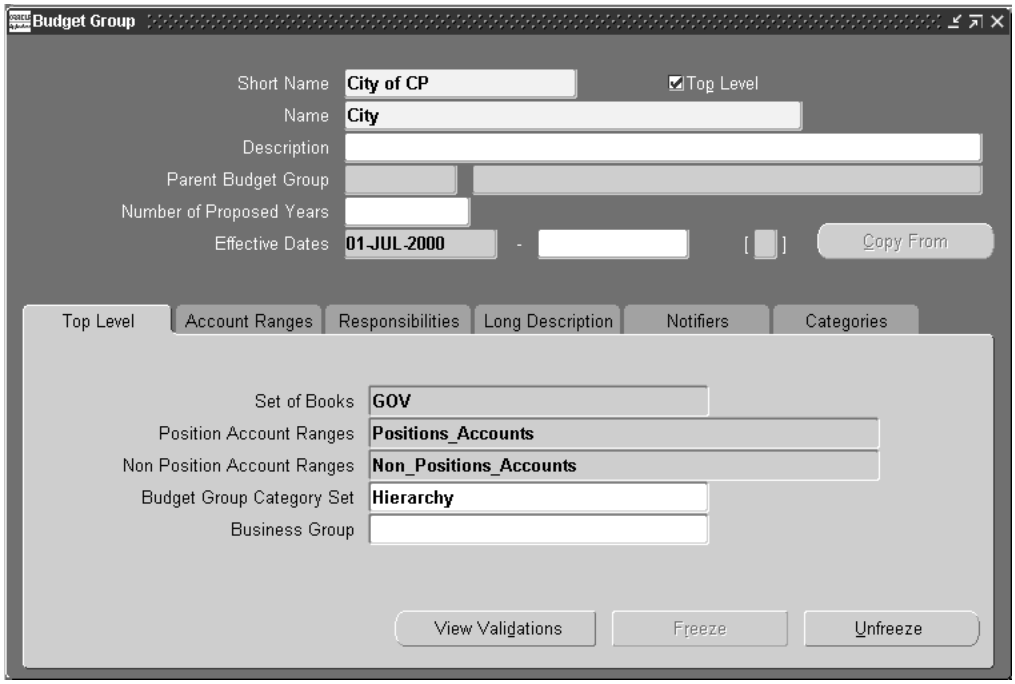
5. Click **Find** to begin searching for the budget group.

6. Select the appropriate budget group in the Results region and click **GoTo** to go to the budget group.

7. Optionally, users may save search parameters or results by clicking the Save As button and entering data as described in Table 12–12.

Budget Group Window, Top Level Tab

Figure 12–2 Budget Group Window, Top Level Tab



Budget Group Window Description, Top Level Tab

Table 12–1 Budget Group Window Description, Top Level Tab

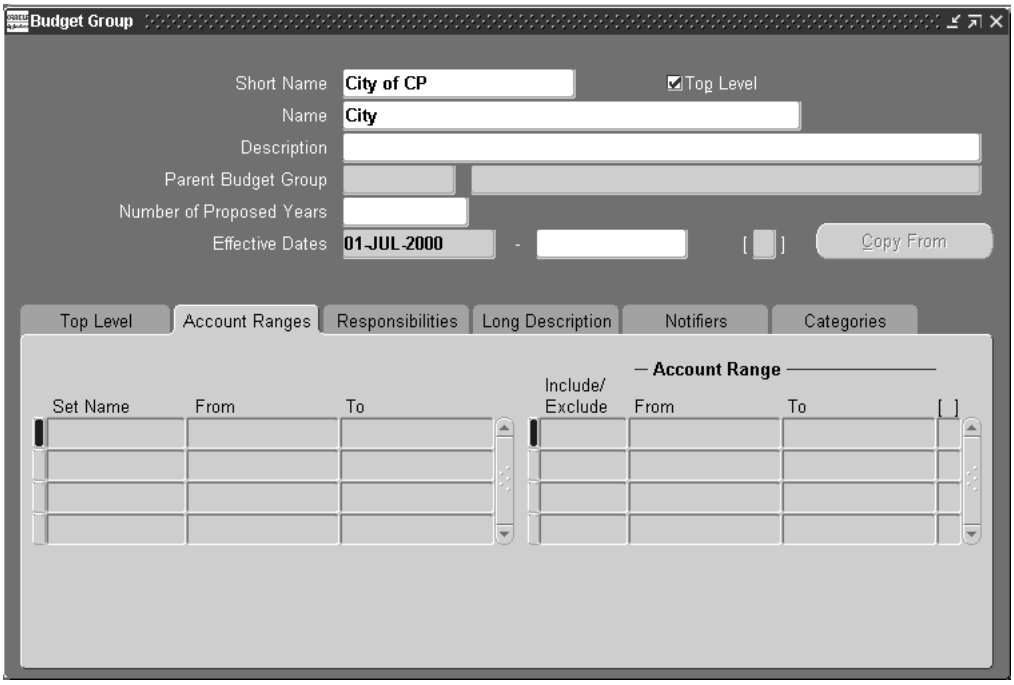
Field Name	Type	Features	Description
Header Region			
Short Name	required		short name for budget group; must be unique
Top Level	optional	check box	if selected, indicates highest level budget group; multiple hierarchies and top-level budget groups are allowed
Name	required		budget group name; must be unique
Description	optional		short description of budget group
Parent Budget Group	required	list of values	parent budget group **Note:** Field is not used for top-level budget groups.
Number of Proposed Years	optional		number of proposed years for budget group **Note:** can extend setting at the worksheet level; calendar sets the maximum number of years
Effective Dates	required		effective dates for budget group; start date must be first date of a calendar month; end date must be end date of calendar month, or left blank if open ended
Descriptive Flexfield	optional		field for user customization
Copy From		button	copies from source budget group
Top Level Tab			
Set of Books	required	list of values	set of books for budget group hierarchy
Position Account Ranges	required	list of values	accounts rolled up from position accounts; accounts to which position expenses are charged
Non Position Account Ranges	required	list of values	accounts not rolled up from position accounts
Budget Group Category Set	required	list of values	budget group category set to use in budget group hierarchy
Business Group	required for position budgeting	list of values	business group assigned to top-level budget group **Note:** Select a business group to associate a budget group hierarchy with an HRMS organizational hierarchy.

Table 12–1 Budget Group Window Description, Top Level Tab

Field Name	Type	Features	Description
View Validations		button	displays View Budget Group Errors window
Freeze		button	initiates validation and prevents modifications
Unfreeze		button	unfreezes budget groups, allowing modifications

Budget Group Window, Account Ranges Tab

Figure 12–3 Budget Group Window, Account Ranges Tab



Budget Group Window Description, Account Ranges Tab

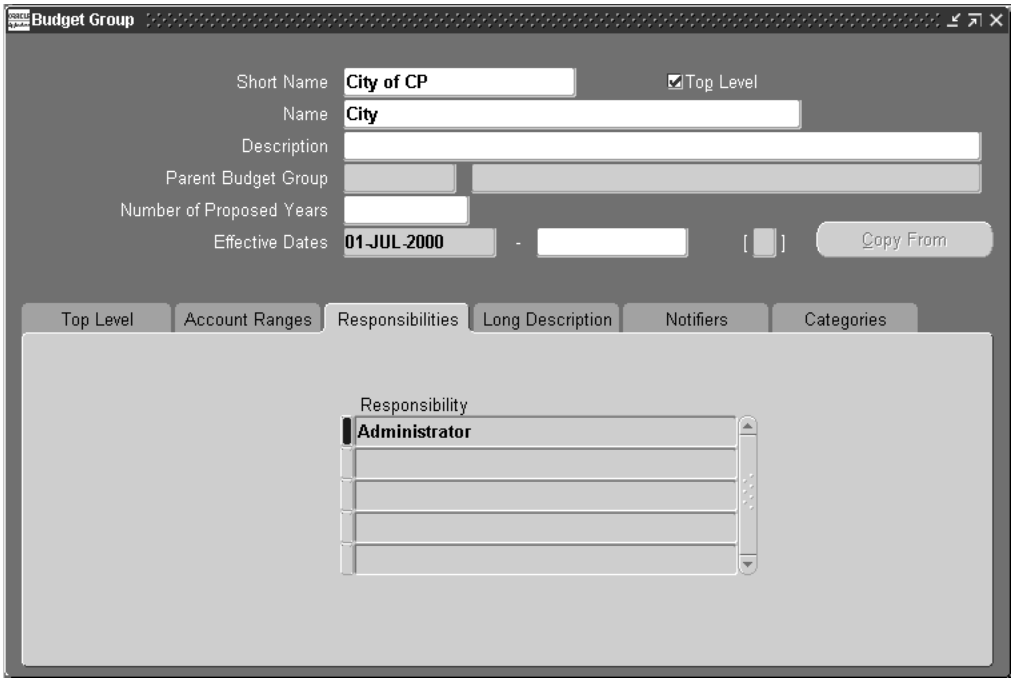
Table 12–2 describes the Budget Group window, Account Ranges Tab. For information on the header region, see Table 12–1.

Table 12–2 Budget Group Window Description, Account Ranges Tab

Field Name	Type	Features	Description
Account Ranges Tab			
Set Name	required for lowest-level budget groups		account set name
From [Effective Dates]	required	list of values: pop-up calendar	effective start date for account set **Note:** The Effective Date must encompass historical data. When setting up the budget group range of accounts in the initial implementation, users must ensure that the effective date begins from the beginning date of the last fiscal year to include historical human resources data.
To [Effective Dates]	optional	list of values: pop-up calendar	effective end date for account set; can be left open ended
Include/Exclude	required	list of values	designates whether to include or exclude range of accounts in account set **Note:** must include at least one range of accounts in account set
From [Account Range]	required	list of values: accounting flexfield pop-up window	beginning account for range of account code combinations **Note:** can use same range of accounts for different budget groups if effective dates for groups do not overlap
To [Account Range]	required	list of values: accounting flexfield pop-up window	ending account for range of account code combinations **Note:** can use same range of accounts for different budget groups if effective dates for groups do not overlap
Descriptive Flexfield	optional		field for user customization

Budget Group Window, Responsibilities Tab

Figure 12–4 Budget Group Window, Responsibilities Tab



Budget Group Window Description, Responsibilities Tab

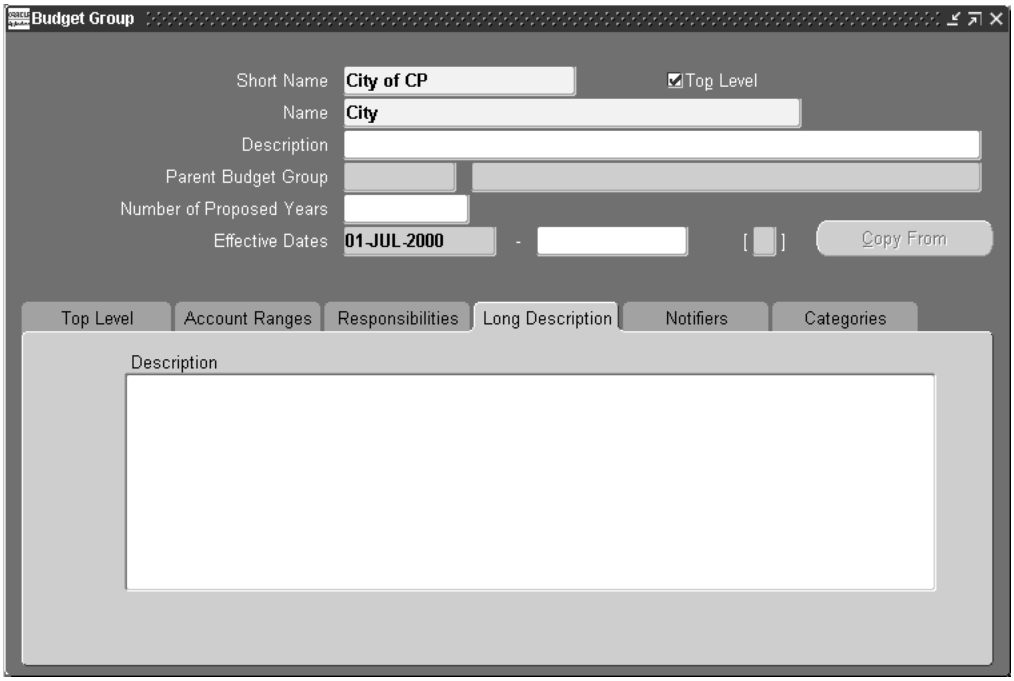
Table 12–3 describes the Budget Group window, Responsibilities Tab. For information on the header region, see Table 12–1.

Table 12–3 Budget Group Window Description, Responsibilities Tab

Field Name	Type	Features	Description
Responsibilities Tab			
Responsibility	required	list of values	sets security for Public Sector Budgeting by designating responsibilities that can access and submit worksheet for budget group **Note:** A responsibility can access all worksheets for the budget group to which it is assigned and all worksheets for lower-level budget groups in the hierarchy without being explicitly assigned to the lower-level budget groups. **Note:** The PS Budget Super User responsibility has access to all worksheets without being explicitly assigned to any budget group. However, this responsibility must be explicitly assigned to a budget group for access through Discoverer and the Excel interface.

Budget Group Window, Long Description Tab

Figure 12–5 Budget Group Window, Long Description Tab



Budget Group Window Description, Long Description Tab

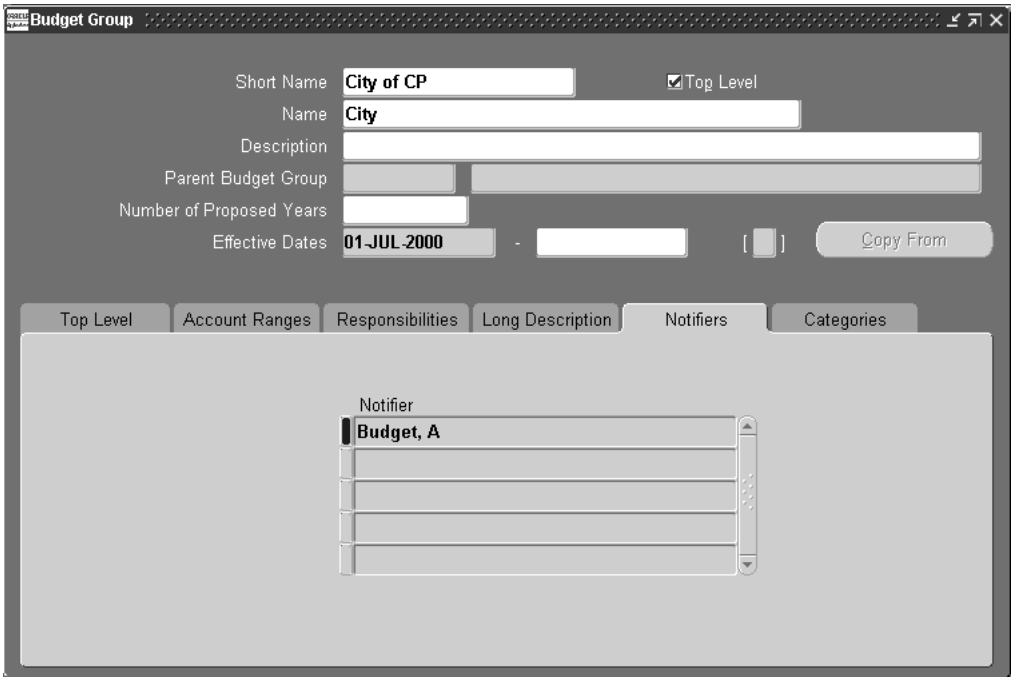
Table 12–4 describes the Budget Group window, Long Description Tab. For information on the header region, see Table 12–1.

Table 12–4 Budget Group Window Description, Long Description Tab

Field Name	Type	Features	Description
Long Description Tab			
Description	optional		long description of budget group

Budget Group Window, Notifiers Tab

Figure 12–6 Budget Group Window, Notifiers Tab



Budget Group Window Description, Notifiers Tab

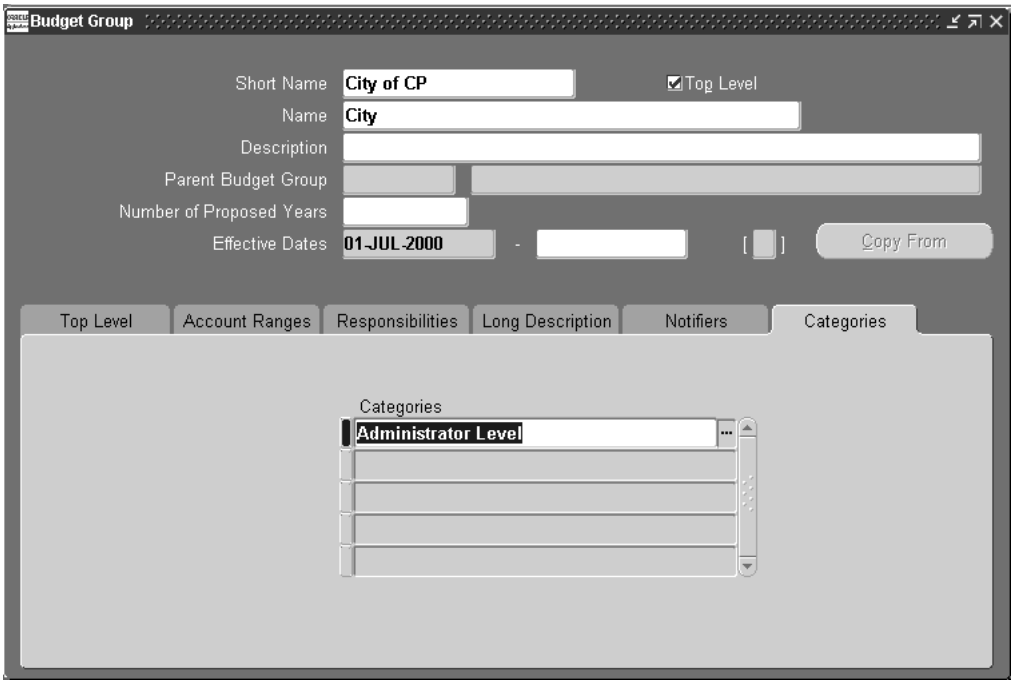
Table 12–5 describes the Budget Group window, Notifiers Tab. For information on the header region, see Table 12–1.

Table 12–5 Budget Group Window Description, Notifiers Tab

Field Name	Type	Features	Description
Notifiers Tab			
Notifier	required	list of values	designates role or individual to receive Workflow notifications of budget distribution, submission, and worksheet operations **Note:** Changing or deleting this role or individual in the Application Object Library invalidates the current budget group and causes Worksheet Operations to fail. The role or individual must also be changed in Public Sector Budgeting to keep it valid.

Budget Group Window, Categories Tab

Figure 12–7 Budget Group Window, Budget Group Categories Region



Budget Group Window Description, Categories Tab

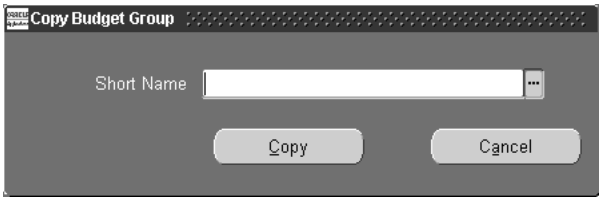
Table 12–6 describes the Budget Group window, Categories Tab. For more information on the header region, see Table 12–1.

Table 12–6 Budget Group Window Description, Categories Tab

Field Name	Type	Features	Description
Categories Tab			
Categories	optional	list of values	designates budget group categories to which budget group belongs

Copy Budget Group Pop-Up Window

Figure 12–8 Copy Budget Group Pop-Up Window



Budget Group Window Description, Copy Budget Group Pop-Up Window

Table 12–7 Budget Group Window Description, Copy Budget Pop-Up Window

Field Name	Type	Features	Description
Copy Budget Group Pop-Up Window			
Short Name	required	list of values	short name of budget group
Copy		button	copies budget group
Cancel		button	cancels copy

Example: Internal Audit Budget Group

This example illustrates setup of an Internal Audit budget group.

Table 12–8 Internal Audit Budget Group

Short Name	Internal Audit	
Top Level		
Name	Internal Audit	
Description	Internal Audit	
Parent Budget Group	President's Office	
Number of Proposed Years	1	
Effective Dates	01-JUL-1982	
Range of Accounts Region		
Effective Dates		
Set Name	**From [Effective Dates]**	**To [Effective Dates]**
Internal Audit	01-JUL-1982	
Account Range		
Include/Exclude	**From [Account Range]**	**To [Account Range]**
Include	00.00.1200.0000.0000	zz.zz.1299.zzzz.zzzz

Table 12–8 Internal Audit Budget Group

Long Description Region	
[Long Description]	Internal Audit, Goals, Performance Measures
Responsibility Region	
[Responsibility]	PSB Office of President User
Notify Region	
[Notify]	Judy Black
Budget Group Categories Region	
[Budget Group Categories]	Division Manager

Example: Academic Computing Budget Group

This example illustrates setup of an Academic Computing budget group.

Table 12–9 Academic Computing Budget Group

Short Name	Academic Computing	
Top Level		
Name	Academic Computing	
Description	Academic Computing	
Parent Budget Group	Academic Admin	
Number of Proposed Years	1	
Effective Dates	01-JUL-1982	
Range of Accounts Region		
Effective Dates		
Set Name	**From [Effective Dates]**	**To [Effective Dates]**
Academic Computing	01-JUL-1982	
Account Range		

Table 12–9 Academic Computing Budget Group

Include/Exclude	From [Account Range]	To [Account Range]
Include	00.00.2110.0000.0000	zz.zz.2119.zzzz.zzzz
Long Description Region		
[Long Description]	Academic Computing, Goals, Performance Measures	
Responsibility Region		
[Responsibility]	PSB Computing User	
Notify Region		
[Notify]	Judy Black	
Budget Group Categories Region		
[Budget Group Categories]	Section Manager	

Example: Budget Group Hierarchy and Security

The budget group hierarchy for the Dean of Sciences is as follows:

Budget Group	Account Ranges Authorized for Access	Account Ranges Directly Assigned
Dean of Sciences	00.11.5001 to 99.13.9999	
Business Department	00.11.5001 to 99.11.9999	00.11.5001 to 99.11.9999
Mathematics Department	00.12.5001 to 99.12.9999	00.12.5001 to 99.12.9999
Economics Department	00.13.5001 to 99.13.9999	00.13.5001 to 99.13.9999

Business Department users can only access accounts from 00.11.5001 to 99.11.9999 in the Business Department worksheet. Business Department users cannot access accounts assigned to other budget groups in the hierarchy. Similarly, the Mathematics and Economics Departments can only access the account ranges assigned directly to them.

Access to Accounts Through Inheritance and Assignment

The Dean of Sciences gains access to account ranges 00.11.5001 to 99.13.9999 by inheriting from its child accounts. The Dean of Sciences is not assigned any account ranges in this case.

The Dean of Sciences may have account ranges assigned in some circumstances. If the Dean of Sciences budgets the capital spending for the individual departments instead of having the department heads budget the capital spending, then the Dean can be assigned the capital account ranges. The capital account ranges are 9000 to 9999.

Budget Group	Account Ranges Authorized for Access	Account Ranges Directly Assigned
Dean of Sciences	00.11.5001 to 99.13.9999	00.11.9000 to 99.13.9999
Business Department	00.11.5001 to 99.11.8999	00.11.5001 to 99.11.8999
Mathematics Department	00.12.5001 to 99.12.8999	00.12.5001 to 99.12.8999
Economics Department	00.13.5001 to 99.13.8999	00.13.5001 to 99.13.8999

With this budget group hierarchy, Business Department users cannot access accounts 00.11.9000 to 00.11.9999, even though the accounts relate to Business Department spending. The Mathematics and Economics Departments similarly cannot access accounts 9000 to 9999 for their departments.

The Dean of Sciences budget group continues to have access to the accounts inherited from the child budget groups, as well as the accounts directly assigned to it.

Budget Group Responsibility and Security

The budget group hierarchy relies on assigned responsibilities to maintain security. For example, a budget group has the following setup.

Budget Group	Notify	Responsibility
Dean of Sciences	David Samuel	Science Responsibility
Business Department	Brian Daniels	Business Responsibility
Mathematics Department	Mark Peters	Mathematics Responsibility
Economics Department	Eric Durby	Economics Responsibility

The setup in Oracle Applications System Administration is as follows:

User	Employee	Responsibility
dsamuel	David Samuel	Science Responsibility
bdaniels	Brian Daniels	Business Responsibility
mpeters	Mark Peters	Mathematics Responsibility
edurby	Eric Durby	Economics Responsibility

After logging in, users have the following worksheets available:

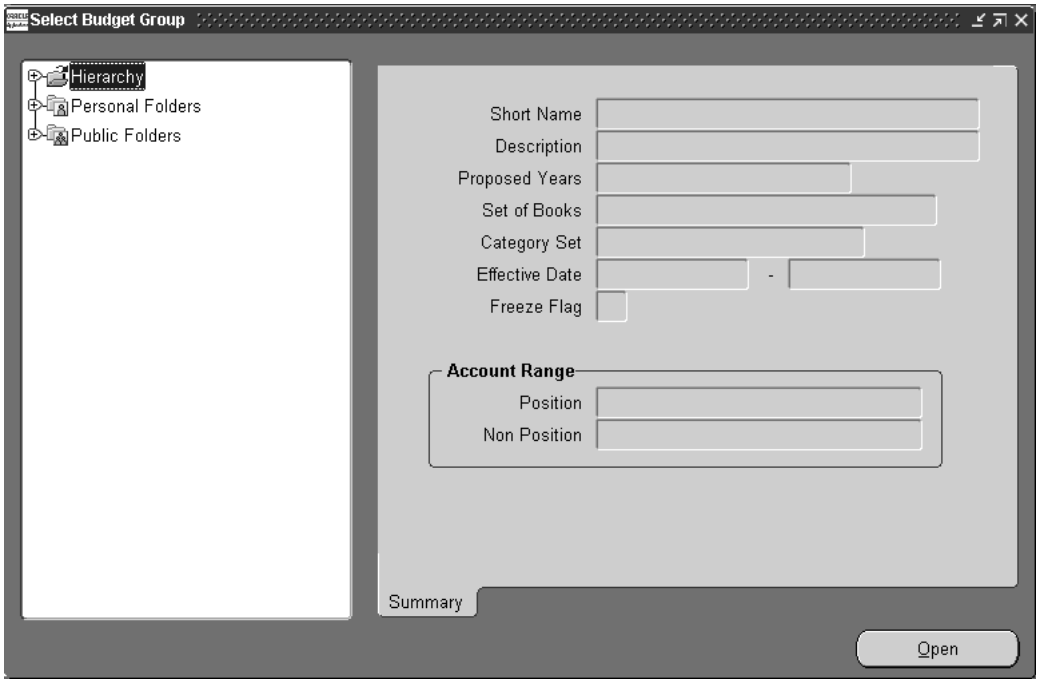
User	Responsibility	Worksheet Selection
dsamuel	Science Responsibility	Science
bdaniels	Business Responsibility	Business
mpeters	Mathematics Responsibility	Mathematics
edurby	Economics Responsibility	Economics

When dsamuel logs in and chooses the Science Responsibility, he gains access to the Dean of Sciences worksheet with account ranges for all the child accounts. When bdaniels logs in and selects the Business Responsibility, he gains access to the Business worksheet. Similarly, the other department heads gain access to their departmental worksheets.

To improve query performance, the top-level budget group, in this case, the Dean of Sciences, can work with a smaller, departmental worksheet such as the Business Department worksheet. The top-level budget group is allowed to access lower-level worksheets because the parent has access to all child worksheets.

Select Budget Group Window

Figure 12–9 Select Budget Group Window



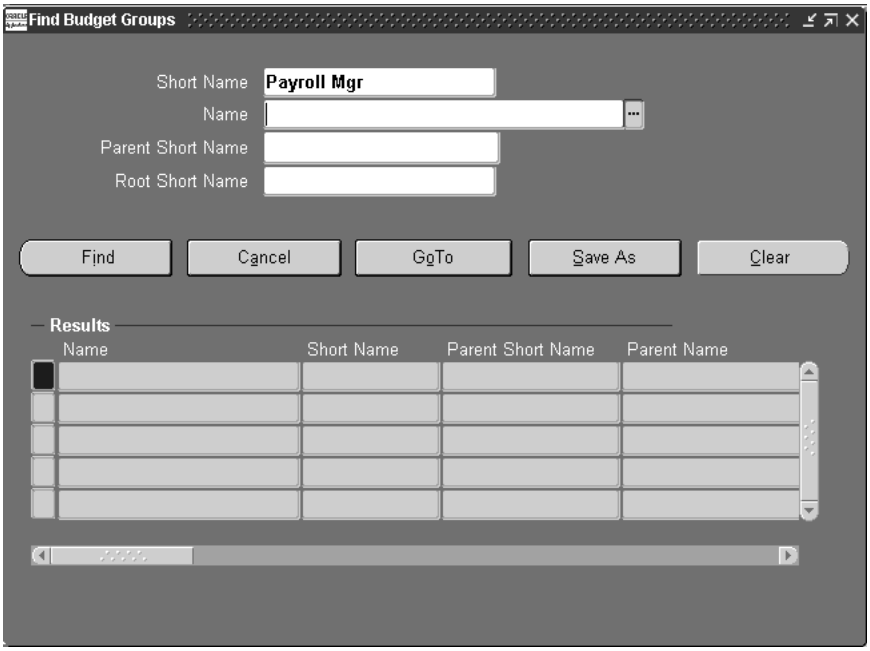
Select Budget Group Window Description

Table 12–10 Select Budget Group Window Description

Field Name	Type	Features	Description
[navigation tree pane]	default	navigation tree	displays budget groups and hierarchy
Summary Pane			
Short Name	display only		short name for budget group
Description	display only		budget group short description
Proposed Years	display only		number of proposed years for budget group **Note:** extends setting at worksheet level
Set of Books	display only		set of books for top-level budget group
Category Set	display only		budget group category set for budget group
Effective Date	display only		start and end dates for budget group
Freeze Flag	display only		Y or N
Account Range Region			
Position	display only		range of accounts that roll up from positions
Non-Position	display only		range of accounts that do not roll up from positions
Footer Region			
Open		button	opens selected budget group in Budget Group window; required for existing budget groups

Find Budget Groups Window

Figure 12–10 Find Budget Groups Window



Find Budget Groups Window Description

Table 12–11 Find Budget Groups Window Description

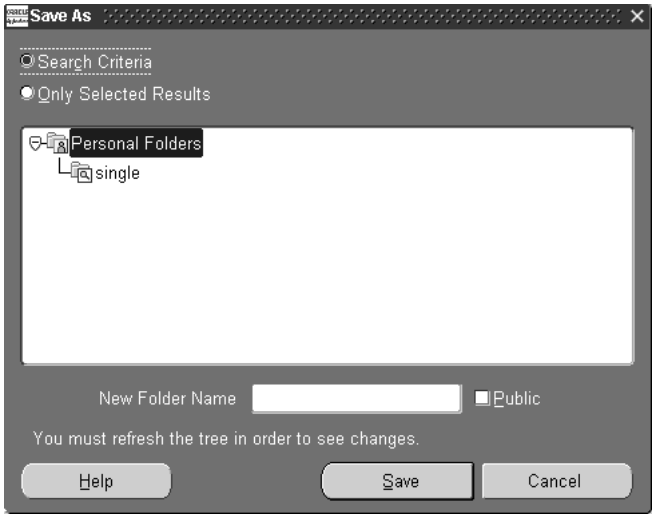
Field Name	Type	Features	Description
Short Name	optional	list of values	short name for budget group
Name	optional	list of values	budget group name
Parent Short Name	optional	list of values	short name for parent budget group
Root Short Name	optional	list of values	short name of top-level budget group for budget group
Find		button	searches for data based on parameters entered
Cancel		button	closes window without saving and returns to Select Budget Group window
GoTo		button	goes to budget group selected in Results region
Save As		button	opens Save As window
Clear		button	erases data from fields
Results Region			
Name	display only		budget group name
Short Name	display only		short name for budget group
Parent Short Name	display only		short name for parent budget group
Parent Name	display only		parent budget group name
Root	display only	check box	if selected, indicates that budget group is top-level budget group
Root Short Name	display only		short name of top-level budget group for budget group
Root Name	display only		top-level budget group name for budget group
Position Account	display only		range of accounts that roll up from positions
Non Position Account	display only		range of accounts that do not roll up from positions
Category Set	display only		budget group category set for budget group
Freeze Flag	display only	check box	if selected, indicates that budget group is frozen
From [Date]	display only		start date for budget group
To [Date]	display only		end date for budget group

Table 12–11 Find Budget Groups Window Description

Field Name	Type	Features	Description
Description	display only		budget group short description
Set of Books	display only		set of books for top-level budget group
Proposed Years	display only		number of proposed years for budget group

Save As Window

Figure 12–11 Save As Window



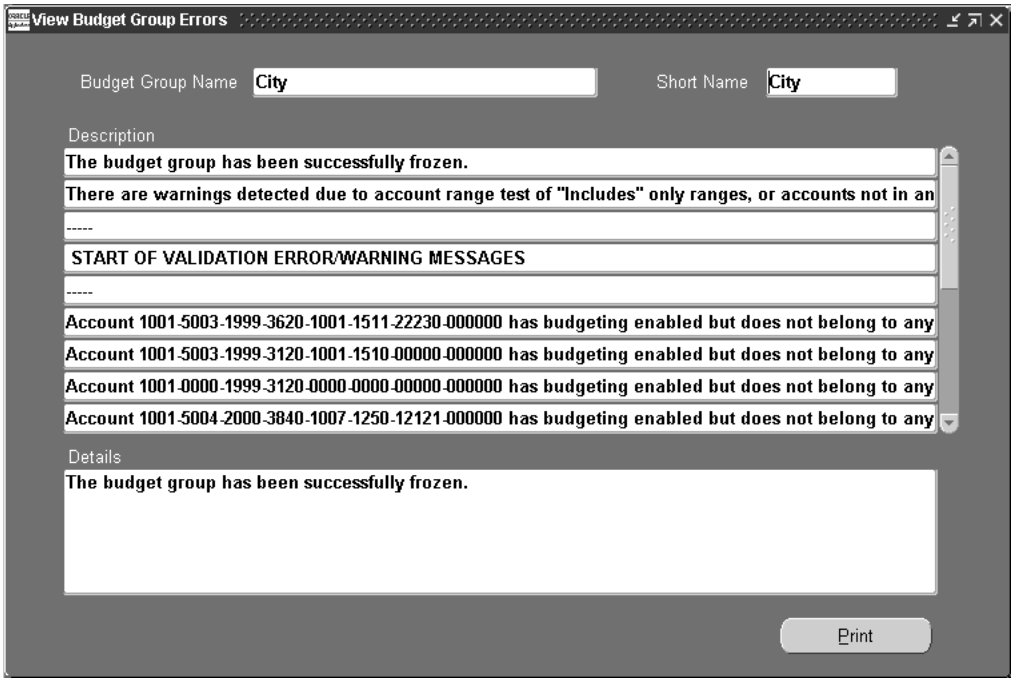
Save As Window Description

Table 12–12 Save As Window Description

Field Name	Type	Features	Description
Search Criteria	optional	radio button	saves search parameters
Only Selected Results	optional	radio button	saves selected results **Note:** selected results cannot be saved to public folders
[navigation tree pane]	default, display only		displays navigation tree
New Folder Name	optional		name for new folder
Public	optional	check box	if selected, search criteria are saved to personal and public folders
Help		button	opens help window
Save		button	commits data to database
Cancel		button	closes window without saving

View Budget Group Errors Window

Figure 12–12 View Budget Group Errors Window



View Budget Group Errors Window Description

Table 12–13 View Budget Group Errors Window Description

Field Name	Type	Features	Description
Budget Group Name	default, display only		budget group name
Short Name	default, display only		budget group short name
Description	default, display only		description of budget group validation errors
Details	default, display only		details of budget group validation errors
Print		button	prints budget group validation errors

13

Budget Review Groups Setup

This chapter describes how to set up budget review groups and budget review group rules. The following sections are in this chapter:

- Definition
- Overview
- Prerequisites
- Budget Review Groups Procedure
- Review Group Window
- Review Group Window Description
- Select Review Group Window
- Select Review Group Window Description
- Budget Review Group Rules Procedure
- Review Group Rules Window
- Review Group Rules Window Description

Definition

Oracle Public Sector Budgeting uses the budget group hierarchy as the standard route in the workflow approval process. Budget review groups and review group rules are used to create exceptions to the normal workflow process.

Overview

Organizations use budget review group rules to create additional or different review processes for a worksheet.

Setup of budget review group rules allows organizations to perform the following tasks:

- create additional review processes for specific accounts or positions
- define review group rules based on account sets or position sets
- send notification of selected worksheet line items to review groups
- define responsibilities and approvers for each of the review groups
- determine whether a review group is notified of items for review or has approval authority
- designate a budget category to identify to which budget group the review group applies
- create review process for new positions

Process

Budget review group rules are used to designate which worksheet line items should be reviewed and which budget group category must submit the worksheet line items for review.

The following steps illustrate how budget review group rules can function in an organization:

1. The organization creates a worksheet for a budget group.

   The worksheet includes some accounts, such as major equipment purchases, and positions.

2. The budget group category specified in the Review Group Rules window designates the point in the budget group hierarchy where the notification of the review group is triggered.

3. When the worksheet is submitted by a budget group, Workflow uses the review group rules to determine whether there are worksheet line items that must be routed to a review group for approval or notification.
4. If the budget review group rule applies to a budget category containing this budget group, Workflow routes the worksheet line items to the review group approvers specified in the Review Group window.
5. If the review group has approval authority and the worksheet line items are approved by the review group approvers, Workflow routes the worksheet line items to the next level budget group in the budget group hierarchy. If the worksheet line items are rejected, Workflow notifies the budget group that the worksheet cannot be submitted.
6. A worksheet rejected by the review group approvers can be resubmitted if the Override Review Group option is selected in the Worksheet Operations window.
7. The budget group can also modify and resubmit the budget to the review group.

Maintain Budget Account Codes Concurrent Process

The Maintain Budget Account Codes concurrent process automatically assigns General Ledger account code combinations to new local account sets that are created when defining review group rules.

Maintain Budget Positions Concurrent Process

The Maintain Budget Positions concurrent process automatically assigns new positions in Public Sector Budgeting to new local position sets that are created when defining review group rules.

Example

A Data Center or a Capital Projects Committee are examples of entities that can fall outside the normal budget group hierarchy, but that must approve specific expenditure items.

For example, a Data Center can be defined as a review group for an organization. The review group rules for the Data Center could define the following:

- line items that are sent to the Data Center

- budget group category, such as the Section or Division level, from which the review group rule is initiated
- budget group category, such as the Department Director or Executive Director, that can override a Data Center denial

Reference

To define global account or position sets, see Global Account and Position Sets Setup, page 9-1.

To override a review group and resubmit a worksheet, see Worksheet Operations Procedures, page 33-1.

To update General Ledger account code combinations for all account sets, see Maintain Budget Account Codes Procedures, page 36-1.

To update positions for all position sets, see Maintain Budget Positions Procedures, page 40-1.

Prerequisites

- ❑ Budget group categories must be defined.

  To define budget group categories, see Budget Group Categories Setup, page 10-1.

- ❑ Budget groups must be defined.

  To define budget groups, see Budget Groups and Security Setup, page 12-1.

Budget Review Groups Procedure

To define a budget review group, perform the following steps.

1. In Public Sector Budgeting, navigate to the Select Review Group window as follows:

   Setup - Budget Hierarchy - Review Groups

2. Click **New** to go to the Review Group window.
3. Enter data in each field of the Review Group window as described in Table 13–1.
4. Save or save and continue as follows:

   File - Save or **Save and Proceed**

5. Close the window.

Review Group Window

Figure 13–1 Review Group Window, Responsibility Tab

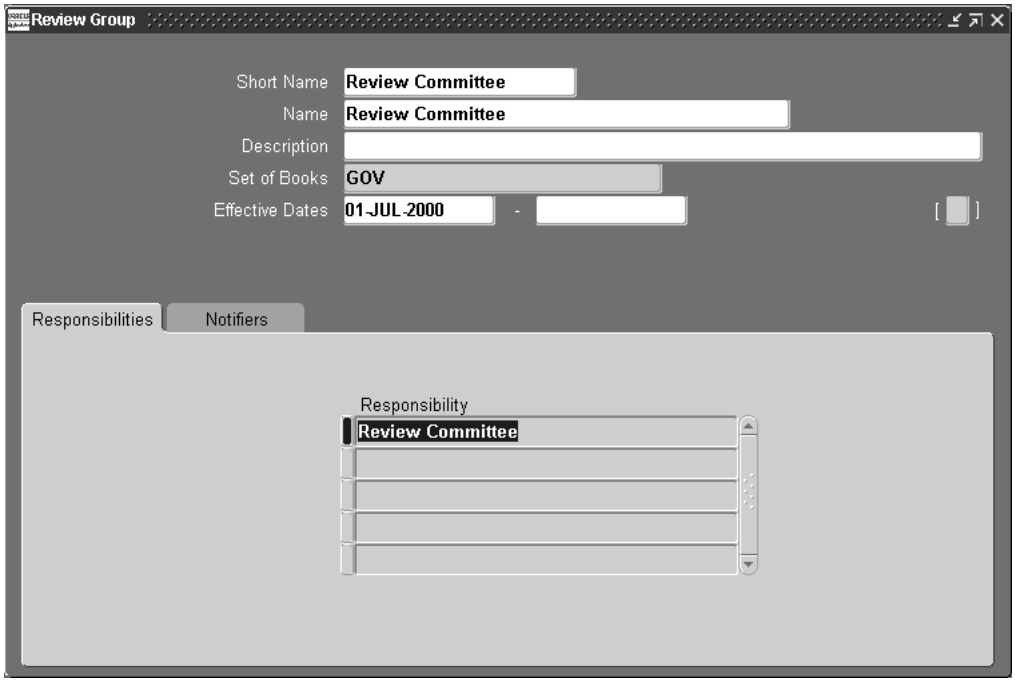
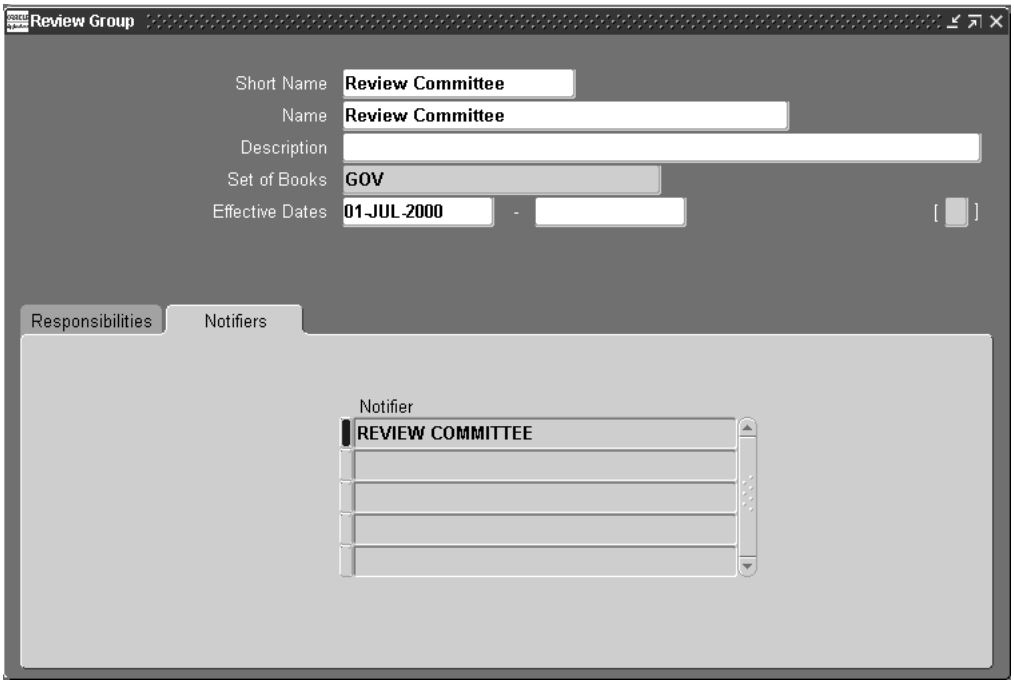


Figure 13–2 Review Group Window, Notify Tab



Review Group Window Description

Table 13–1 Review Group Window Description

Field Name	Type	Features	Description
Header Region			
Short Name	required		short name for review group; must be unique
Name	required		review group name; must be unique
Description	optional		review group short description
Set of Books	required	list of values	set of books name
Effective Dates	required		effective dates for review group; start date must be first date of calendar month; end date must be end date of calendar month, or left blank if open ended
Descriptive Flexfield	optional		field for user customization
Responsibilities Tab			
Responsibility	required	list of values	designates responsibilities that can access and submit worksheet for review group
Notifiers Tab			
Notifier	required	list of values	designates users or roles that must receive notification and approve a worksheet for the review group **Note:** Only one approver per review group is allowed.

Example: Equipment Review Group

This example illustrates setup of an Equipment review group.

Table 13–2 Equipment Review Group

Short Name	Equip Review Group
Name	Equipment Review Group
Description	Equipment Review Group
Set of Books	Oracle University
Effective Dates	01-JUL-1999

Table 13–2 Equipment Review Group

Responsibility Region	
[Responsibility]	PSB Equipment Review Group User
Notify Region	
[Notify]	Judy Black

Example: Capital Review Group

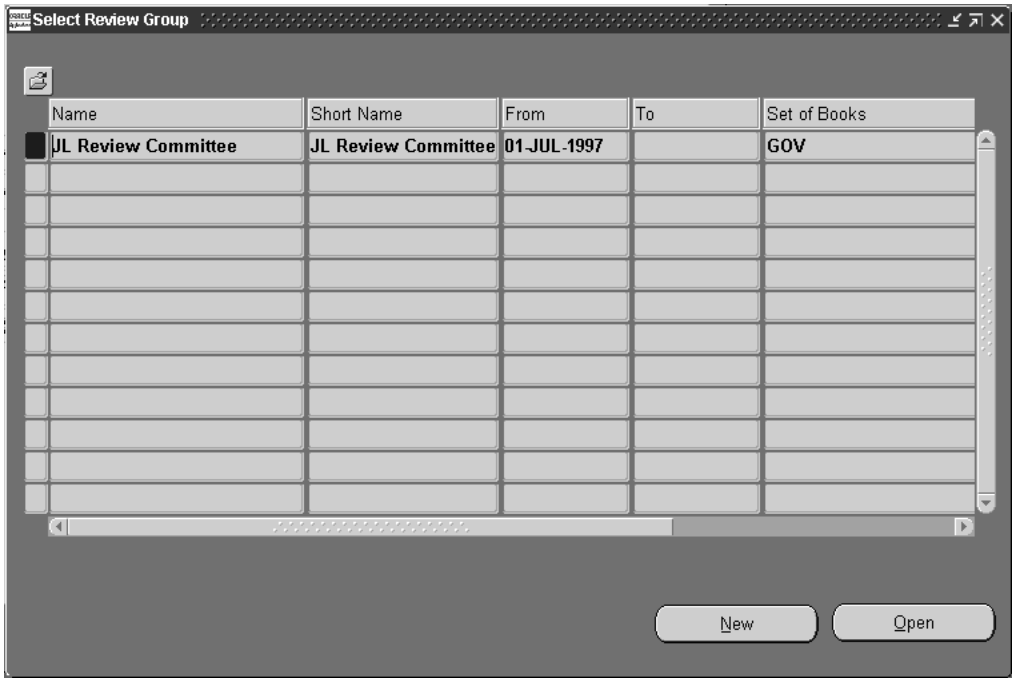
This example illustrates setup of a Capital review group.

Table 13–3 Capital Review Group

Short Name	Capital Review
Name	Capital Construction Review Group
Description	Capital Construction Review Group
Set of Books	Oracle University
Effective Dates	01-JUL-1997, 30-JUN-1999
Responsibility Region	
[Responsibility]	PSB Capital Review Group
Approvers Region	
[Notify]	Judy Black

Select Review Group Window

Figure 13–3 Select Review Group Window



Select Review Group Window Description

Table 13–4 Select Review Group Window Description

Field Name	Type	Features	Description
Name	display only		review group name
Short Name	display only		short name for review group
From	display only		start date for review group
To	display only		end date for review group
Set of Books	display only		set of books for review group
Description	display only		review group short description
New		button	opens new Review Group window
Open		button	opens selected group in Review Group window

Budget Review Group Rules Procedure

To enter or update budget review group rules, perform the following steps.

1. In Public Sector Budgeting, navigate to the Review Group Rules window as follows:

   Setup - Budget Hierarchy - Review Group Rules

2. Select a data extract name in the Data Extract Name field of the Alter Data Extract pop-up window and click **OK**, or to change the default data extract, click **Alter Data Extract** in the toolbar to open the Alter Data Extract pop-up window.

3. Enter data in each field of the Review Group Rules window as described in Table 13–5.

4. Save or save and continue as follows:

   File - Save or **Save and Proceed**

5. Close the window.

Review Group Rules Window

Figure 13–4 Review Group Rules Window, Account Rule Type

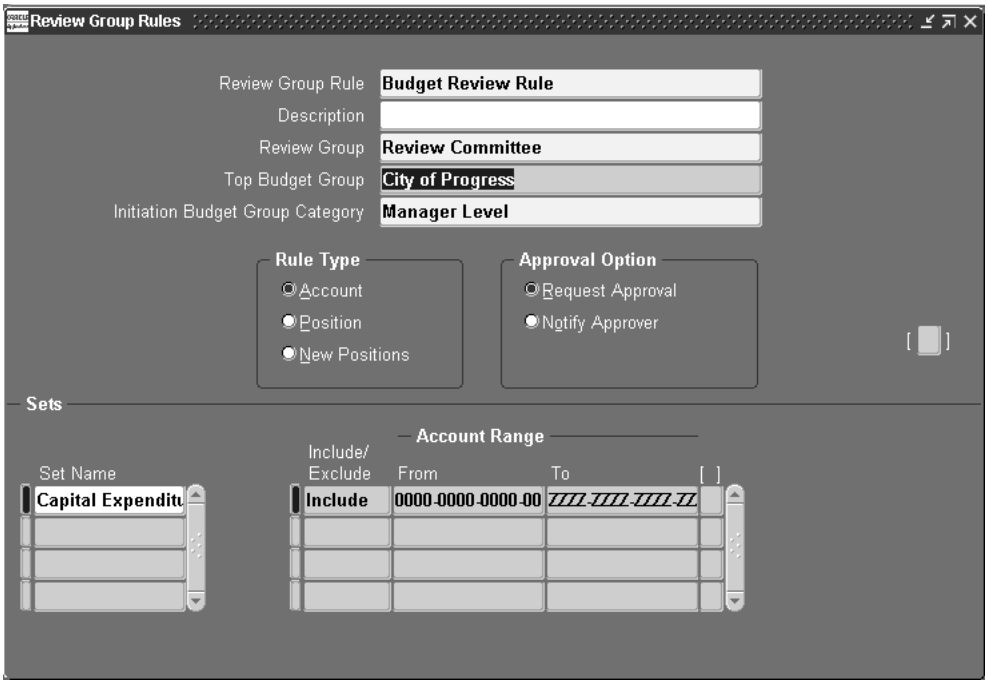


Figure 13–5 Review Group Rules Window, Position Rule Type

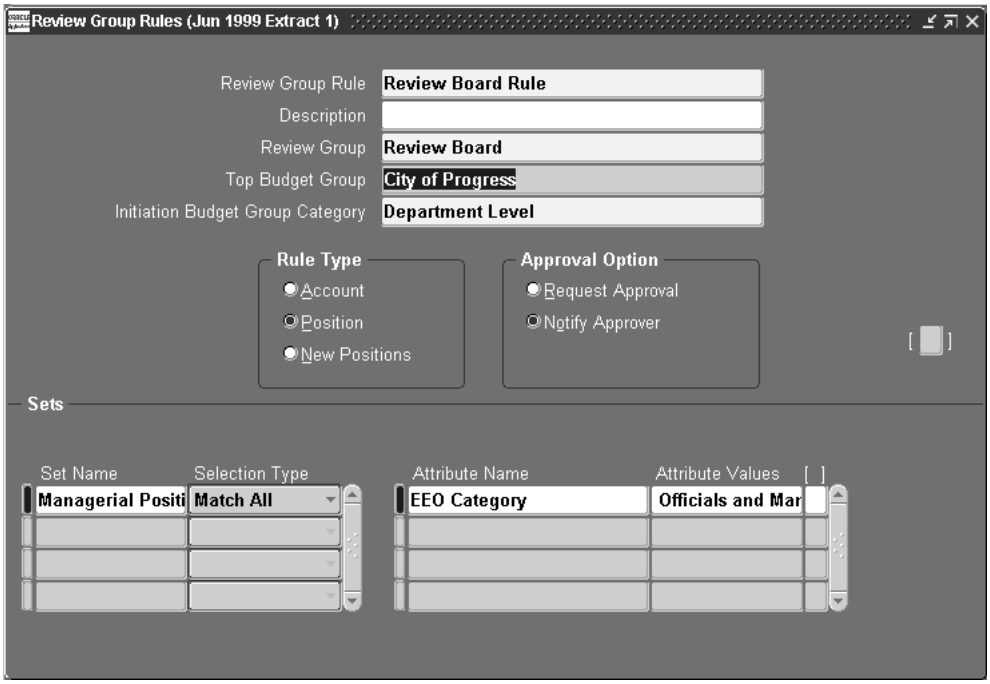


Figure 13–6 Review Group Rules Window, New Position Rule Type

Review Group Rules Window Description

Table 13–5 Review Group Rules Window Description

Field Name	Type	Features	Description
Review Group Rule	required		rule name
Description	optional		rule description
Review Group	required	list of values	review group for which rule is defined
Top Budget Group	required	list of values	top budget group in hierarchy that rule applies to
Initiation Budget Group Category	required	list of values	budget group category to which review group belongs **Note:** Multiple budget groups can have the same budget category.
Rule Type	required	radio button	values: Account, Position, New Position
Approval Option	required	radio button	values: Request Approval, Notify Approver: If Notify Approver selected, budget workflow sends notification of the worksheet lines. If Request Approver selected, approval requests are forwarded to the review group.
Descriptive Flexfield	optional		field for user customization
Sets Region [Account Rule Type]			
Set Name	required	list of values	account set name **Note:** Select a global account set from the list of values or create a new local account set.
Include/Exclude	required	list of values	designates whether to include or exclude range of accounts in account set **Note:** must include at least one range of accounts in account set
From [Account Range]	required	list of values: accounting flexfield pop-up window	beginning account for range of account code combinations **Note:** can use same range of accounts for different review groups if effective dates are different

Table 13–5 Review Group Rules Window Description

Field Name	Type	Features	Description
To [Account Range]	required	list of values: accounting flexfield pop-up window	ending account for range of account code combinations **Note:** can use same range of accounts for different review groups if effective dates are different
Descriptive Flexfield	optional		field for user customization
Sets Region [Position Rule Type]			
Set Name	required	list of values	position set name **Note:** Select global position set from list of values or create new local position set.
Selection Type	required	drop-down list	values: Match All, Match At Least One **Note:** Match All indicates that only positions with all matching attribute values are included in the position set. **Note:** Match At Least One indicates that positions with any matching attribute values are included in the position set.
Attribute Name	required	list of values	name of position attribute; position set can have multiple position attributes
Attribute Values	default	pop-up window; list of values	position attribute value; position attribute can have multiple position attribute values
Descriptive Flexfield	optional		field for user customization
Sets Region [New Position Rule Type]			
			Note: Public Sector Budgeting automatically searches only new positions when the New Position radio button is selected. No sets should be defined in this case.

Example: Construction Review Group Rule

This example illustrates setup of a Construction review group rule.

Table 13–6 Construction Review Group Rule

Review Group Rules		Construction Group Rules	
Description		Construction Review Group Rules	
Review Group		Construction Review Group	
Top Budget Group		University of Oracle	
Initiation Budget Group Category		Vice President	
Rule Type		Account Set	
Approval Option		Request Approval	
Sets Region [Account Rule Type]			
Set Name	**Include/Exclude**	**From [Account Range]**	**To [Account Range]**
Capital Construction	Include	00.0000.8100	zz.zzzz.8199

Example: Position Review Group Rule

This example illustrates setup of a Position review group rule.

Table 13–7 Position Review Group Rule

Review Group Rule	Position Review Group Rule
Description	Review Group
Review Group	Position Review Group

Table 13–7 Position Review Group Rule

Top Budget Group		City of Oracle	
Initiation Budget Group Category		Division Level	
Rule Type		Position Set	
Approval Option		Request Approval	
Sets Region [Position Rule Type]			
Set Name	**Selection Type**	**Attribute Name**	**Attribute Values**
Grant B Position	Match All	Funding	Grant B

Example: New Position Review Group Rule

This example illustrates setup of a New Position review group rule.

Table 13–8 New Position Review Group Rule

Review Group Rule	New Position Review Group Rule
Description	New Position Review Group
Review Group	New Position Review Group
Top Budget Group	University of Oracle
Initiation Budget Group Category	Dean of Sciences
Rule Type	New Position Set
Approval Option	Request Approval

14

Position Attributes Setup

This chapter describes how to set up position attributes. The following sections are in this chapter:

- Definition
- Overview
- Prerequisites
- Position Attributes Mapping Procedure
- Attribute Mapping Details Window
- Attribute Mapping Details Window Description
- Position Attributes Procedure
- Position Attributes Window
- Position Attributes Window Description

Definition

Position attributes are used to identify broad characteristics or classifications of positions such as job classification, bargaining unit, or position status.

Overview

The Position Attributes window allows users to review predefined position attributes, identify position attributes in HRMS for use in Oracle Public Sector Budgeting, and define position attributes directly in Public Sector Budgeting.

Position attributes are used to assign positions to position sets.

Predefined Position Attributes

Public Sector Budgeting provides the predefined position attributes described in Table 14–1.

Table 14–1 Predefined Position Attributes

Name	Data Type
Adjustment Date	Date
Default Weekly Hours	Number
FTE	Number
Hire Date	Date
Job	Character

Organizations should review the predefined position attributes and modify them as needed.

User Defined Position Attributes

Public Sector Budgeting allows users to select HRMS attributes that are associated with positions, employees, or assignments and define them as position attributes in Public Sector Budgeting.

Users can also define position attributes directly in Public Sector Budgeting.

The following position data is brought into Public Sector Budgeting from HRMS by the data extract process. Users do not need to create attributes for the items listed in Table 14–2.

Table 14–2 Position Data Brought Into Public Sector Budgeting from HRMS

Position Data	HRMS Window Where Data is Defined
position key flexfield	Position window
cost allocation key flexfield	Assignment window [Costing window], Element window, Organization window [Costing Information window], Payroll window
assignment grade	Assignment window
salary basis	Assignment window [Salary Information region], Salary Basis window **Note:** For vacant positions, salary information defined at the position level is brought into Public Sector Budgeting; salary information defined at the assignment level is not brought over.
salary amount	Salary Administration window
salary grade tables	Grade Rate window, Grade Scale window, Grades window, Pay Scale window, Scale Rate window
employee name and employee number	People window

Process

Organizations determine all information that is required to identify positions for position cost projection purposes.

Position attributes are defined for each business group.

Organizations define and use position attributes as follows:

1. Organizations identify the HRMS attributes to use as position attributes in Public Sector Budgeting.

   Position attributes are created for a specific business group and are related to employees, positions, or assignments.

2. Organizations specify display options and usage options for each position attribute.
3. Organizations specify a definition type to indicate where the position attribute information in HRMS comes from.
4. The data extract process is used to automatically extract the attribute information in HRMS to Public Sector Budgeting.

   Public Sector Budgeting uses the definition type to retrieve information from the appropriate table in HRMS.
5. Organizations can define additional position attributes directly in Public Sector Budgeting.
6. Organizations copy the predefined attributes to the business group.
7. Position attributes are used by positions.

Reference

To define position attribute values, see Position Attribute Values Setup, page 16-1.

Prerequisites

- ❑ Key flexfields must be defined.

  To define key flexfields, see Key Flexfields, *Oracle Applications Flexfields Guide*.

- ❑ Descriptive flexfields must be defined.

  To define descriptive flexfields, see Descriptive Flexfields, *Oracle Applications Flexfields Guide.*

Position Attributes Mapping Procedure

To map position attributes to tables in HRMS, perform the following steps.

1. In Public Sector Budgeting, navigate to the Attribute Mapping Details window as follows:

   Setup - Position - Attribute Mapping Details

2. Enter data in each field of the Attribute Mapping Details window as described in Table 14–3.

   Note: Map all predefined position attributes, except for Job, to HRMS tables.

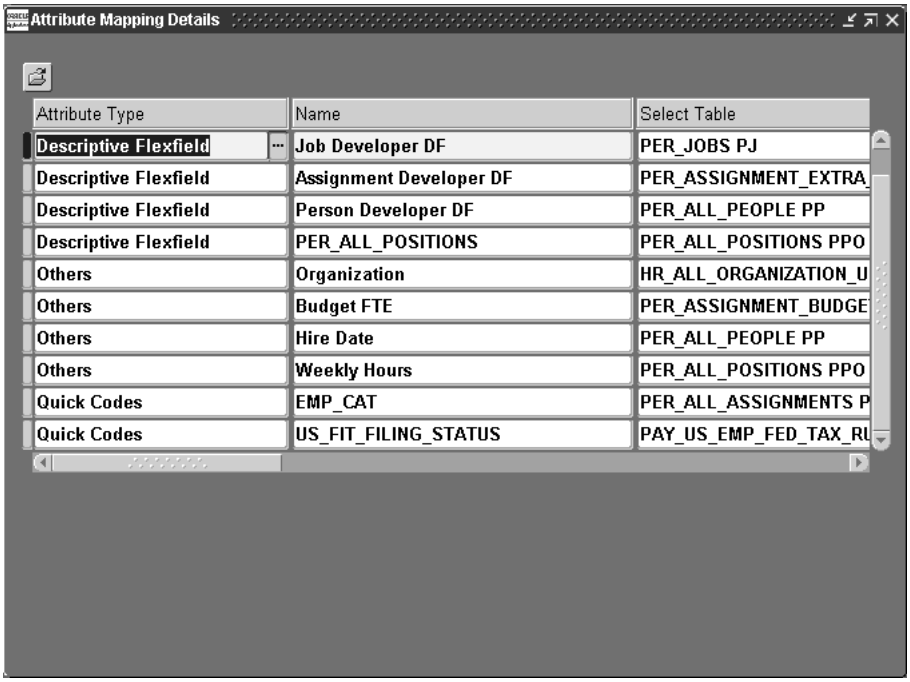
3. Save or save and continue as follows:

   File - Save or **Save and Proceed**

4. Close the window.

Attribute Mapping Details Window

Figure 14–1 Attribute Mapping Details Window



Attribute Mapping Details Window Description

Table 14–3 Attribute Mapping Details Window Description

Field Name	Type	Features	Description
Attribute Type	required	list of values	attribute type: Key Flexfield, Descriptive Flexfield, Quick Codes, Others
Name	required	list of values	attribute name
Select Table	optional	list of values	HRMS table
Select Column	optional	list of values	column in HRMS table
Select Key	optional		key used to access HRMS table
Link Type	required	list of values	link type: Assignment, Employee, Position
Link Key	required		link key
Select Where	optional		condition used to select data from HRMS table

Position Attributes Procedure

To enter or update position attributes, perform the following steps.

1. In Public Sector Budgeting, navigate to the Position Attributes window as follows:

   Setup - Position - Attributes

2. Enter data in each field of the Position Attributes window as described in Table 14–4.

3. Click **Create System Attributes** to copy the predefined system attributes to the business group.

   The Create System Attributes pop-up window appears.

4. Select a business group from the list of values in the Business Group field.

5. Click **Create** to create the system attributes for the business group.

6. Save or save and continue as follows:

   File - Save or **Save and Proceed**

7. Close the window.

Note: Click **Attribute Values** to go to the Position Attribute Values window. The Position Attribute Values window is available only if a value table is used.

Note: Add additional, user-defined attributes as needed.

Map system and user-defined attributes, except Job, to an appropriate segment, Quick Code, or field in the Definition Type.

To use the Position Attribute Values window, see Position Attribute Values Setup, page 16-1.

Position Attributes Window

Figure 14–2 Position Attributes Window

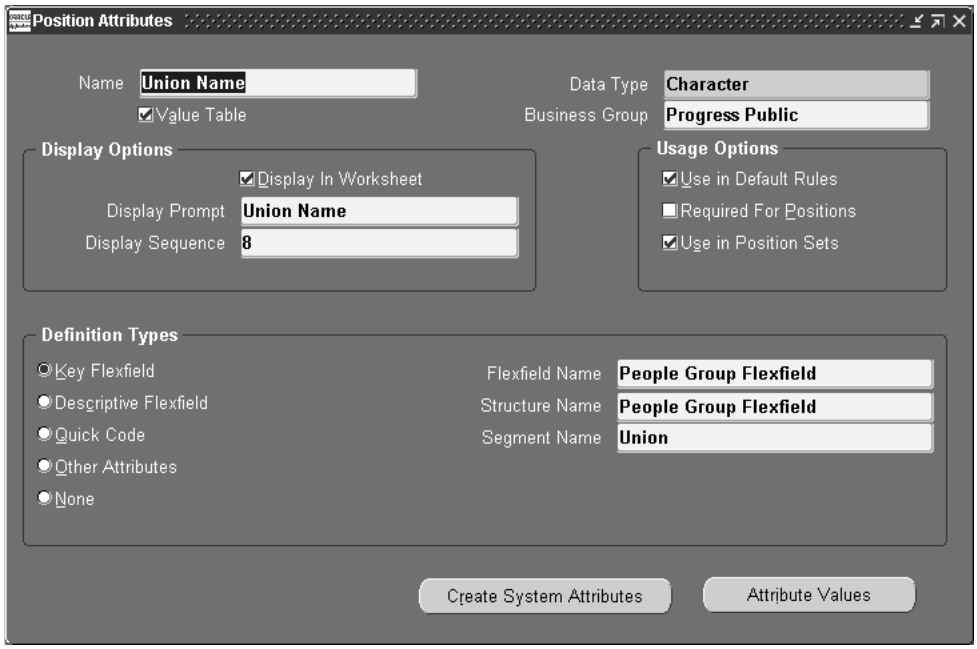
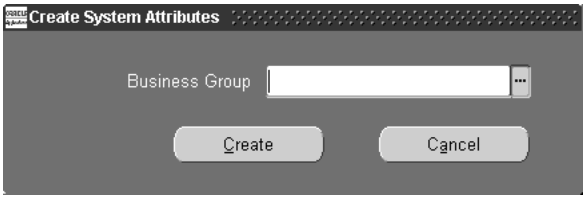


Figure 14–3 Create System Attributes Pop-Up Window



Position Attributes Window Description

Table 14–4 Position Attributes Window Description

Field Name	Type	Features	Description
Name	required		name of position attribute; must be unique within business group
Data Type	required	list of values	data type: Character, Date, Number
Value Table	optional	check box	if selected, indicates that a list of position attribute values for the attribute is available **Note:** Position attribute information is brought in from HRMS or users can create position attributes directly in Public Sector Budgeting. **Note:** If the position attribute is a date field, users should not select check box; check box should generally only be selected when the field the attribute maps to in HRMS has a list of values.
Business Group	required	list of values	business group to which position attribute is associated
Display Options Region			
Display In Worksheet	optional	check box	if selected, position attribute is displayed in the worksheet **Note:** Option to display position attributes in worksheet can be changed even after a worksheet is created.
Display Prompt	required		position attribute name displayed in worksheet
Display Sequence	optional		designates sequence order to display position attribute in worksheet
Usage Options Region			
Use in Default Rules	optional	check box	if selected, position attribute can be used for position default rules
Required For Positions	optional	check box	if selected, users receive an alert if position does not have the position attribute assigned to it

Table 14–4 Position Attributes Window Description

Field Name	Type	Features	Description
Use in Position Sets	optional	check box	if selected, position attribute can be used to define position sets **Note:** Position attribute cannot be used in the attribute assignment formula for position parameters.
Definition Types Region			
Definition Types	required	radio button	values: Key Flexfield, Descriptive Flexfield, Quick Code, Other Attributes, None **Note:** Definition type indicates where in HRMS position attribute information comes from. **Note:** None indicates that no definition type is available in HRMS. Users can set up a definition type in Public Sector Budgeting.
Definition Types Region, Key Flexfield			
Flexfield Name	required	list of values	flexfield name defined in HRMS
Structure Name	required	list of values	structure name for flexfield specified **Note:** Use the same structure that is used for the business group.
Segment Name	required	list of values	segment name for structure specified
Definition Types Region, Descriptive Flexfield			
Flexfield Name	required	list of values	flexfield name defined in HRMS
Context Field Name	required	list of values	context field name for flexfield specified
Attribute Name	required	list of values	attribute name for context field specified
Definition Types Region, Quick Code			
Quick Code Name	required	list of values	Quick Code name

Table 14–4 Position Attributes Window Description

Field Name	Type	Features	Description
Definition Types Region, Other Attributes			
Other Attribute Name	required	list of values	other attribute name that is not stored in key flexfields, descriptive flexfields, or Quick Codes, but is stored in another table in HRMS
Footer Region			
Create System Attributes		button	opens Create System Attributes window
Attribute Values		button	opens Position Attribute Values window
Create System Attributes Pop-Up WIndow			
Business Group	required	list of values	business group to which system attribute is associated
Create		button	creates system attribute
Cancel		button	closes window without saving

15

Extract Data From HRMS Setup

This chapter describes how to extract data from Human Resource Management Systems and Oracle Labor Distribution. The following sections are in this chapter:

- Definition
- Overview
- Prerequisites
- Extract Data from HRMS and Labor Distribution Procedures
- Extract Data From Human Resources Window
- Extract Data From Human Resources Window Description
- Labor Distribution Mapping Window
- Labor Distribution Mapping Window Description
- View Data Extract Errors Window
- View Data Extract Errors Window Description

Definition

The data extract process allows organizations to bring data from Oracle Human Resource Management Systems and Labor Distribution to Oracle Public Sector Budgeting.

Overview

Users can create multiple data extracts or refresh existing data extracts. Multiple data extracts can be created to group information related to different sets of books, business groups, or moments in time.

The Extract Data From Human Resources window is used to perform the following tasks:

- create a new data extract or refresh an existing data extract
- transfer data from HRMS to the interface tables in Public Sector Budgeting
- validate the data in the interface tables and check the tables for errors
- transfer data from the interface tables to Public Sector Budgeting tables
- apply position default rules

If Labor Distribution is installed, the Extract Data From Human Resources window is used to perform the following tasks:

- transfer data from Labor Distribution to the interface tables in Public Sector Budgeting

Process

The data extract process is used to bring data from HRMS to Public Sector Budgeting. If Labor Distribution is installed, the process also brings data from Labor Distribution to Public Sector Budgeting.

For existing data extracts, the data extract process automatically refreshes the data by adding any new HRMS and Labor Distribution data.

Users who have a third party HRMS application must transfer their data to the interface tables and use the data extract process to validate the data, transfer the data into Public Sector Budgeting, and apply position default rules.

Users who have Labor Distribution installed must identify the Labor Distribution payrolls. For assignments that follow the Labor Distribution payrolls, Public Sector Budgeting will obtain salary account distributions from Labor Distribution. For

assignments that do not follow the Labor Distribution payrolls, Public Sector Budgeting will continue to obtain salary account distributions from HRMS.

Define Data Extract

Users define a data extract to create a data set that is used to organize position cost information brought in from HRMS, Labor Distribution, or created in Public Sector Budgeting.

Note: Organizations can set a default data extract. To set up a default data extract, see Oracle Public Sector Budgeting Setup Overview, page 3-1.

Managing Pooled Positions In Oracle HRMS, several employees may be assigned to one position, creating a pooled position. Public Sector Budgeting can extract data at the assignment level to create a record, including attributes, salary, benefit and tax element assignments, and account distributions, for each employee associated with a position.

Note: If users extract Oracle HRMS data at the position level, the FTE value should be defined at the position level.

If users extract Oracle HRMS data at the assignment level, the FTE value should be defined at the assignment level in Oracle HRMS. If the FTE value is defined at the position level and data is extracted at the assignment level, Public Sector Budgeting will average the FTE value by the number of assigned positions.

Start Extract Process

When users click the **Start Extract Process** button, a group of parallel processes are launched. The processes are grouped in stages, and all processes in a stage must complete successfully or else the data extract fails. The processes and stages are as follows.

- Pre-Create Data Extract Stage
  - Pre-Create Data Extract Process
- Copy Attributes and Elements Stage
  - Copy Attributes Process
  - Copy Elements Process
- Copy Position Sets Stage
  - Copy Position Sets Process

- Copy Default Rules Stage
  - Copy Default Rules Process
- Populate Positions, Elements, and Attributes Stage
  - Populate Positions Process
  - Populate Elements Process
  - Populate Attributes Process
- Populate Employees Stage
  - Populate Employees Process
- Populate Position Distributions and Attribute Assignments Stage
  - Populate Position Assignments Process
  - Populate Cost Distributions Process
- Validate Data Extract Stage
  - Validate Data Extract Process
- Apply Default Rules Stage
  - Apply Position Defaults Process
- Final Process Status Update Stage
  - Post-Create Data Extract

Figure 15–1, Figure 15–2. and Figure 15–3 show the parallel processes.

Figure 15–1 Parallel Processes

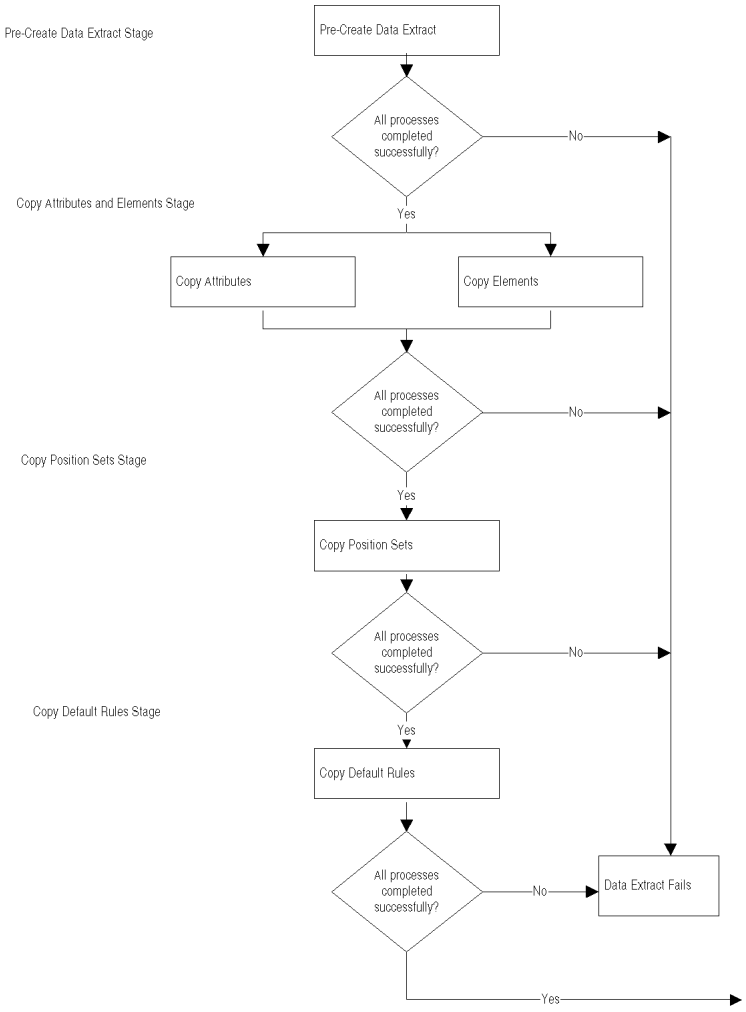


Figure 15–2 Parallel Processes, continued

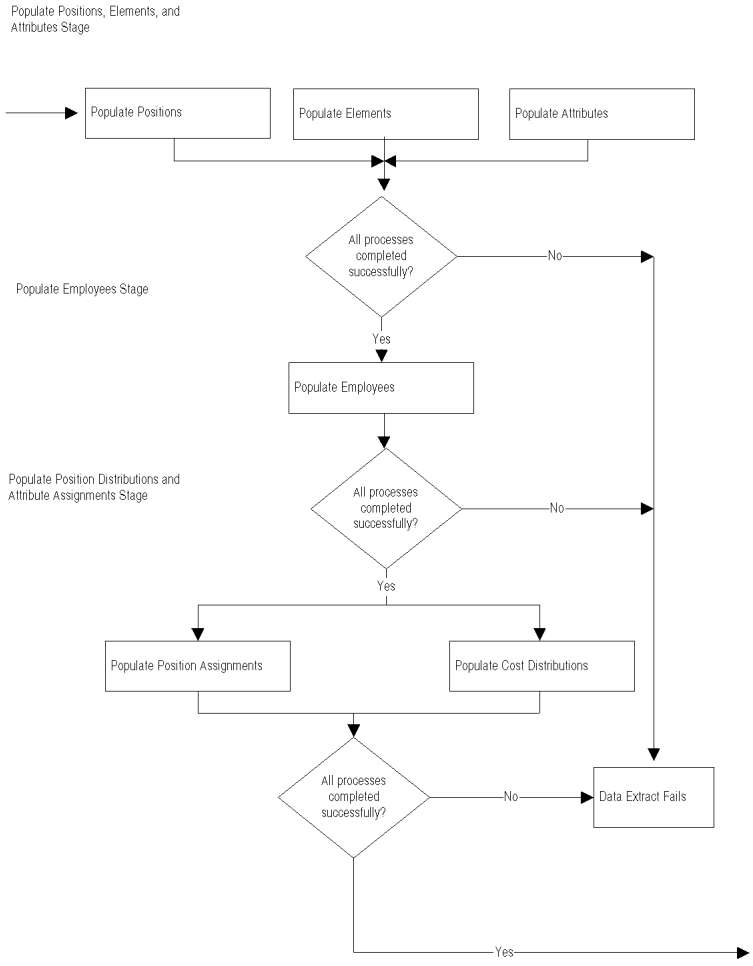
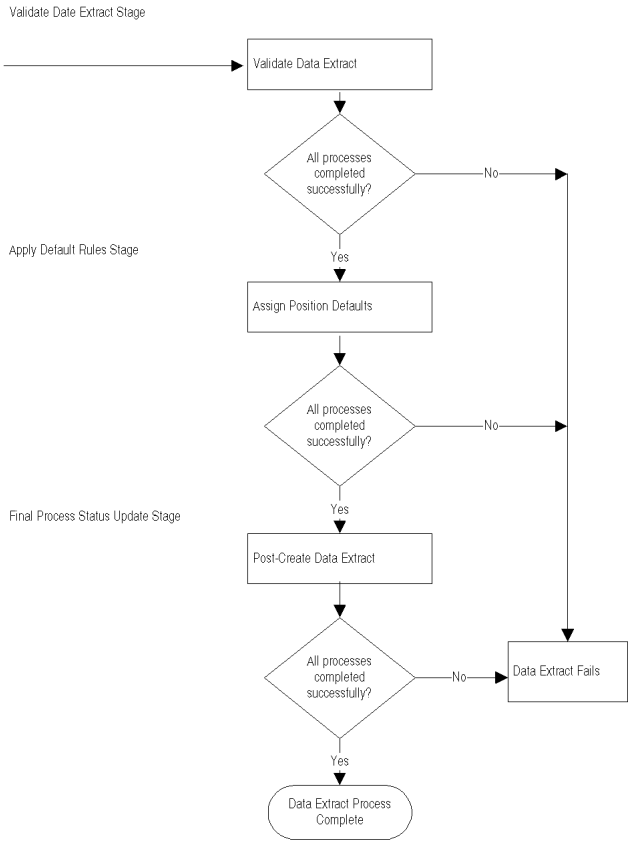


Figure 15–3 Parallel Processes, continued



Populate Interface Table

Users automatically transfer data or add new data from HRMS and Labor Distribution to the interface tables.

Validate Data

Users validate the data in the interface tables and check for errors.

The validation process checks for the following:

- positions without a grade
- positions using grade scale, but with no assigned grade steps

- positions without a salary account distribution
- positions that have no employees assigned to them
- discrepancy between the grade step sequence or rate value, and proposed salary
- grade step sequence or rate combinations without a valid element value
- attribute with value table that has no attribute value assigned to it
- whether an occupied position has any missing attribute values for attributes that are defined as being required
- whether an occupied position is missing any salary elements or a salary account distribution
- total cost distributions for a position equal 100
- default weekly hours exist for employees with an Hourly pay basis

Correct Interface Table

Users make corrections to the interface tables or in HRMS or Labor Distribution before transferring the data in the interface table to Public Sector Budgeting.

Populate Data

After the interface tables are checked and edited, users transfer the data or add new data from the interface tables to Public Sector Budgeting.

Apply Defaults

Users apply position default rules to overwrite HRMS position assignments with position assignments that are created in Public Sector Budgeting. Position default rules are applied in order of processing sequence.

Users can also apply position defaults manually using the Assign Position Defaults concurrent process.

Note: Position default rules are defined in the Position Default Rules window.

Purge Data Extract Concurrent Process

The Purge Data Extract concurrent process is used to delete a data extract from Public Sector Budgeting.

Reports

To generate the Validation Results Report or Pooled Position Report for Worksheet reports, see Reports Procedures, page 47-1.

Reference

To run the Assign Position Defaults concurrent process, see Assign Position Defaults Procedures, page 41-1.

To run the Assign LD Position Defaults concurrent process, see Managing Salary for Positions Extracted from Labor Distribution Process, page C-1.

To delete a data extract, see Purge Data Extract Procedures, page 42-1.

For information on defining Position Defaults, see Position Default Rules Setup, page 18-1.

For information on extracting data from a third-party HRMS, see Extract Data from Third-Party HRMS Process, page D-1.

Prerequisites

- ❏ Position attributes must be defined before populating the interface tables.

  To define position attributes, see Position Attributes Setup, page 14-1.

- ❏ Position attribute values must be defined before applying position default rules.

  To define position attribute values, see Position Attribute Values Setup, page 16-1.

- ❏ Elements must be defined before applying position default rules.

  To define elements, see Elements Setup, page 17-1.

- ❏ Position default rules must be defined before applying position default rules.

  To define position default rules, see Position Default Rules Setup, page 18-1.

Extract Data from HRMS and Labor Distribution Procedures

To extract data from HRMS and Labor Distribution, perform the following steps.

1. In Public Sector Budgeting, navigate to the Extract Data From Human Resources window as follows:

   Setup- Position - Extract

2. Enter data in each field of the Extract Data From Human Resources window as described in Table 15–1.

3. To define the extract name, save or save and continue as follows:

   File - Save or **Save and Proceed**

4. To define the Labor Distribution payrolls, click Labor Distribution Mapping.

5. Enter data in each field of the Labor Distribution Mapping window as described in Table 15–2.

6. To initiate the tasks selected in the Tasks region, click **Start Extract Process**.

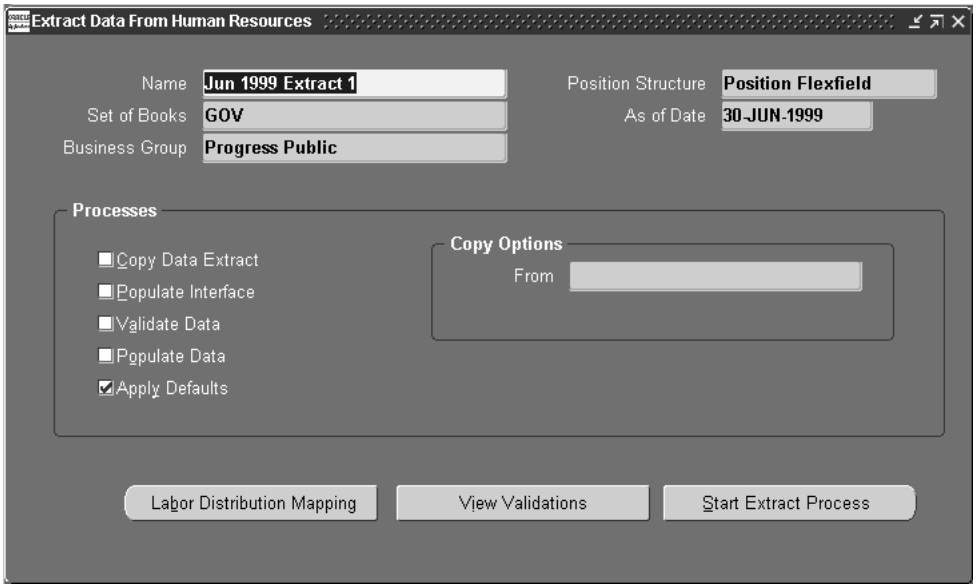
   Note: Users can select a single task or several tasks at once.

7. To review a data extract failure or validation errors, click **View Validations** to go to the View Data Extract Errors window.

8. Close the window.

Extract Data From Human Resources Window

Figure 15–4 Extract Data From Human Resources Window



Extract Data From Human Resources Window Description

Table 15–1 Extract Data From Human Resources Window Description

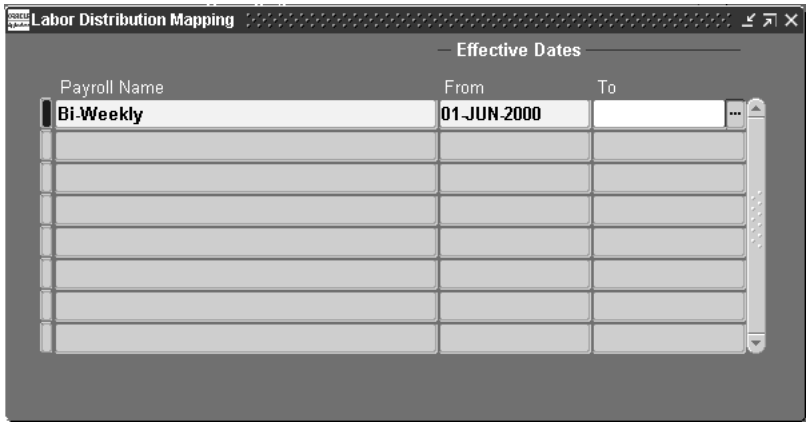
Field Name	Type	Features	Description
Name	required		data extract name; must be unique
Set of Books	required	list of values	set of books for data extract **Note:** Set of books is used to restrict the payroll information that Public Sector Budgeting looks at to obtain employee information.
Business Group	required	list of values	business group to which data extract is restricted
Position Structure	required	list of values	position key flexfield structure for data extract; must match the position key flexfield structure in HRMS
As Of Date	required when copying default rules	list of values	indicates that records brought in from HRMS must be effective as of this date
Processes Region			
Copy Data Extract	optional	check box	If selected, the following existing data extract elements are copied: Attribute Values, Benefits Elements excluding salary, Position Set, and Default Rules.
Populate Interface	optional	check box	If selected, data from HRMS populates the interface table during data extract. **Note:** Users must select along with Copy Data Extract and Populate Data to ensure complete set of data is imported.
Validate Data	optional	check box	If selected, data in the interface table is validated and checked for errors.
Populate Data	optional	check box	If selected, data from the interface table populates Public Sector Budgeting during data extract. **Note:** Users must select along with Copy Data Extract and Populate Interface to ensure complete set of data is imported.

Table 15–1 Extract Data From Human Resources Window Description

Field Name	Type	Features	Description
Apply Defaults	optional	check box	If selected, position default rules are used to assign non-salary elements, FTE allocations, and attribute assignments to positions that are assigned to employees. Position default rules are also used to assign non-salary elements, salary elements, FTE allocations, attribute assignments, and account distributions to positions that are not assigned to employees. **Note:** Users may need to edit the attribute value table before applying position default rules.
Copy Options Region			
From	required	list of values	data extract from which to copy
Footer Region			
Labor Distribution Mapping		button	opens Labor Distribution Mapping window
View Validations		button	opens View Data Extract Errors window
Start Extract Process		button	starts concurrent process

Labor Distribution Mapping Window

Figure 15–5 Labor Distribution Mapping Window



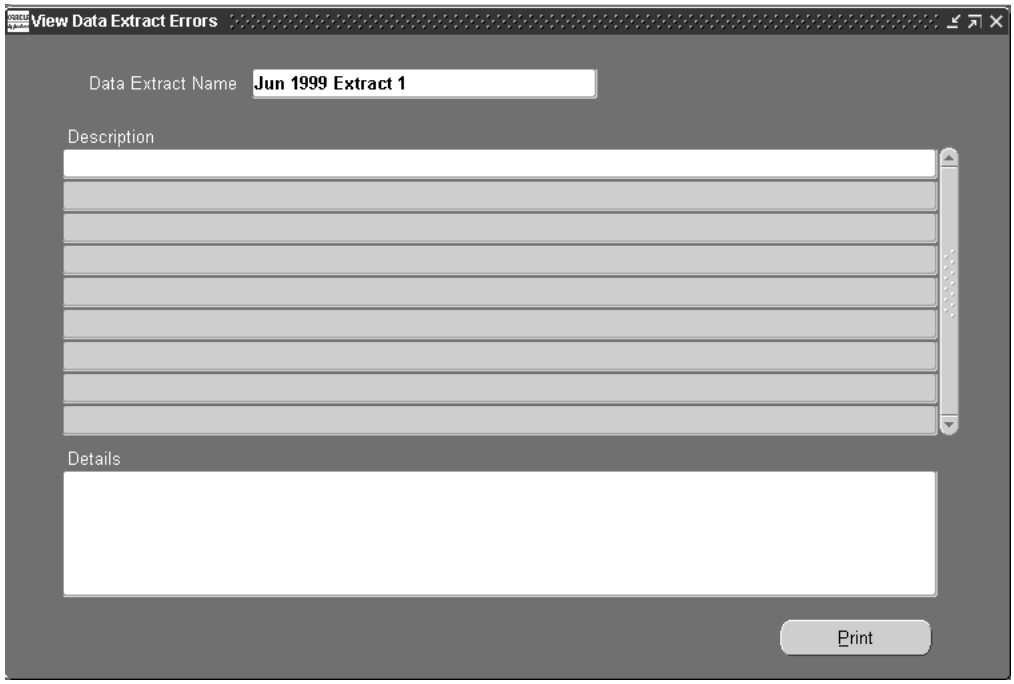
Labor Distribution Mapping Window Description

Table 15–2 Labor Distribution Mapping Window Description

Field Name	Type	Features	Description
Payroll Name	required	list of values	payrolls that draws salary distribution data from Labor Distribution
From	required	list of values: pop-up calendar,	effective start date
To	required	list of values: pop-up calendar	effective end date

View Data Extract Errors Window

Figure 15–6 View Data Extract Errors Window



View Data Extract Errors Window Description

Table 15–3 View Data Extract Errors Window Description

Field Name	Type	Features	Description
Data Extract Name	default, display only		data extract name
Description	default, display only		data extract failure or validation error descriptions
Details	default, display only		details of failure or validation
Print		button	prints data extract errors

16

Position Attribute Values Setup

This chapter describes how to modify or set up position attribute values. The following sections are in this chapter:

- Definition
- Overview
- Prerequisites
- Position Attribute Values Procedure
- Position Attribute Values Window
- Position Attribute Values Window Description

Definition

Position attribute values are the valid set of values for a position attribute.

Overview

Position attribute values are brought into Oracle Public Sector Budgeting from Human Resource Management Systems by the data extract process.

Organizations can review and modify the position attribute values for a selected data extract as needed. Organizations can also set up additional position attribute values.

Prerequisites

- ❑ Position attributes must be defined.

  To define position attributes, see Position Attributes Setup, page 14-1.

- ❑ Data from HRMS must be extracted to Public Sector Budgeting.

  To extract data from HRMS to Public Sector Budgeting, see Extract Data From HRMS Setup, page 15-1.

Position Attribute Values Procedure

To modify or set up position attribute values, perform the following steps.

1. In Public Sector Budgeting, navigate to the Position Attribute Values window as follows:

   Setup - Position - Values

2. Select a data extract name in the Data Extract Name field of the Alter Data Extract pop-up window and click **OK**, or to change the default data extract, click **Alter Data Extract** in the toolbar to open the Alter Data Extract pop-up window.

3. Enter data in each field of the Position Attribute Values window as described in Table 16–1.

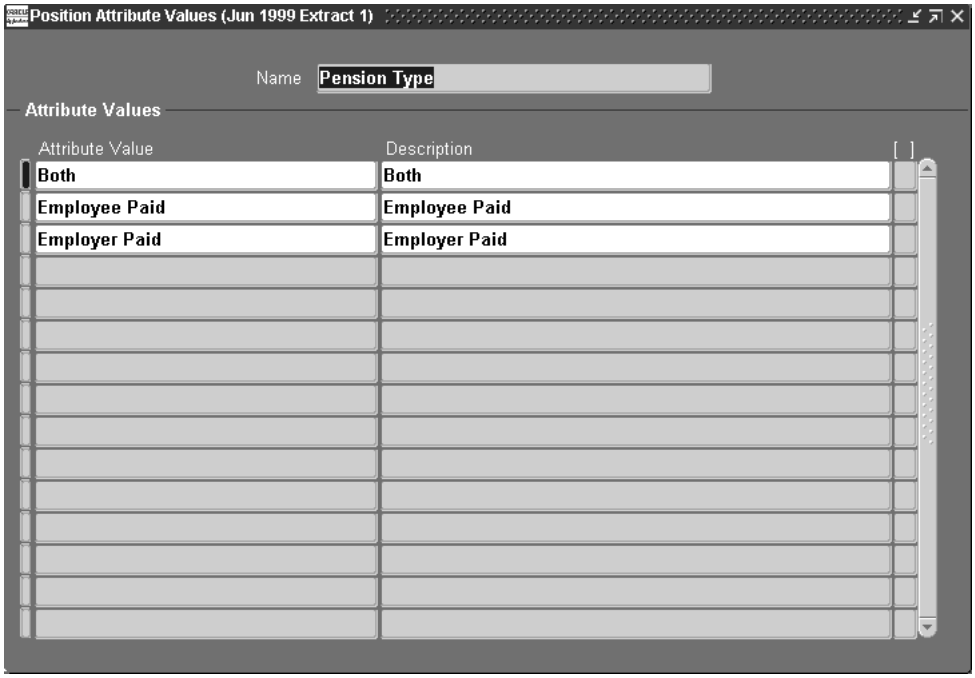
4. Save or save and continue as follows:

   File - Save or **Save and Proceed**

5. Close the window.

Position Attribute Values Window

Figure 16–1 Position Attribute Values Window



Position Attribute Values Window Description

Table 16–1 Position Attribute Values Window Description

Field Name	Type	Features	Description
Name	required		position attribute name
Attribute Values Region			
Attribute Value	required		valid value for position attribute
Description	optional		description of position attribute value
Descriptive Flexfield	optional		field for user customization

Example: Compensation Group

This example illustrates setup of position attribute values for a compensation group.

Table 16–2 Position Attribute Values - Compensation Group

Name	Comp Group
Attribute Values Region	
Attribute Value	**Description**
Mgr 1	Manager 1
Mgr 5	Manager 5
Mgr 8	Manager 8

Example: EEO Category

This example illustrates setup of position attribute values for an EEO category.

Table 16–3 Position Attribute Values - EEO Category

Name	EEO Category
Attribute Values Region	
Attribute Value	**Description**
Craft Worker	Craft Worker

Table 16–3 Position Attribute Values - EEO Category

Laborers	Laborers
Office & Clerical	Office & Clerical
Officials & Managers	Officials & Managers
Operatives	Operatives
Professionals	Professionals
Sales Workers	Sales Workers
Service Workers	Service Workers
Technicians	Technicians

17

Elements Setup

This chapter describes how to maintain elements. The following sections are in this chapter:

- Definition
- Overview
- Prerequisites
- Elements Procedure
- Elements Window
- Elements Window Description
- Element Cost Distribution Window
- Element Cost Distribution Window Description

Definition

Elements are used to identify salary, tax, and benefits types, or other items related to position costs. An element represents the cost component for positions.

Overview

Oracle Public Sector Budgeting allows organizations to extract salary element information from HRMS. Organizations can also define additional elements related to benefits and tax.

The Elements window and Element Cost Distribution window allow users to perform the following tasks:

- create salary elements that follow grade rates, grade scales, or no grades
- specify whether an element is paid more than once a year and how often
- specify whether an element cost is charged to the first or last period in the budget when the element period spans multiple budget periods
- create benefits or tax elements with or without options that follow or do not follow salary account distributions
- specify whether an element is a mandatory component of position costs
- specify whether an element can be revised at the position level
- impose a maximum value for the cost of an element
- set up salary account distribution information for benefits or tax elements

Process

Elements allow organizations to perform the following activities:

- define position assignments
- define element projection parameters that are used by worksheets
- define element constraints that are used by worksheets
- calculate budget amounts for positions

Organizations define and use elements as follows:

1. The data extract process brings data from the salary administration tables in HRMS to Public Sector Budgeting.

2. Organizations review salary element information that is extracted from HRMS.
3. Organizations define additional elements related to benefits and tax.

   Note: Organizations can create an element for Fringe Rates, rather than define separate elements for individual components such as medical, dental, or vision that make up fringe benefits.
4. Organizations can assign elements to positions by defining default rules. Run the Create Default Rules concurrent process to assign the elements to the positions.

Maintain Budget Positions Concurrent Process

The Maintain Budget Positions concurrent process automatically assigns new positions in Public Sector Budgeting to new local position sets that are created when defining elements.

Reference

To extract salary elements from HRMS to Public Sector Budgeting, see Extract Data From HRMS Setup, page 15-1.

Prerequisites

- ❑ Global position sets must be defined.

  To define global position sets, see Global Account and Position Sets Setup, page 9-1.

- ❑ Position attributes must be defined.

  To define position attributes, see Position Attributes Setup, page 14-1.

- ❑ Position attribute values must be defined.

  To define position attribute values, see Position Attribute Values Setup, page 16-1.

Elements Procedure

To review salary elements or set up new elements, perform the following steps.

1. In Public Sector Budgeting, navigate to the Elements window as follows:

   Position - Elements

2. Select a data extract name in the Data Extract Name field of the Alter Data Extract pop-up window and click **OK**, or to change the default data extract, click **Alter Data Extract** in the toolbar to open the Alter Data Extract pop-up window.

3. Click **OK**.

4. Enter data in each field of the Elements window as described in Table 17–1.

   Note: The Elements window varies for salary and benefits or tax elements. For salary elements, the window varies according to whether grade rates, grade scales, or no grades are followed. For benefits or tax elements, the window varies according to whether options are used.

5. For benefits or tax elements, click **Account Distribution** to open the Element Cost Distribution window.

   For salary elements, go to Step 7.

6. Enter data in each field of the Element Cost Distribution window as described in Table 17–2.

   Enter one or more position set group names to associate an element with different account distributions for different groups of positions. For each position set group name, enter one or more position sets to charge the element to different account codes and segment codes. All positions that are associated with this element must be included in the position sets defined for the element cost distribution, otherwise the position costs for this element won't be computed in the worksheet.

7. Save or save and continue as follows:

   File - Save or **Save and Proceed**

8. Close the window.

Elements Window

Figure 17–1 Elements Window, Element Options Region

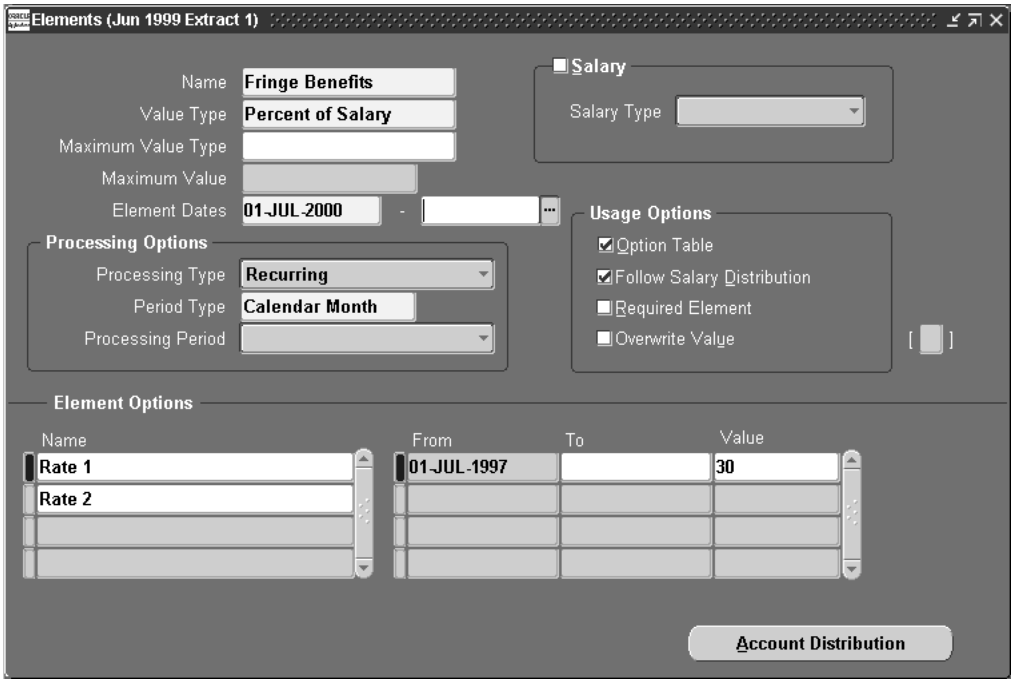


Figure 17–2 Elements Window, Element Rates Region, Benefits or Tax Element

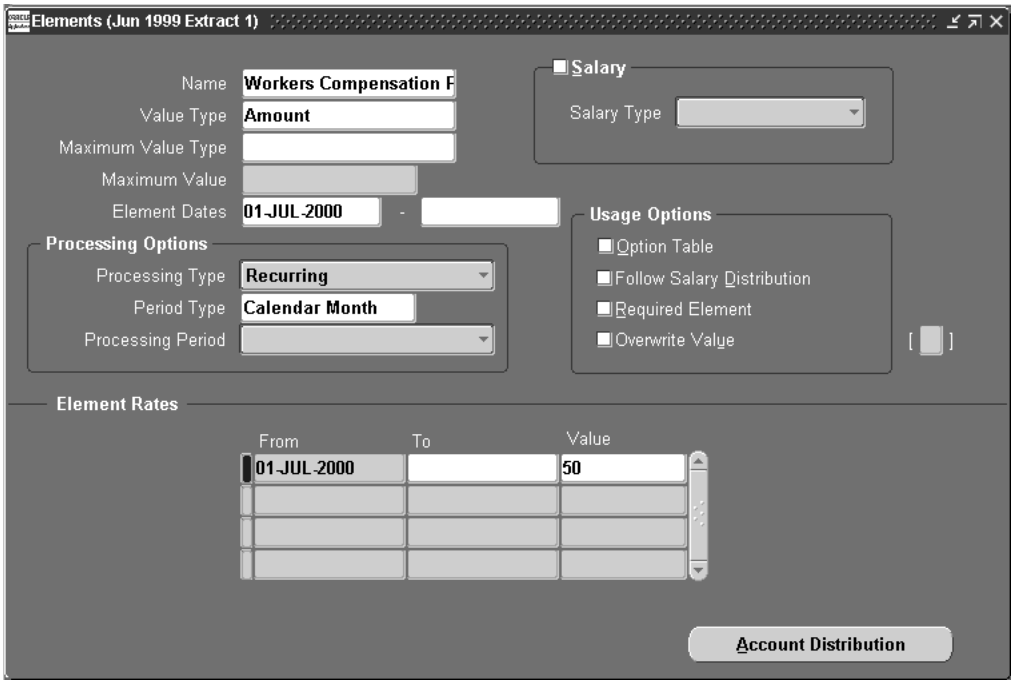


Figure 17–3 Elements Window, Salary Options (Grade Scale) Region

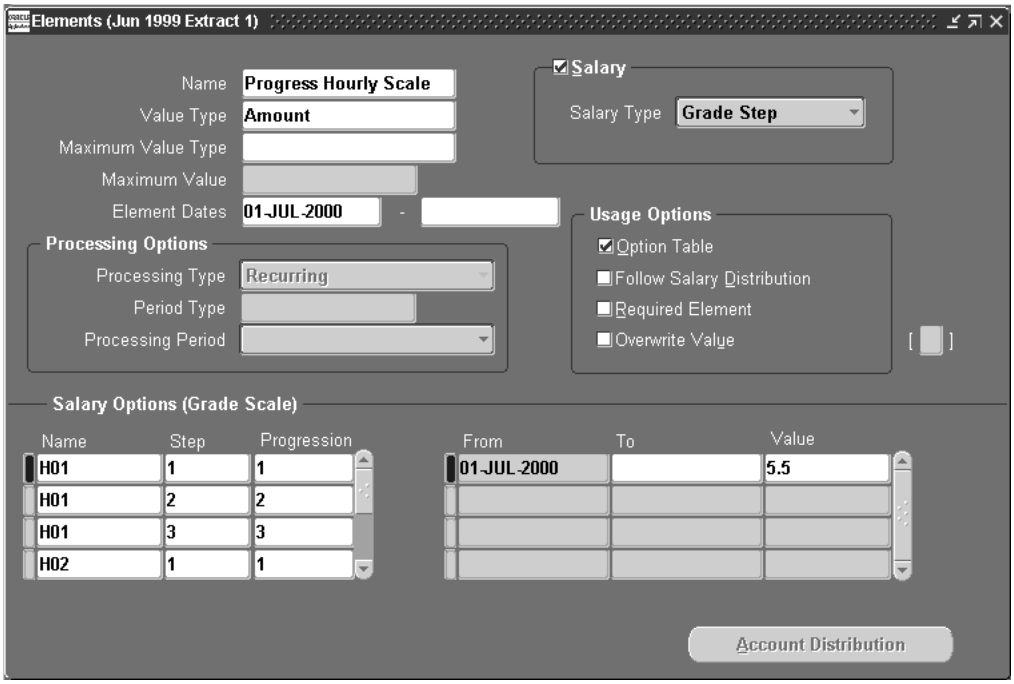


Figure 17–4 Elements Window, Salary Options (Grade Rates) Region

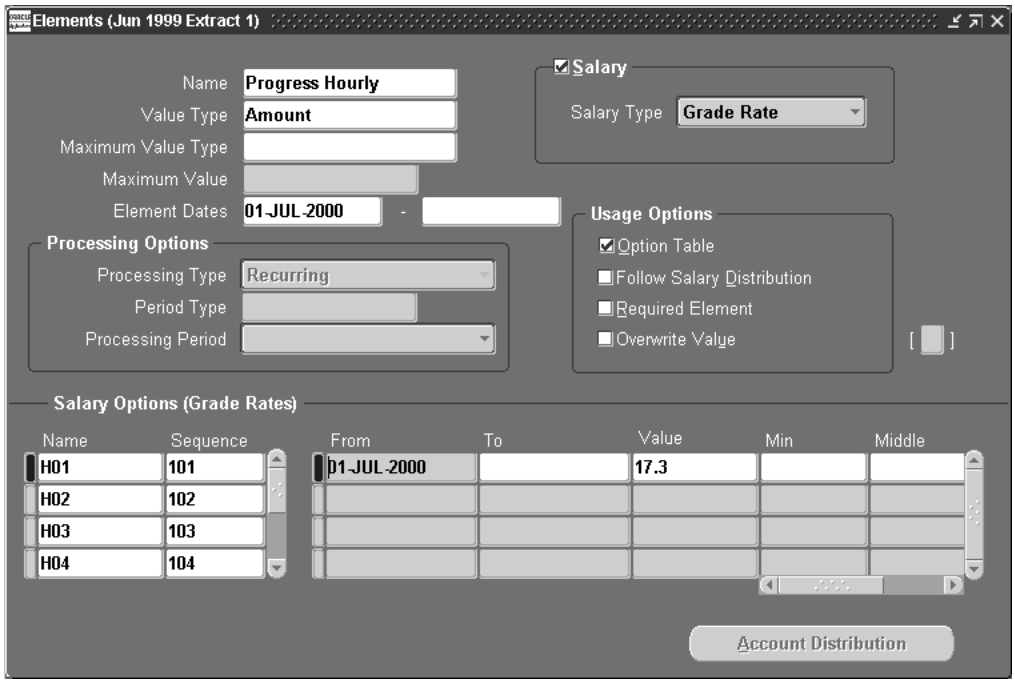
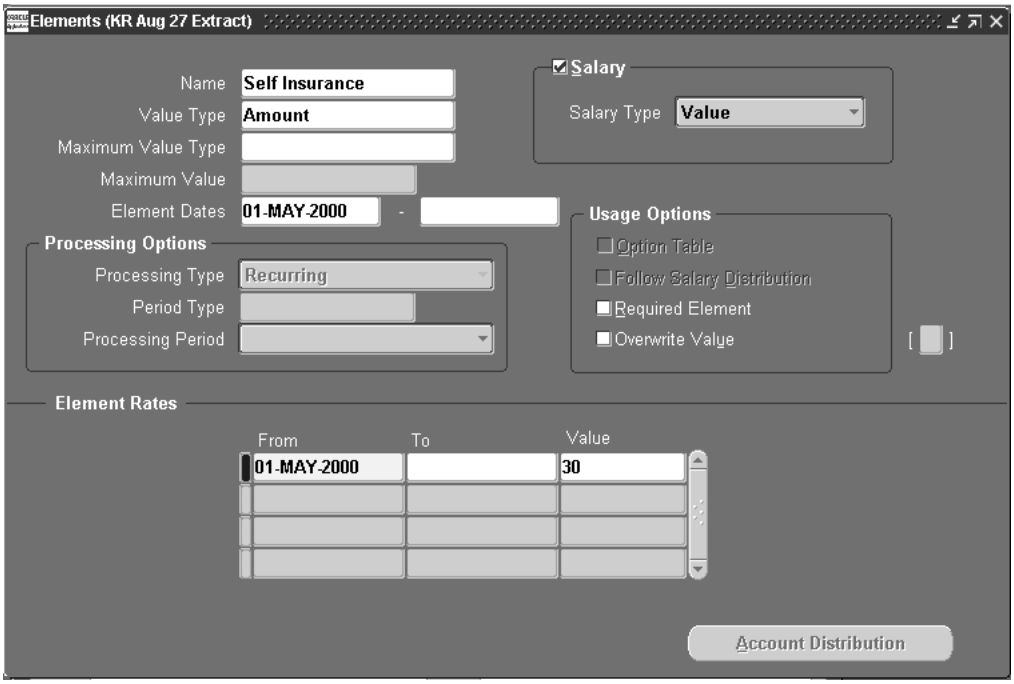


Figure 17–5 Elements Window, Element Rates Region, Salary Element



Elements Window Description

Table 17–1 Elements Window Description

Field Name	Type	Features	Description
Name	required		element name; must be unique for data extract **Note:** Salary element names extracted from HRMS are the names of various grade scales and grade rates defined in HRMS. A salary element for Non-Grade Salary is created by the data extract process to accommodate positions that do not follow any grade scale or grade rate.
Value Type	required	list of values	values: Amount, Formula, Percent of Salary
Maximum Value Type	optional	list of values	values: Amount, Percent of Salary **Note:** Maximum value for element must be a value type of amount or percent of salary.
Maximum Value	optional		maximum value of element; maximum value is a number with a value type of amount or percent of salary **Note:** The maximum value is used for an element, such as the Federal Unemployment Tax, which is based on a percentage of salary up to a maximum amount.
Element Dates	required; start date only	list of values: pop-up calendar	valid start and end date for element **Note:** End date is optional.
Salary Region			
Salary	optional	check box	if selected, indicates salary element **Note:** Users can extract salary element information from HRMS or create salary elements in Public Sector Budgeting.
Salary Type	required; salary element only	drop-down list	values: Grade Rate, Grade Step, Value
Processing Options Region			
Processing Type	required	drop-down list	values: Nonrecurring, Recurring **Note:** Any element paid more than once a year is a recurring element.

Table 17–1 Elements Window Description

Field Name	Type	Features	Description
Period Type	required; recurring processing type only	list of values	values: Bi-Month, Bi-Week, Calendar Month, Lunar Month, Quarter, Semi-Month, Semi-Year, Week, Year **Note:** Period type is used for benefits or tax elements only. **Note:** To take full advantage of Public Sector Budgeting's integration with Excel, users should choose an Element period type that matches the Budget Calendar period type.
Processing Period	required if pay basis is entered	drop-down list	values: First Period, Last Period **Note:** Processing period is used for benefits or tax elements. **Note:** Processing period is used by the worksheet calculation process to charge the element cost to the first or last budget of the year. The default processing period is the first period.
Usage Options Region			
Option Table	optional	check box	if selected, indicates that one or more options are available for this element **Note:** Options are specified in the Element Options region. **Note:** By default, the Option Table check box is selected for salary elements. This default setting cannot be changed for salary elements that follow grade scale or grade rate, but can be changed for non-grade salary elements.
Follow Salary Distribution	optional	check box	if selected, account distributions for this element follow the salary account distribution; can specify overwrite segments to the accounting flexfield **Note:** If deselected, users must specify all accounting flexfield segments and percentage distributions. **Note:** Follow Salary Distribution check box is not available for salary elements.
Required Element	optional	check box	if selected, element value must be entered for each position to avoid warning messages
Overwrite Value	optional	check box	if selected, element value can be overwritten
Descriptive Flexfield	optional		field for user customization

Table 17–1 Elements Window Description

Field Name	Type	Features	Description
Element Options Region [Benefits or tax element with options]			
Name	required		element option name **Note:** An element can have multiple element options.
From	required	list of values: pop-up calendar	start date of value related to element option **Note:** An element option can have multiple values with different beginning and end dates.
To	optional	list of values: pop-up calendar	end date of value related to element option **Note:** An element option can have multiple values with different beginning and end dates.
Value	required		value of element option for specified dates
Element Rates Region [Benefits or tax element without options]			
From	required	list of values: pop-up calendar	start date of value related to element rate **Note:** An element can have multiple element rates.
To	optional	list of values: pop-up calendar	end date of value related to element rate **Note:** An element can have multiple element rates.
Value	required		value of element rate for specified dates
Salary Options (Grade Scale) Region [Salary element on grade step]			
Name	required		grade name
Step	required		grade step
Sequence	required		indicates sequence that an employee can progress through from one grade step to another, or from one grade to another

Table 17–1 Elements Window Description

Field Name	Type	Features	Description
From	required	list of values: pop-up calendar	start date of value corresponding to combination of grade name and grade step
To	optional	list of values: pop-up calendar	end date of value corresponding to combination of grade name and grade step
Value	required		salary amount for grade step
Salary Options (Grade Rates) Region [Salary element on grade rate]			
Name	required		grade name
Sequence	required		indicates sequence of grades
From	required	list of values: pop-up calendar	start date of value corresponding to grade
To	optional	list of values: pop-up calendar	end date of value corresponding to grade
Value	required		salary amount for grade rate
Min	optional		minimum salary for grade rate
Middle	optional		median salary for grade rate
Max	optional		maximum salary for grade rate
Element Rates Region [Salary element not following grade scale or grade rate]			
From	optional	list of values: pop-up calendar	start date of value related to non-grade salary
To	optional	list of values: pop-up calendar	end date of value related to non-grade salary

Table 17–1 Elements Window Description

Field Name	Type	Features	Description
Value	optional		salary amount for non-grade salary **Note:** Typically, a non-grade salary does not have a pre-determined value. However, a non-grade salary such as a stipend has a flat cost for all positions.
Footer Region			
Account Distribution		button	opens Element Cost Distribution window

Element Cost Distribution Window

Figure 17–6 Element Cost Distribution Window, Follow Salary Distribution Used

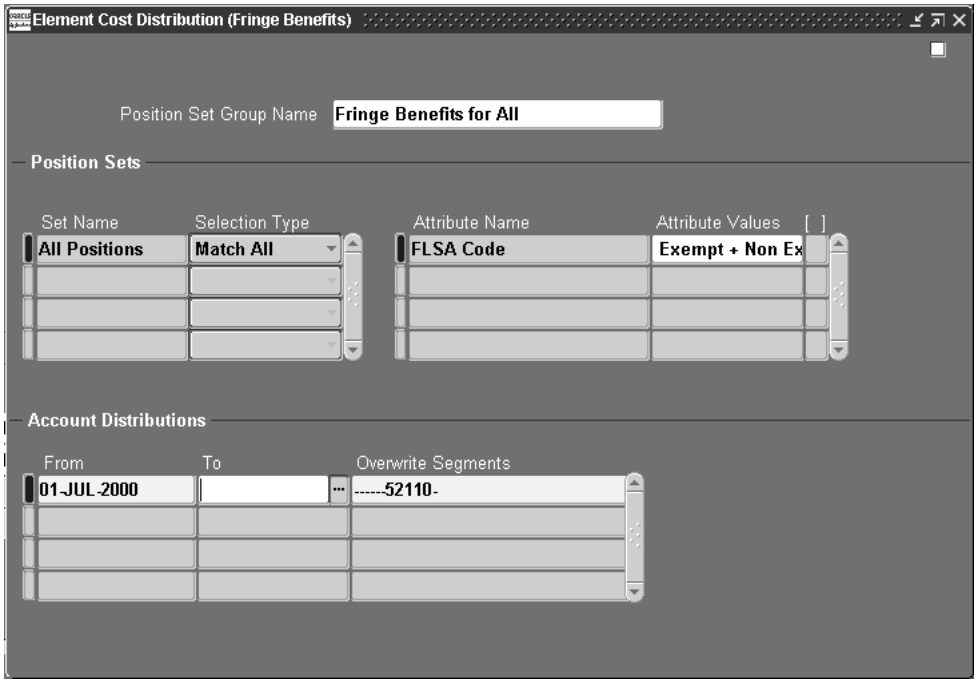
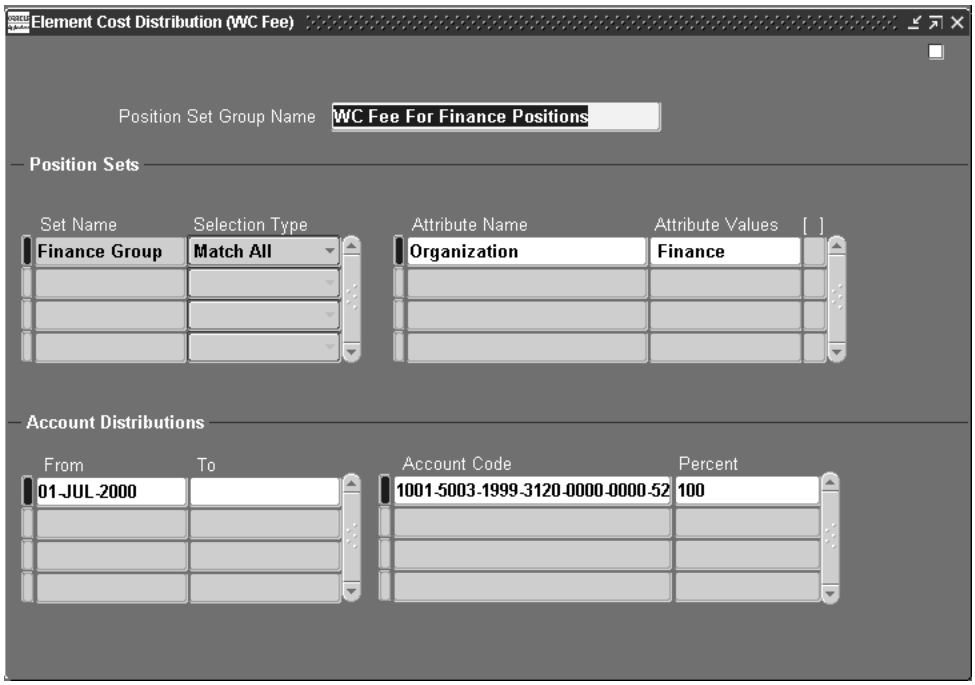


Figure 17–7 Element Cost Distribution Window, Follow Salary Distribution Not Used



Element Cost Distribution Window Description

Table 17–2 Element Cost Distribution Window Description

Field Name	Type	Features	Description
Position Set Group Name	required		name of position set group; must be unique for data extract **Note:** An element can be associated with more than one position set group name. The element can be charged to different account code combinations or segment codes for different groups of positions.
[Query Coordination Check Box]	optional	check box	If selected, data in Element Cost Distribution window is automatically refreshed and coordinated with data from the Elements window. If deselected, data in window is refreshed only when users click in window. **Note:** Leave deselected to speed up performance when querying records in the Element Cost Distribution window.
Position Sets Region			
Set Name	required	list of values	position set name **Note:** Select global position set from list of values or create new local position set.
Selection Type	required	drop-down list	values: Match All, Match At Least One **Note:** Match All indicates that only positions with all of the matching attribute values are included in the position set. **Note:** Match At Least One indicates that positions with any matching attribute values are included in the position set.
Attribute Name	required	list of values	position attribute name; position set can have multiple position attributes
Attribute Values	default, display only	pop-up window	position attribute value; position attribute can have multiple position attribute values
Descriptive Flexfield	optional		field for user customization

Table 17–2 Element Cost Distribution Window Description

Field Name	Type	Features	Description
Account Distributions Region [Benefits or tax element; Follow Salary Distribution used]			
From	required	list of values: pop-up calendar	start date for account distribution
To	optional	list of values: pop-up calendar	end date for account distribution
Overwrite Segments	required	list of values: accounting flexfield pop-up window	accounting flexfield segment used to overwrite salary account distribution accounting flexfield; benefits or tax element cost is charged to new derived account **Note:** The benefits element cost is often charged to a different account than the salary element. The benefits element uses a different object code segment.
Account Distributions Region [Benefits or tax element; Follow Salary Distribution not used]			
From	required	list of values: pop-up calendar	start date for account distribution **Note:** can have account distributions for multiple time periods
To	optional	list of values: pop-up calendar	end date for account distribution **Note:** can have account distributions for multiple time periods
Account Code	required	list of values: accounting flexfield pop-up window	account that element cost is distributed to
Percent	required		percent of distribution

18

Position Default Rules Setup

This chapter describes how to define position default rules. The following sections are in this chapter:

- Definition
- Overview
- Prerequisites
- Position Default Rules Procedure
- Position Default Rules Window, Attribute Assignments Tab
- Position Default Rules Window Description, Attribute Assignments Tab
- Position Default Rules Window, Salary Assignments Tab
- Position Default Rules Window Description, Salary Assignments Tab
- Position Default Rules Window, Non-Salary Assignments Tab
- Position Default Rules Window Description, Non-Salary Assignments Tab
- Position Default Rules Window, Salary Distribution Tab
- Position Default Rules Window Description, Salary Distribution Tab
- Position Default Rules Window, FTE Allocation Tab
- Position Default Rules Window Description, FTE Allocation Tab

Definition

Position default rules are user-defined procedures that assign specific elements and attributes to positions. Position default rules are applied in order of processing sequence to position sets.

Overview

Organizations can create position default rules for one or more position sets.

The Position Default Rules window allows users to specify the following for position default rules:

- one global position default rule that applies to all positions in a data extract
- processing sequence for position default rules
- position sets to which the non-global position default rule applies
- salary assignments
- benefit and tax assignments
- position attribute assignments
- salary account distributions
- FTE allocation

Position default rules assign benefit and tax elements to filled positions and assign salary elements, benefit and tax elements, position attribute assignments, salary account distributions, and FTE allocations to vacant positions.

Process

Organizations define and use position default rules as follows:

1. The organization selects a data extract.
2. The organization defines position default rules for position sets that are associated with the data extract.

   Organizations can define one global position default rule that applies to all positions in a data extract. Non-global position default rules apply to position sets specified for the default rule.
3. For positions with special work schedules or pay cycles, organizations must specify how to allocate the full-time equivalency for a year.

4. The organization runs the Assign Position Defaults concurrent process to apply the position default rules for a data extract to position sets.
5. The processing sequence is used to resolve conflicts where more than one position default rule applies to a position.

Maintain Budget Positions Concurrent Process

The Maintain Budget Positions concurrent process automatically assigns new positions in Oracle Public Sector Budgeting to new local position sets that are created when defining position default rules.

Reference

To run the Assign Position Defaults concurrent process, see Assign Position Defaults Procedures, page 41-1.

Prerequisites

- ❑ Position attributes must be defined.

  To define position attributes, see Position Attributes Setup, page 14-1.

- ❑ Data from HRMS must be extracted to Public Sector Budgeting.

  To extract data from HRMS to Public Sector Budgeting, see Extract Data From HRMS Setup, page 15-1.

- ❑ Position attribute values must be defined.

  To define position attribute values, see Position Attribute Values Setup, page 16-1.

- ❑ Global position sets must be defined.

  To define global position sets, see Global Account and Position Sets Setup, page 9-1.

- ❑ Elements must be defined.

  To define elements, see Elements Setup, page 17-1.

Position Default Rules Procedure

To define position default rules, perform the following steps.

1. In Public Sector Budgeting, navigate to the Position Default Rules window as follows:

   Position - Default Rules

2. Select a data extract name in the Data Extract Name field of the Alter Data Extract pop-up window and click **OK**, or to change the default data extract, click **Alter Data Extract** in the toolbar to open the Alter Data Extract pop-up window.

3. Enter data in each field of the Position Default Rules window as described in Table 18–1.

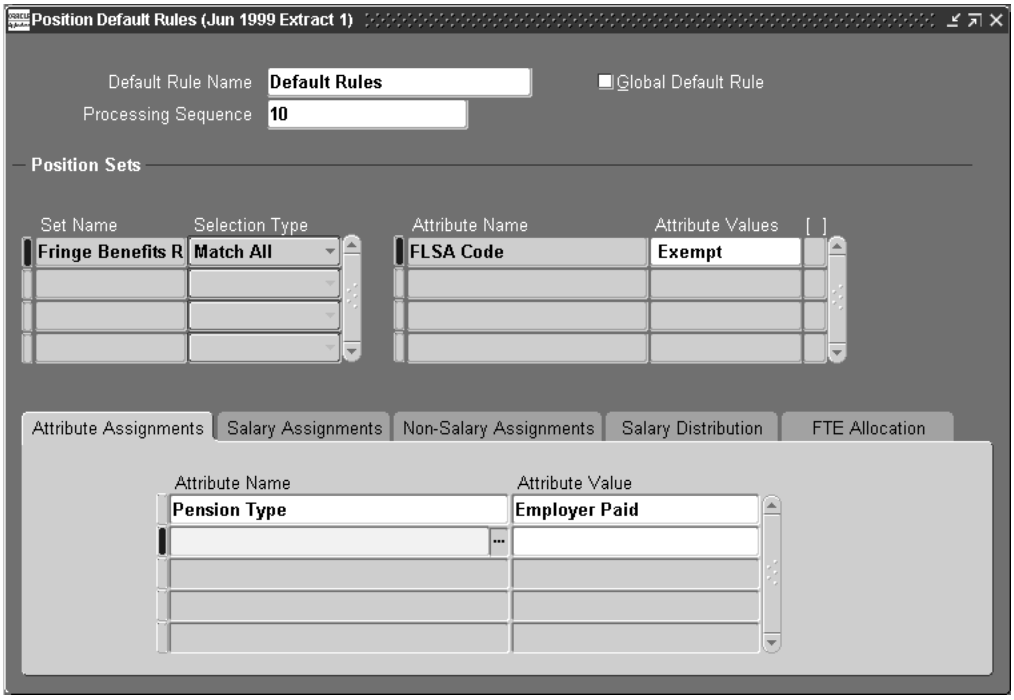
4. Save or save and continue as follows:

   File - Save or **Save and Proceed**

5. Close the window.

Position Default Rules Window, Attribute Assignments Tab

Figure 18–1 Position Default Rules Window, Attribute Assignments Tab



Position Default Rules Window Description, Attribute Assignments Tab

Table 18–1 Position Default Rules Window Description, Attribute Assignments Tab

Field Name	Type	Features	Description
Header Region			
Default Rule Name	required		name of position default rule
Global Default Rule	optional	check box	If selected, indicates that position default rule applies to all positions. **Note:** can only have one global default rule within data extract
Processing Sequence	required		indicates processing sequence of position default rule; Position default rule with highest processing sequence for a position set overrides other position default rules for that position set where overlapping assignments or distributions exist.
Position Sets Region			
Set Name	required	list of values	position set name to which position default rule applies; position default rule can apply to multiple position sets **Note:** Select global position set from list of values or create new local position set. **Note:** Position Sets region is not used for a global position default rule.
Selection Type	required	drop-down list	values: Match All, Match At Least One **Note:** Match All indicates that only positions with all of the matching attribute values are included in the position set. **Note:** Match At Least One indicates that positions with any matching attribute values are included in the position set.
Attribute Name	required	list of values	position attribute name; position set can have multiple position attributes
Attribute Values	default, display only	pop-up window	position attribute value; position attribute can have multiple position attribute values
Descriptive Flexfield	optional		field for user customization

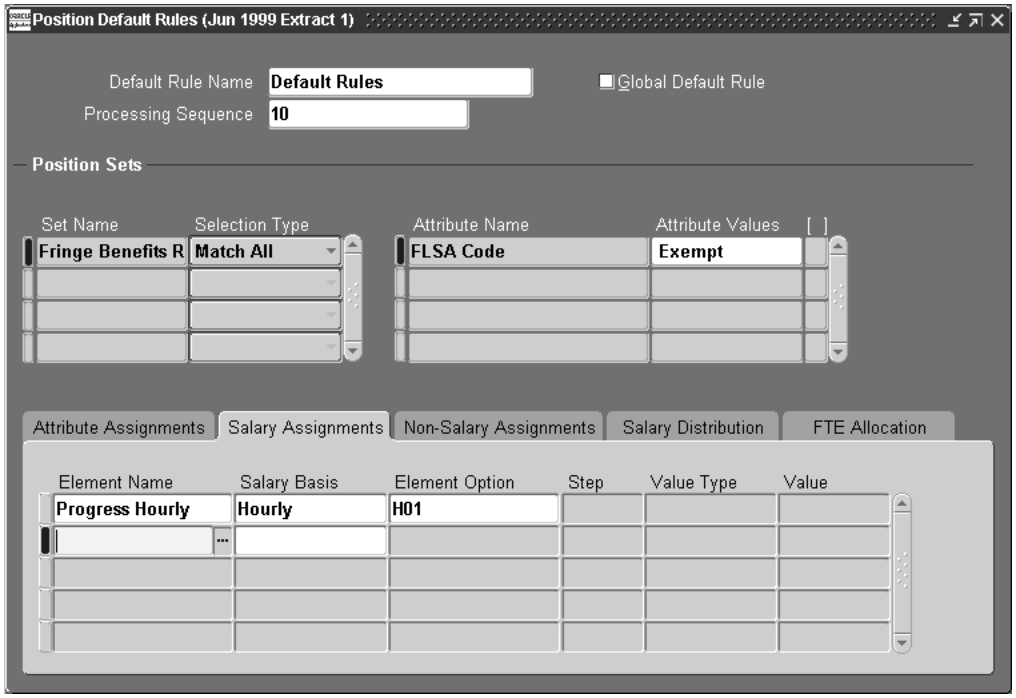
Table 18–1 Position Default Rules Window Description, Attribute Assignments Tab

Field Name	Type	Features	Description
Attribute Assignments Tab			
Attribute Name	required	list of values	position attribute name assigned to position default rule
Attribute Value	optional	list of values	position attribute value

Position Default Rules Window, Salary Assignments Tab

Figure 18–2 shows the Position Default Rules window, Salary Assignments tab. For information on the header region, see Table 18–1.

Figure 18–2 Position Default Rules Window, Salary Assignments Tab



Position Default Rules Window Description, Salary Assignments Tab

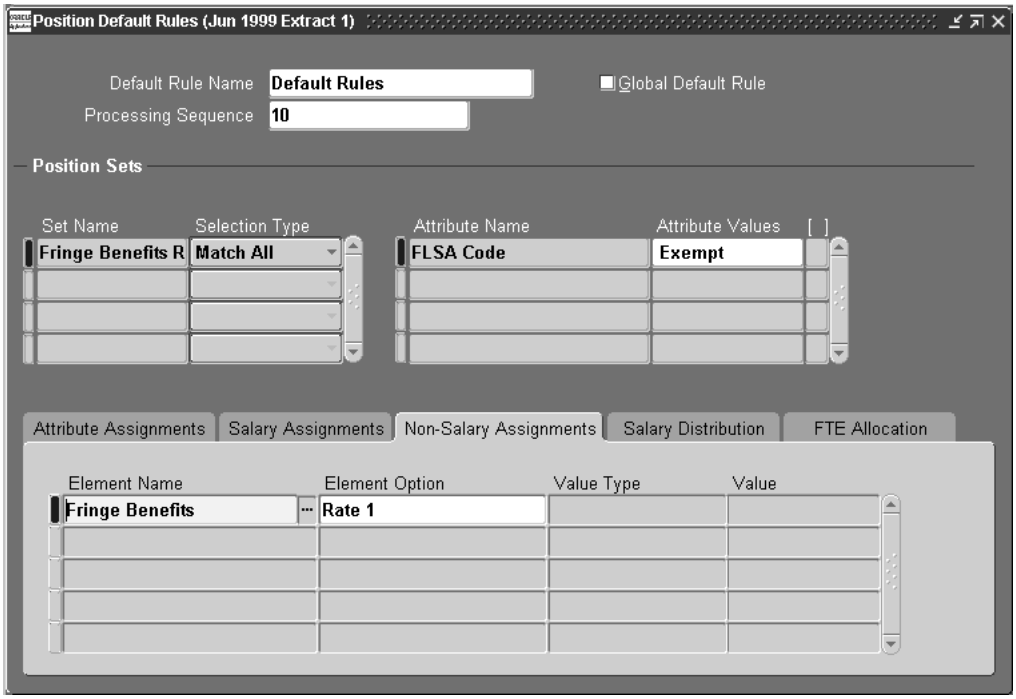
Table 18–2 describes the Position Default Rules window, Salary Assignments tab. For information on the header region, see Table 18–1.

Table 18–2 Position Default Rules Window Description, Salary Assignments Tab

Field Name	Type	Features	Description
Salary Assignments Tab			
Element Name	required	list of values	element name assigned to position default rule; can have multiple element assignments
Salary Basis	required	list of values	type of pay: Annual, Hourly, Monthly, Period
Element Option	optional	list of values	element option
Step	optional		step for salary option **Note:** Step field is used for grade step salary elements only.
Value Type	optional	list of values	element value type
Value	optional		element value

Position Default Rules Window, Non-Salary Assignments Tab

Figure 18–3 Position Default Rules Window, Non-Salary Assignments Tab



Position Default Rules Window Description, Non-Salary Assignments Tab

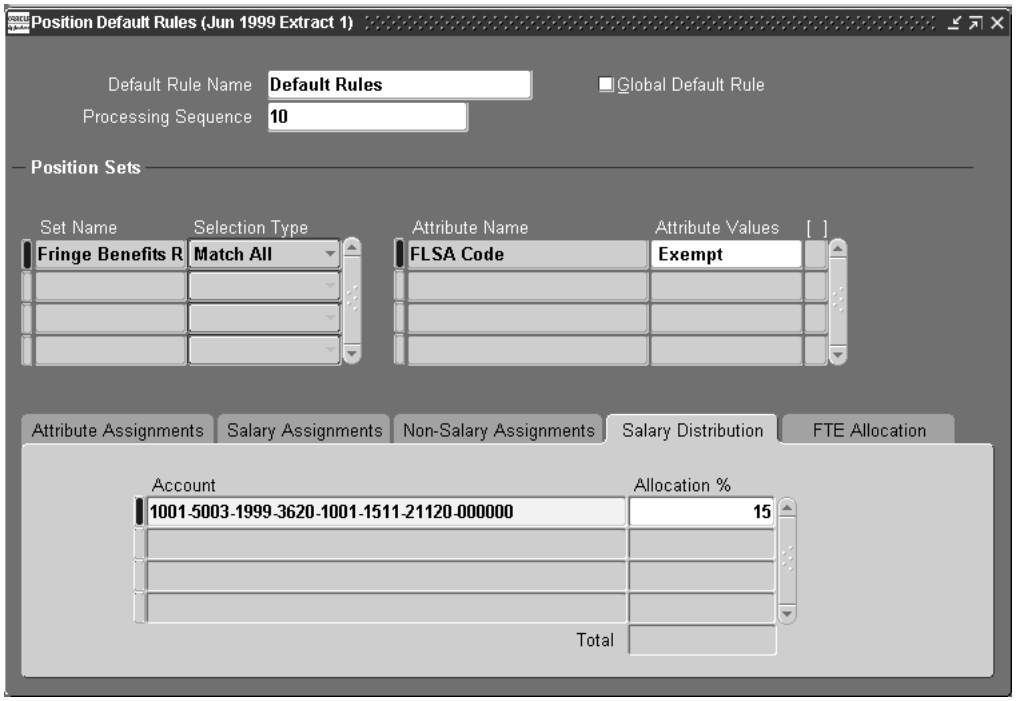
Table 18–3 describes the Position Default Rules window, Salary Assignments tab. For information on the header region, see Table 18–1.

Table 18–3 Position Default Rules Window Description, Non-Salary Assignments Tab

Field Name	Type	Features	Description
Non-Salary Assignments Tab			
Element Name	required	list of values	element name assigned to position default rule; can have multiple element assignments
Element Option	optional	list of values	element option
Value Type	optional	list of values	element value type
Value	optional		element value

Position Default Rules Window, Salary Distribution Tab

Figure 18–4 Position Default Rules Window, Salary Distribution Tab



Position Default Rules Window Description, Salary Distribution Tab

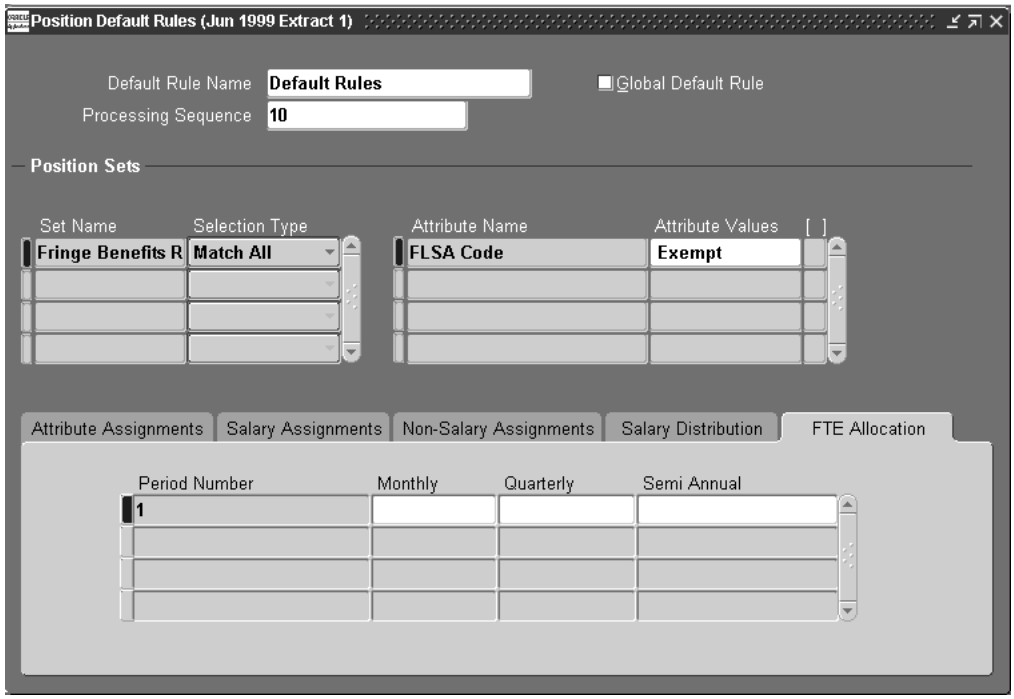
Table 18–4 describes the Position Default Rules window, Salary Distribution tab. For information on the header region, see Table 18–1.

Table 18–4 Position Default Rules Window Description, Salary Distribution Tab

Field Name	Type	Features	Description
Salary Distribution Tab			
Account	required	list of values: accounting flexfield pop-up window	account that element costs are distributed to; can distribute to multiple accounts **Note:** Specify distribution account only if cost allocation is not specified in HRMS.
Allocation %	required		percentage to allocate to an account
Total	optional	default, display only	total percentage of all allocations for chart of accounts; total must equal 100%

Position Default Rules Window, FTE Allocation Tab

Figure 18–5 Position Default Rules Window, FTE Allocation Tab



Position Default Rules Window Description, FTE Allocation Tab

Table 18–5 describes the Position Default Rules window, Salary Assignments tab. For information on the header region, see Table 18–1.

Table 18–5 Position Default Rules Window Description, FTE Allocation Tab

Field Name	Type	Features	Description
FTE Allocation Tab			
Period Number	default, display only		period number for monthly, quarterly, or semi-annual allocation **Note:** If no FTE allocation is specified, period allocation rules are used.
Monthly	optional		FTE allocation for each month
Quarterly	optional		FTE allocation for each quarter
Semi Annual	optional		semi-annual FTE allocation

19

Positions Setup

This chapter describes how to review or modify positions. The following sections are in this chapter:

- Definition
- Overview
- Prerequisites
- Positions Procedure
- Select Positions Window
- Select Positions Window Description
- Positions Window
- Positions Window Description

Definition

Positions represent specific occurrences of a job within a business group. For example, Budget Analyst I, Budget Analyst II, and Budget Analyst III are different positions for an analyst job.

Overview

The Positions window allows organizations to maintain the following information related to positions:

- position attributes and position attribute values
- salary element information
- benefits and tax elements information
- employee information
- salary account distribution

When creating new positions in Oracle Public Sector Budgeting, salary, benefits and tax element assignments, and salary account distributions can be automatically populated, if attributes have been entered and applicable default rules have been defined.

Process

Positions are defined and used as follows:

1. Position information is brought into Public Sector Budgeting from HRMS by the data extract process.
2. Organizations can edit position information that is extracted from HRMS. Occupied positions are comprised of position attributes, position attribute values, salary, employees, and salary account distributions. Vacant positions are comprised of certain attributes and attribute values that are directly associated with positions.
3. Organizations can edit benefit and tax elements that have been assigned to any position.
4. Organizations can define additional positions that have not been brought into Public Sector Budgeting by the data extract process.
5. The positions are used in the position worksheet.

Prerequisites

- ❑ Position attributes must be defined.

  To define position attributes, see Position Attributes Setup, page 14-1.

- ❑ Data from HRMS must be extracted to Public Sector Budgeting.

  To extract data from HRMS to Public Sector Budgeting, see Extract Data From HRMS Setup, page 15-1.

- ❑ Position attribute values must be defined.

  To define position attribute values, see Position Attribute Values Setup, page 16-1.

- ❑ Elements must be defined.

  To define elements, see Elements Setup, page 17-1.

Positions Procedure

To review or modify positions, perform the following steps.

1. In Public Sector Budgeting, navigate to the Positions window as follows:

   Position - Positions

2. Select a data extract name in the Data Extract Name field of the Alter Data Extract pop-up window and click **OK**.

   The Select Positions window appears.

3. To change the default data extract, click **Alter Data Extract** in the toolbar to open the Alter Data Extract pop-up window.

4. To view positions extracted from HRMS, insert the cursor in the Position field.

5. Query the positions for the data extract as follows:

   View - Find All or **View - Find**

6. To review information for a specific position, insert the cursor in the position field and click **Open**.

7. To create a new position for the data extract, click **New**.

   A blank Positions screen appears.

8. Enter data in the following fields as described in Table 19–1.

   - From [Effective Dates]
   - To [Effective Dates]
   - Name

     Enter Public Sector Budgeting position flexfield data.
   - Name [Attributes Region]
   - Value [Attributes Region]
   - From [Attributes Region]
   - To [Attributes Region]

   Note: Users must enter all applicable attributes, values and effective dates.

9. To use position default rules defined for vacant positions, click **Create Default Assignments** to populate the Salary, Element, Employee, and Salary Account Distribution regions of the Positions window.

Note: The Create Default Assignments button is enabled only when there is no salary, element, employee, and salary account distribution information associated with the position. To use the position default rules, users must delete any existing information.

Note: The position attributes must be defined before the default rules are applied.

For information on creating default rules, see Position Default Rules Setup, page 18-1.

10. To define new salary, element, employee, and salary account distribution information for the position, enter data in the remaining fields of the Positions window as described in Table 19–2.

    Note: An error message saying that the account does not belong to either position or non-position account ranges or is a non-existing salary account code or that the account does not belong to any position or non-position accounts for any top budget group appears if the account code is not in General Ledger.

    Users must ensure that the account is in General Ledger before they run the data extract or create worksheets.

    To add an account to General Ledger after extracting data or creating a worksheet, perform the following steps:

    - Enter the account in General Ledger.
    - Run the Maintain Budget Account Codes procedure in Public Sector Budgeting.

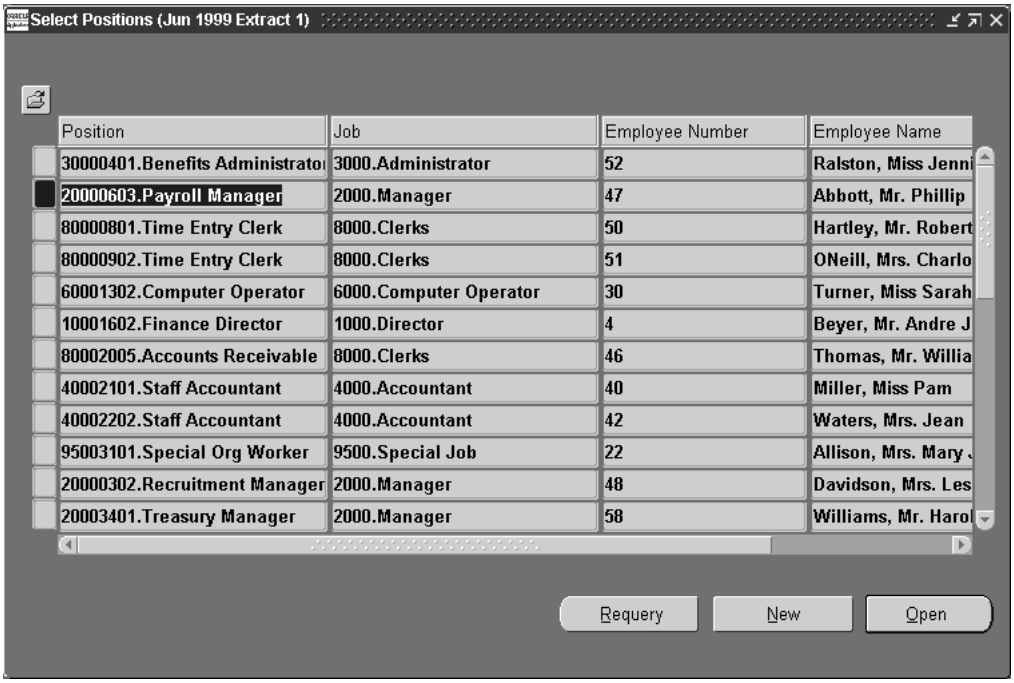
11. Save or save and continue as follows:

    File - Save or **Save and Proceed**

12. Close the window.

Select Positions Window

Figure 19–1 Select Positions Window



Select Positions Window Description

Table 19–1 Select Positions Window Description

Field Name	Type	Features	Description
Position	display only		position name
Job	display only		job name
Employee Number	display only		employee number
Employee Name	display only		employee name
New Position	display only	radio button	if selected, indicates new position
Footer Region			
Requery		button	requeries positions
New		button	opens new Positions window
Open		button	opens selected position in Positions window

Positions Window

Figure 19–2 Positions Window, Salary Tab

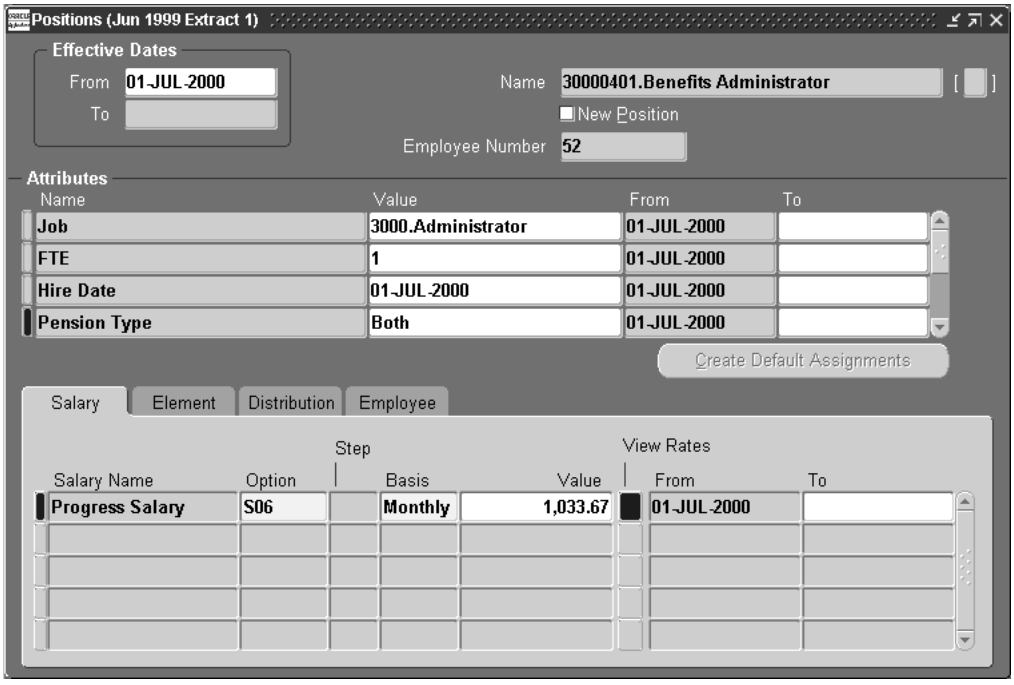


Figure 19–3 Positions Window, Element Tab

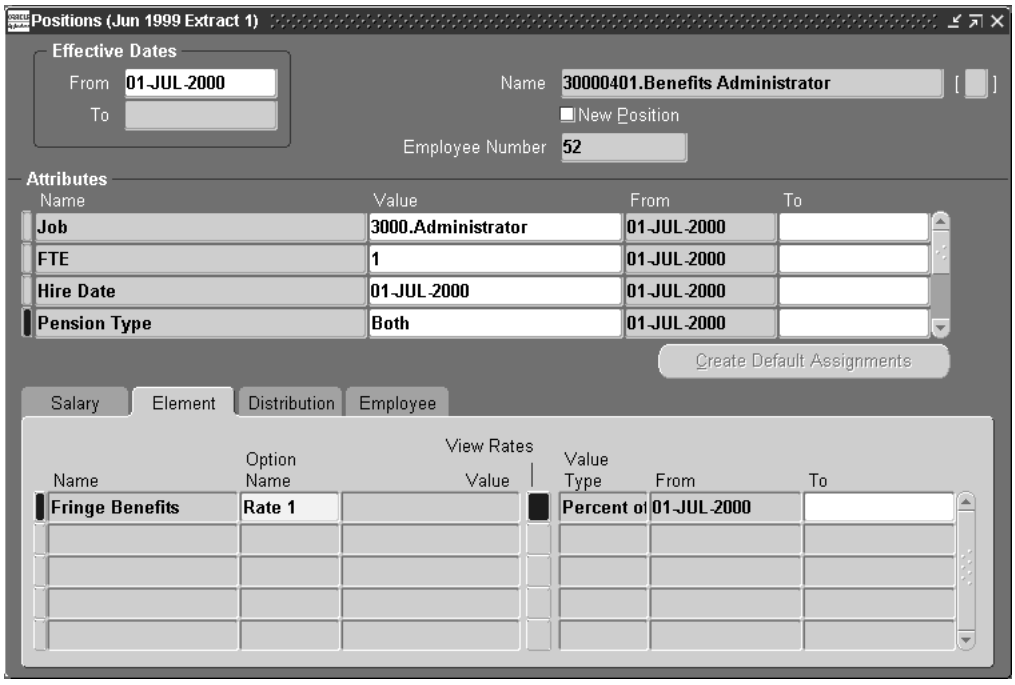


Figure 19–4 Positions Window, Distribution Tab

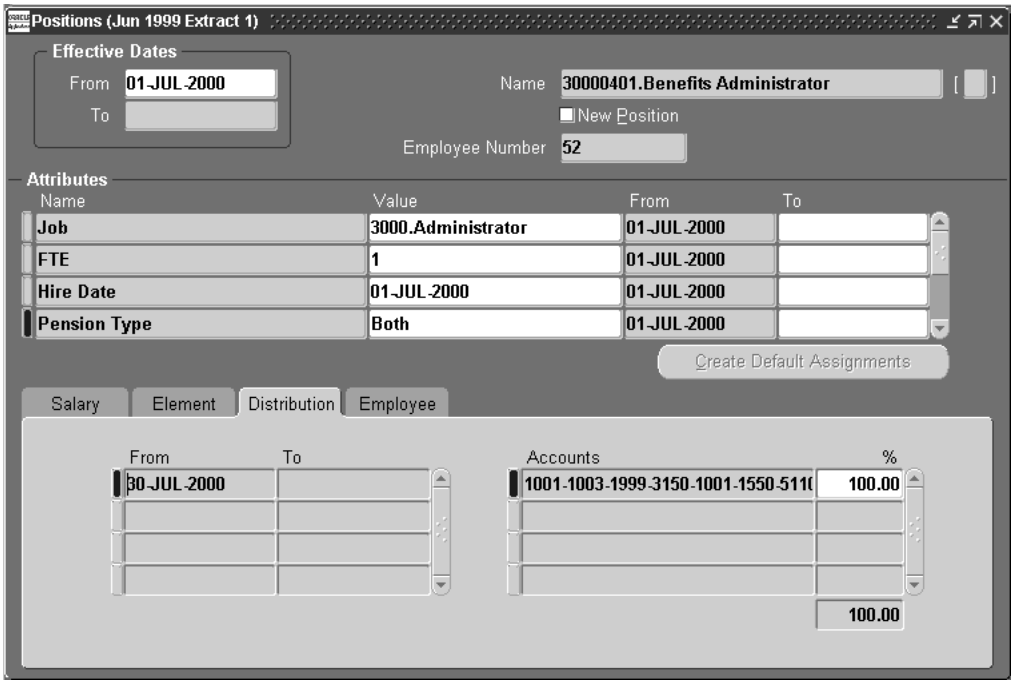
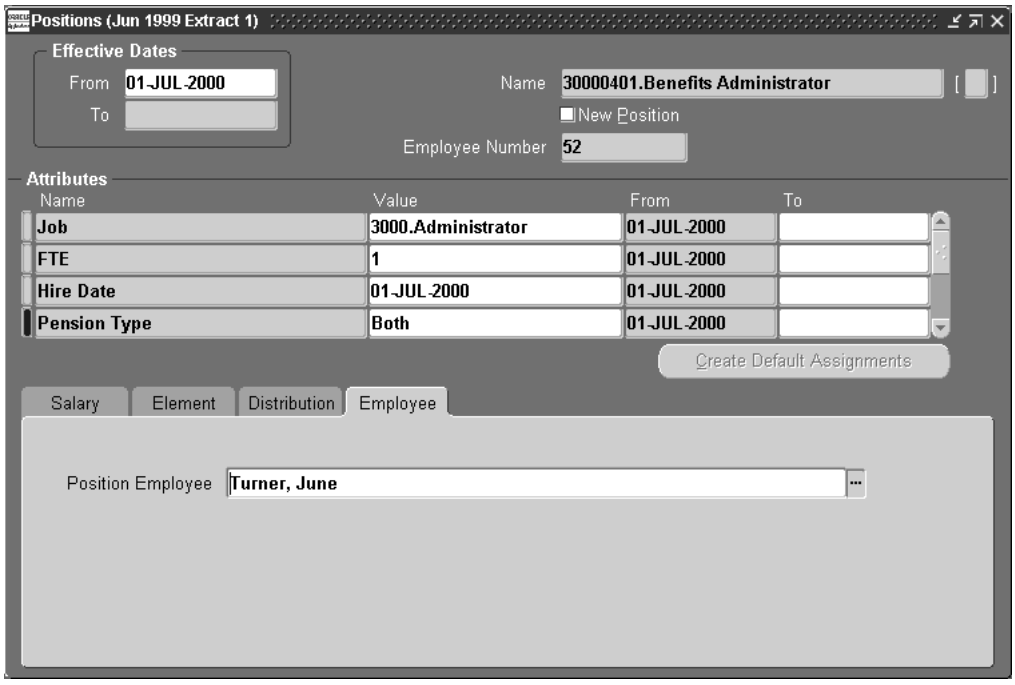


Figure 19–5 Positions Window, Employee Tab



Positions Window Description

Table 19–2 Positions Window Description

Field Name	Type	Features	Description
Effective Dates Region			
From]	required	list of values: pop-up calendar	effective start date for position
To	optional	list of values: pop-up calendar	effective end date for position; can be open-ended for active positions
Main Region			
Name	required	list of values: pop-up window	position identification key from Public Sector Budgeting position key flexfield; can consist of multiple segments
Descriptive Flexfield	optional		field for user customization
New Position	check box		if selected, indicates new position; if deselected, indicates that position information is from HRMS
Employee Number	default, display only		employee number
Attributes Region			
Name	required	list of values	attribute name applicable to position
Value	required	list of values	position attribute value
From	required	list of values: pop-up calendar	effective start date for position attribute value **Note:** Start and end date for position attribute must be within the start and end date for the position.
To	optional	list of values: pop-up calendar	effective end date for position attribute value **Note:** Start and end date for position attribute must be within the start and end date for the position.
Create Default Assignments		button	creates default assignments
Salary Tab			
Salary Name	required	list of values	salary element name for the position

Table 19–2 Positions Window Description

Field Name	Type	Features	Description
Option	required	list of values	salary option name **Note:** option not required for positions that do not follow grade rate or grade step
Step	default	list of values	step for grade scale salary **Note:** field available for grade step only
Basis	required	list of values	salary basis: Annual, Hourly, Monthly, Period
Value	required		salary option value **Note:** The value can be edited if the salary element is defined to allow overwriting. **Note:** If the salary amount is equal to the corresponding amount for the salary grade scale or grade step, the value field is not extracted. The position salary cost is derived from the salary grade scale or grade step according to the corresponding value in the salary administration table. **Note:** If there is no value, users can check the values for the corresponding salary grade scale or grade step by double clicking the field or clicking the **View Rates**. button
View Rates		button	opens Element Rates window
From	required	list of values: pop-up calendar	start date for value or step **Note:** Start and end date for salary element must be within the start and end date for the position.
To	optional	list of values: pop-up calendar	end date for value or step **Note:** Start and end date for salary element must be within the start and end date for the position.
Element Tab			
Name	required	list of values	benefits or tax element name for position
Option Name	optional	list of values	element option name
Value	optional		element option value **Note:** If there is no value, users can check the values for the corresponding element by double-clicking the Values field or by clicking the **View Rates** button.
View Rates		button	opens Element Rates window

Table 19–2 Positions Window Description

Field Name	Type	Features	Description
Value Type	default, display only		element value type: Amount, Percent of Salary, Formula
From	required	list of values: pop-up calendar	start date for element **Note:** Start and end date for element must be within the start and end date for the position.
To	optional	list of values: pop-up calendar	end date for element **Note:** Start and end date for element must be within the start and end date for the position.
Distribution Tab			
From	required	list of values: pop-up calendar	start date for salary account distribution **Note:** Start and end date for salary account distribution must be within the start and end date for the position.
To	optional	list of values: pop-up calendar	end date for salary account distribution **Note:** Start and end date for salary account distribution must be within the start and end date for the position.
Accounts	required	list of values: accounting flexfield pop-up window	account to which salary cost is charged
%	required		distribution percentage
Total	default, display only		total percentage of salary account distribution; total must equal 100%
Employee Region			
Position Employee	default		employee name can be updated

20

Flexfield Mapping Setup

This chapter describes how to map flexfields. The following sections are in this chapter:

- Definition
- Overview
- Prerequisites
- Flexfield Mapping Procedure
- Flexfield Mapping Window
- Flexfield Mapping Window Description

Definition

Creating flexfield mappings is an optional setup step in Oracle Public Sector Budgeting that allows users to change the accounting key flexfield or accounting flexfield values extracted from General Ledger so that updated code combinations are used when new worksheets are created in Public Sector Budgeting.

Overview

The Flexfield Mapping window allows organizations to change the values in any flexfield segment before creating new worksheets. Users can update flexfields to reflect a new fiscal year, an expiring project, or a dissolved department. Users can change segment values for one proposed year or for all proposed years. Users can change as many segment values as desired. When worksheets with updated code combinations are posted to General Ledger, the updated code combinations are used.

Note: A single flexfield segment value cannot be changed to more than one value in one time period. For example, Fiscal Year 1999 cannot be changed to Fiscal Year 2000 and Fiscal Year 2001 during the same budget year.

Flexfield mapping can be used to:

- Map the appropriation or fiscal year in the accounting flexfield structure so that expenditures can be easily categorized, by the year of the appropriation provided the spending authority, in matrix display formats such as the Line Item Worksheet form.
- Facilitate reorganization of the chart of accounts in General Ledger to reflect a new appropriation year, an expiring project, a dissolved department, or another change. New account combinations are automatically created as a result of reorganizations when posting prepared budgets.

Fiscal year designations should be removed from balance sheet accounts by setting the fiscal or appropriation year segment to 0000.

An appropriation or fiscal year segment in the accounting flexfield causes a geometric increase in the number of account combinations that tends to increase complexity and may cause performance problems in the future unless the database is properly tuned.

Process

The flexfield mapping process consists of the following steps:

1. Users employ the Flexfield Mapping window to create mappings that identify the flexfield segments to be changed and the new values.
2. Users employ the Flexfield Mapping window to create mappings that identify the flexfield values from prior years.
3. On the Define Worksheet window, users select a flexfield mapping from a list of values in the Flexfield Mapping Set Name field.
4. When the worksheet is created, values from the General Ledger extract are compared to the flexfield mapping. When a match is found, the worksheet is created with the updated code combinations and the respective amounts.
5. To determine which code combinations have been changed, users must run the Flexfield Mapping Details Report.
6. When the budget is posted to General Ledger, the updated code combinations and values are used.

   Note: Dynamic Inserts must be enabled in the chart of accounts in General Ledger.

References

To create a worksheet, see Create Worksheet Procedures, page 25-1.

For information on running the Flexfield Mapping Details Report, see Reports Procedures, page 47-1.

Prerequisites

- ❑ Flexfield values must be defined in General Ledger.

  To define flexfield values, see Creating a Worksheet, *Oracle Public Sector General Ledger User's Guide*.

Flexfield Mapping Procedure

To create flexfield mappings, perform the following steps.

1. In Public Sector Budgeting, navigate to the GL Interfaces Setup window as follows:

   Setup - Account - Flexfield Mapping

2. Enter data in each field of the Flexfield Mapping window as described in Table 20–1.

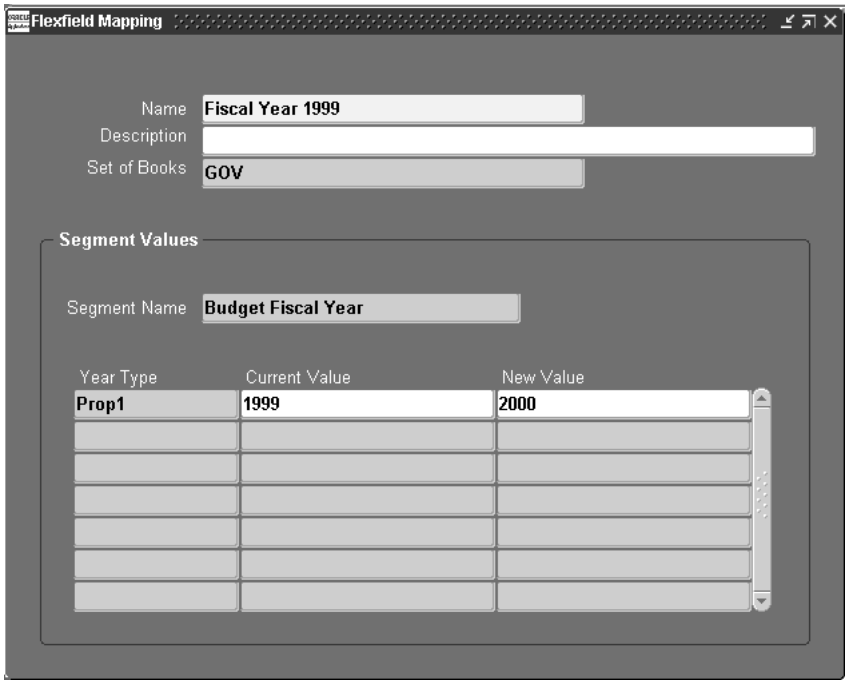
3. Save or save and continue as follows:

   File - Save or **Save and Proceed**

4. Close the window.

Flexfield Mapping Window

Figure 20–1 Flexfield Mapping Window



Flexfield Mapping Window Description

Table 20–1 Flexfield Mapping Window Description

Field Name	Type	Features	Description
Name	required		name for flexfield mapping; must be unique
Description	optional		description of flexfield mapping
Set of Books	required	list of values	set of books for which mapping is created
Segment Values Region			
Segment Name	required	list of values	flexfield segments for selected set of books
Year Type	required	list of values	type of selected year: Current, Prior, Proposed
Current Value	optional	list of values	valid values in General Ledger for selected segment **Note:** Users can change as many values and flexfield segments as desired. **Note:** A single flexfield segment cannot have more than one value for a single time period.
New Value	required		new value for segment

21

Annual Checklist Procedures

This chapter describes the annual checklist for Oracle Public Sector Budgeting. The following sections are in this chapter:

- Overview
- Public Sector Budgeting Annual Checklist
- Oracle Public Sector Budgeting Annual Review Steps

Overview

This chapter provides an annual checklist for Public Sector Budgeting and describes the annual review steps.

Setup should be reviewed annually, or as needed, to update system security, reflect changes in the organization's structure, or accommodate new budgeting requirements.

To implement Public Sector Budgeting for the first time, see the setup checklists in this guide. Implementation of Public Sector Budgeting also requires setup of products in Oracle Public Sector Financials and Oracle Applications.

Public Sector Budgeting Annual Checklist

Table 21–1 shows the Public Sector Budgeting annual checklist.

Review the following steps annually, or as needed, to update system security, reflect changes in the organization's structure, or accommodate new budgeting requirements.

Table 21–1 Public Sector Budgeting Annual Checklist

Step Number	Setup Step
Step 1.	Define Budget Year Types
Step 2.	Define Budget Calendar
Step 3.	Define Standard Budget Items
Step 4.	Set Up General Ledger Interfaces
Step 5.	Define Global Account Sets
Step 6.	Set Up Flexfield Mapping
Step 7.	Define Budget Group Categories
Step 8.	Define Budget Stages
Step 9.	Set Up Budget Groups and Security
Step 10.	Define Budget Review Groups and Budget Review Group Rules for Account Sets
Step 11.	Define Position Attributes
Step 12.	Define Data Extract
Step 13.	Run Data Extract
Step 14.	Modify or Set Up Position Attribute Values
Step 15.	Define Global Position Sets
Step 16.	Define General Ledger Budget Sets
Step 17.	Define Budget Review Groups and Budget Review Group Rules for Position Sets
Step 18.	Define Elements
Step 19.	Define Position Default Rules
Step 20.	Apply Position Defaults
Step 21.	Review or Modify Positions

Table 21–1 Public Sector Budgeting Annual Checklist

Step Number	Setup Step
Step 22.	Refresh Data Extract
Step 23.	Repeat Steps 11 to 22 as Needed

Oracle Public Sector Budgeting Annual Review Steps

Review the following steps in the order listed.

Step 1. Define Budget Year Types

Review the budget year types. If needed, add additional prior or proposed years to increase the maximum number of years that can be used in any budget calendar.

To define budget year types, see Budget Year Types Setup, page 4-1.

Step 2. Define Budget Calendar

Review the budget calendars. If needed, modify or create budget calendars. If a budget calendar has been used in an existing worksheet, the calendar's years and periods cannot be modified.

New calendars may be needed to meet new requirements in the official budget, financial planning, or what-if scenarios.

To define budget calendars, see Budget Calendar Setup, page 5-1.

Step 3. Define Standard Budget Items

Review the standard budget items. If needed, modify or create new standard budget items.

To define standard budget items, see Standard Budget Items Setup, page 6-1.

Step 4. Set Up General Ledger Interfaces

Review the selection of General Ledger summary templates. If needed, select new summary templates to use in worksheets, or remove templates that are not needed.

Review the fund balance accounts set up for funds. If needed, modify or create fund balance accounts. If a fund account is used as a template account, review the template account.

To set up General Ledger interfaces, see General Ledger Interfaces Setup, page 7-1.

Step 5. Define Global Account Sets

Review the global account sets created in the Account and Position Sets window. If needed, modify or create global account sets for use by other features in Public Sector Budgeting.

To define global account sets, see Global Account and Position Sets Setup, page 9-1.

Step 6. Set Up Flexfield Mapping

Review flexfield mappings created in the Flexfield Mapping window. If needed, modify the existing mappings or create new ones.

To create flexfield mappings, see Flexfield Mapping Setup, page 20-1.

Step 7. Define Budget Group Categories

Review the budget group categories. If needed, modify or create new budget group categories.

Organizations must modify budget group categories if there have been changes in the organization's hierarchy. Budget group categories can also be used for custom reporting purposes.

To define budget group categories, see Budget Group Categories Setup, page 10-1.

Step 8. Define Budget Stages

Review the budget stages. If needed, modify or create budget stage sets and budget stages.

Organizations must modify or create budget stages if new or different versions of a worksheet need to be maintained.

To define budget stages, see Budget Stages Setup, page 11-1.

Step 9. Set Up Budget Groups and Security

Review the budget groups. If needed, modify or create budget groups.

Organizations must modify or create budget groups to reflect changes in the organization's hierarchy, to control security, or to change the approvers for a worksheet.

For information on creating new responsibilities or users, or on implementing function security, see Oracle Public Sector Budgeting Setup Overview, page 3-1.

To set up budget groups and security, see Budget Groups and Security Setup, page 12-1.

Step 10. Define Budget Review Groups and Budget Review Group Rules for Account Sets

Review the budget review groups and review group rules for account sets. If needed, modify or create budget review groups and review group rules.

Organizations must modify or create budget review groups and review group rules if changes are made to the budget group hierarchy or if additional exceptions to the normal workflow process are needed.

To define budget review groups and review group rules, see Budget Review Groups Setup, page 13-1.

Step 11. Define Position Attributes

Review the position attributes. If needed, modify or create position attributes.

Organizations must modify or create position attributes if there are new classifications or characteristics for positions.

To define position attributes, see Position Attributes Setup, page 14-1.

Step 12. Define Data Extract

Define a data extract for any new tasks or business groups.

To define a data extract, see Extract Data From HRMS Setup, page 15-1.

Step 13. Run Data Extract

For new data extracts or to update existing data extracts, perform the following tasks:

- Extract data from HRMS to the interface tables for any new data extracts, or refresh data for an existing data extract.
- Validate the data in the interface tables and check for errors.
- Extract data from the interface tables to Public Sector Budgeting for any new data extracts, or refresh data for an existing data extract.

To run a data extract, see Extract Data From HRMS Setup, page 15-1.

Step 14. Modify or Set Up Position Attribute Values

Review the position attribute values for each data extract. If needed, modify or create position attribute values.

Organizations must modify position attribute values if there are new position attributes or new data extracts.

To modify or set up position attribute values, see Position Attribute Values Setup, page 16-1.

Step 15. Define Global Position Sets

Review the global position sets for each data extract. If needed, modify or create new global position sets for a data extract that can be used by other features in Public Sector Budgeting.

To define global position sets, see Global Account and Position Sets Setup, page 9-1.

Step 16. Define General Ledger Budget Sets

Review the General Ledger budget sets created in the GL Budget Sets window. If needed, modify or create new General Ledger budget sets.

To define General Ledger budget sets, see General Ledger Budget Sets Setup, page 8-1.

Step 17. Define Budget Review Groups and Budget Review Group Rules for Position Sets

Review the budget review groups and review group rules for position sets. If needed, modify or create budget review groups and review group rules.

Organizations must modify or create budget review groups and review group rules if changes are made to the budget group hierarchy or if additional exceptions to the normal workflow process are needed.

To define budget review groups and review group rules for position sets, see Budget Review Groups Setup, page 13-1.

Step 18. Define Elements

Review the elements for each data extract. If needed, modify or create elements for a data extract.

To define elements, see Elements Setup, page 17-1.

Step 19. Define Position Default Rules

Review the position default rules for each data extract. If needed, modify or create position default rules for a data extract.

To define position default rules, see Position Default Rules Setup, page 18-1.

Step 20. Apply Position Defaults

Apply the position default rules for a particular data extract to position sets in Public Sector Budgeting.

To apply position defaults, see Assign Position Defaults Procedures, page 21-1.

Step 21. Review or Modify Positions

Review the positions for each data extract. If needed, modify or create positions for a data extract.

To review or modify positions, see Positions Setup, page 19-1.

Step 22. Refresh Data Extract

Add new data to an existing data extract as needed.

To refresh data, see Extract Data From HRMS Setup, page 15-1.

Step 23. Repeat Steps 11 to 22 as Needed

Repeat Steps 11 to 22 as needed.

Part III

Creating a Budget Worksheet

22

Projection Parameters Procedures

This chapter describes how to define projection parameters for a budget worksheet. The following sections are in this chapter:

- Definition
- Account Projection Parameters Overview
- Element Projection Parameters Overview
- Position Projection Parameters Overview
- Prerequisites
- Projection Parameters Procedure
- Parameter Sets Window
- Parameter Sets Window Description
- Parameter Window
- Parameter Window Description

Definition

Projection parameters are used to make estimates or projections for accounts, elements, and positions. A parameter set can be used with more than one budget calendar or worksheet.

- Account projection parameters are used to project budget amounts for line items.
- Element projection parameters are used to project future element rates.
- Position projection parameters are used to project future element rates for selected positions.

For information on projection parameter formula types, see Projection Parameter and Constraint Formula Types, page F-1.

Account Projection Parameters Overview

Organizations can include account projection parameters in parameter sets. Users can perform the following tasks:

- assign parameter set to budget group
- copy existing parameter set
- specify effective dates for account projection parameter
- specify that projection amount is compounded annually
- assign global account set or create new local account set that uses the projection parameter
- define projection parameter formulas
- create dependencies and base projections on related accounts
- project fringe benefit amounts from salary amounts
- use statistical or monetary amounts in projection formulas
- make multi-year projections
- perform projections sequentially to build multi-year budgets

Process

Organizations define and use account projection parameters as follows:

1. The organization defines parameters for ranges of accounts. Parameters can be defined for revenues, equipment, capital improvements, and other accounts.
2. For each parameter, the organization defines the projection formula.
3. The organization selects a parameter set and its associated parameters when defining a worksheet.
4. Projection parameters are used by the worksheet to calculate projections for a specific set of accounts.
5. Projections are made according to the effective dates for the parameter and then by processing sequence for the effective date.

Organizations should establish broad projection assumptions for all revenues and expenditures, and use sequencing to create overriding projections for accounts with significant differences.

Maintain Budget Account Codes Concurrent Process

The Maintain Budget Account Codes concurrent process automatically assigns General Ledger account code combinations to new local account sets that are created when defining account projection parameters.

Examples

The following examples illustrate how account projection parameter sets can be used.

Projection of Accounts from Prior Year Monetary Balances

Estimates can be based on prior year balances of the same account. An organization creates a projection parameter to increase all capital accounts by 2% for the first year of the proposed budget. The organization applies the projection parameter to all years in the budget and specifies that the 2% increase be compounded annually.

Table 22–1 shows the target account range and the formula used to project accounts from prior year monetary balances.

Table 22–1 Prior Year Monetary Balances Parameter

Set Name	Include or Exclude	From [Account Range]	To [Account Range]
Capital Accounts	Include	00.0000.8000	zz.zzzz.8999

Formula							
Step	**Operator**	**Period**	**Balance Type**	**Account**	**Currency**	**Operator**	**Amount**
1	=	PRIOR1	Budget		USD	*	1.02

To compound the increase annually, the Compound Annually box in the Parameter window is checked.

Projection of Fringe Benefits

Estimates can be based on balances of a related account. An organization creates a projection parameter that calculates fringe benefits at 30%.

Table 22–2 shows the target account range and the formula used to project fringe benefits.

Table 22–2 Fringe Benefits Parameter

Set Name	Include or Exclude	From [Account Range]	To [Account Range]
Employee Benefits	Include	00.0000.6119	zz.zzzz.6119

Formula							
Step	**Operator**	**Period**	**Balance Type**	**Account**	**Currency**	**Operator**	**Amount**
10	=	PROP1	Estimate	...6221	USD	*	0.3

Projection of Accounts from Statistical Amounts

Estimates can be based on statistical balances. An organization creates a projection parameter that calculates class fee revenues at $300 per participant based on projected enrollment.

Table 22–3 shows the target account range and the formula used to project accounts from statistical amounts.

Table 22–3 Statistical Amounts Parameter

Set Name		Include or Exclude		From [Account Range]		To [Account Range]	
Class Fees		Include		00.0000.4212		zz.zzzz.4212	
Formula							
Step	**Operator**	**Period**	**Balance Type**	**Account**	**Currency**	**Operator**	**Amount**
1	=	PROP1	Estimate	...9953	STAT	*	300

Parameter Sequencing

Estimates can be created for global assumptions with overrides for specific accounts. Projections are made according to the effective dates for the parameter and then by processing sequence for the effective date.

Table 22–4 shows an example of parameters created for a parameter set.

Table 22–4 Parameter Sequencing

Parameter Name	Type	Processing Sequence	From [Effective Dates]	To [Effective Dates]
Revenue Parameter 1998-99	Account	45	01-JUL-1998	
State Revenue Sharing 1998-99	Account	50	01-JUL-1998	
Revenue Parameter 1999-00	Account	45	01-JUL-1999	
State Revenue Sharing 1999-00	Account	50	01-JUL-1999	

In this example, projections for 1999 are built upon projections for 1998. For the same effective date, sequencing is used to create overrides for specific accounts. The formula for the State Revenue Sharing parameter replaces the formula for the Revenue Parameter since the processing sequence number is greater.

Reports

To generate the Parameter Listing report, see Reports Procedures, page 47-1.

Reference

To set up global account sets, see Global Account and Position Sets Setup, page 9-1.

To update General Ledger account code combinations for all account sets, see Maintain Budget Account Codes Procedures, page 36-1.

Element Projection Parameters Overview

Organizations can include element projection parameters in parameter sets. Users can perform the following tasks:

- assign parameter set to budget group
- copy existing parameter set
- specify effective dates for element projection parameter
- specify that element projection parameter is compounded annually

Process

Organizations define and use element projection parameters as follows:

1. The organization defines element parameters in a parameter set.
2. For each parameter, the organization defines the projection formula.
3. The organization selects a parameter set and its associated parameters when defining a worksheet.
4. Projection parameters are used by the worksheet to calculate projection amounts for element costs.

Examples

The following examples illustrate how element projection parameter sets can be used.

Projection of Salary Element Rates

An organization might anticipate that negotiations with Union A will result in a 5% increase for the next budget year. The organization could create an element projection parameter to adjust all salary grade steps by 5%.

Table 22–5 shows the formula used to project salary element rates for the union.

Table 22–5 Salary Element Rates Parameter

Step	Element	Option	Grade Step	Value Type	Value	From [Effective Dates]	To [Effective Dates]
10	Union A Salary			Percent Increase	5	01-JUL-1998	30-JUN-1999

Reports

To generate the Parameter Listing report, see Reports Procedures, page 47-1.

Position Projection Parameters Overview

Organizations can include position projection parameters in parameter sets. Users can perform the following tasks:

- assign parameter set to budget group
- copy existing parameter set
- specify existing dates for projection parameter
- specify that projection amount is compounded annually
- use auto increment
- assign global position set or create new local position set that uses the projection parameter
- define projection parameter formulas
- increment position parameter according to hire date or adjustment date

Process

Organizations define and use position parameters as follows:

1. The organization defines position parameters for position sets.
2. For each parameter, the organization defines the projection formula. If auto increment is used, the organization specifies an increment amount and whether to use a hire or adjustment date.
3. The organization selects a parameter set and its associated parameters when defining a worksheet.
4. Projection parameters are used to calculate projection amounts for position costs.

Maintain Budget Positions Concurrent Process

The Maintain Budget Positions concurrent process automatically assigns new positions in Public Sector Budgeting to new local position sets that are created when defining position projection parameters.

Examples

The following examples illustrate how position projection parameter sets can be used.

Projection of FTE for Temporary Positions

An organization could use a position projection parameter to designate the FTE value for temporary positions as 0.5.

Table 22–6 and Table 22–7 show the formula used to project FTE for temporary positions.

Table 22–6 FTE for Temporary Positions Parameter

Set Name			Selection Type		
Temporary Positions			Match All		
Step	**Assignment Type**	**Element**	**Option**	**Grade Step**	**Value Type**
10	Attribute				

Table 22–7 FTE for Temporary Positions Parameter (continued)

Attribute Name		Attribute Values		
Appointment Status		Temporary		
Element Value	**From [Effective Dates]**	**To [Effective Dates]**	**Attribute**	**Attribute Value**
	01-JAN-1998	31-DEC-1998	FTE	0.5

Projection of Salary Element Amounts for Positions

An organization could use a position projection parameter to adjust the salary rate to $2000 per month for finance clerk positions that are on grade 15 and step 1.

Table 22–8 and Table 22–9 show the formula used to project salary element amounts for positions.

Table 22–8 Salary Element Amounts for Positions Parameter

Set Name			Selection Type		
Finance Clerk			Match All		
Step	**Assignment Type**	**Element**	**Option**	**Grade Step**	**Value Type**
10	Element	Monthly Salary	15	1	Amount

Table 22–9 Salary Element Amounts for Positions Parameter (continued)

Attribute Name		Attribute Values		
Job		Clerical		
Department		Finance		
Element Value	**From [Effective Dates]**	**To [Effective Dates]**	**Attribute**	**Attribute Value**
2000	01-JAN-2000	31-DEC-2000		

Reports

To generate the Parameter Listing report, see Reports Procedures, page 47-1.

Reference

For information on global position sets, see Global Account and Position Sets Setup, page 9-1.

To assign new positions in Public Sector Budgeting to position sets, see Maintain Budget Positions Procedures, page 40-1.

Prerequisites

- Budget year types must be defined.

  To define budget year types, see Budget Year Types Setup, page 4-1.

- Budget groups must be defined.

  To define budget groups, see Budget Groups and Security Setup, page 12-1.

- Global account and position sets must be defined.

  To define global account sets, see Global Account and Position Sets Setup, page 9-1.

Projection Parameters Procedure

Note: For information on projection parameter formula types, see Projection Parameter and Constraint Formula Types, page F-1.

To define projection parameters for a worksheet, perform the following steps.

1. In Public Sector Budgeting, navigate to the Parameter Sets window as follows:

   Worksheet - Parameters

   Note: Parameter sets for budget revisions can only be created from the Budget Revisions window by double-clicking on the Parameter Set field in the Mass Entries tab.

2. To use position budgeting, select a data extract name in the Data Extract Name field of the Alter Data Extract pop-up window and click **OK**, or click **Cancel** if position budgeting is not used.

   Alternatively, to change the default data extract, click **Alter Data Extract** in the toolbar to open the Alter Data Extract pop-up window.

3. Enter data in the following fields as described in Table 22–10.

   - Name
   - Description
   - Budget Group
   - Descriptive Flexfield

4. To copy an existing parameter set, go to Step 10.

5. In the Name field of the Parameters region, select an existing parameter name from the list of values or enter a new parameter name.

6. Enter data in the remaining fields of the Parameter Sets window as described in Table 22–10.

7. Click **Formulas** to open the Parameter window.

   Note: The Parameter window varies according to the parameter type and whether or not auto increment is used.

8. Enter data in each field of the Parameter window as described in Table 22–11.

9. Repeat Steps 5 to 8 to define additional parameters for the parameter set, or to save the parameter set go to Step 13.

10. Click **Copy From** to open the Copy Parameter Set pop-up window and select a parameter from the list of values.
11. To populate the Parameter Sets window and Parameter window with data from the source parameter set, click **OK**. To return to the Parameter Sets window, click **Cancel**.
12. If needed, edit the fields.
13. Save or save and continue as follows:

    File - Save or **Save and Proceed**
14. Close the window.

Parameter Sets Window

Figure 22–1 Parameter Sets Window, Assignment Tab

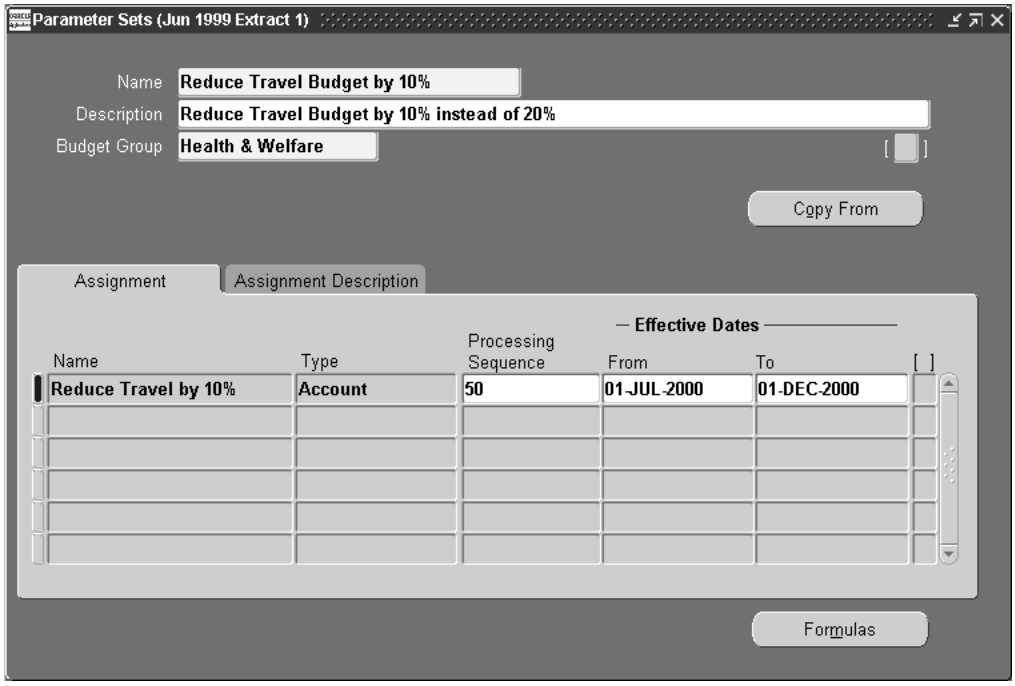


Figure 22–2 Parameter Sets Window, Assignment Description Tab

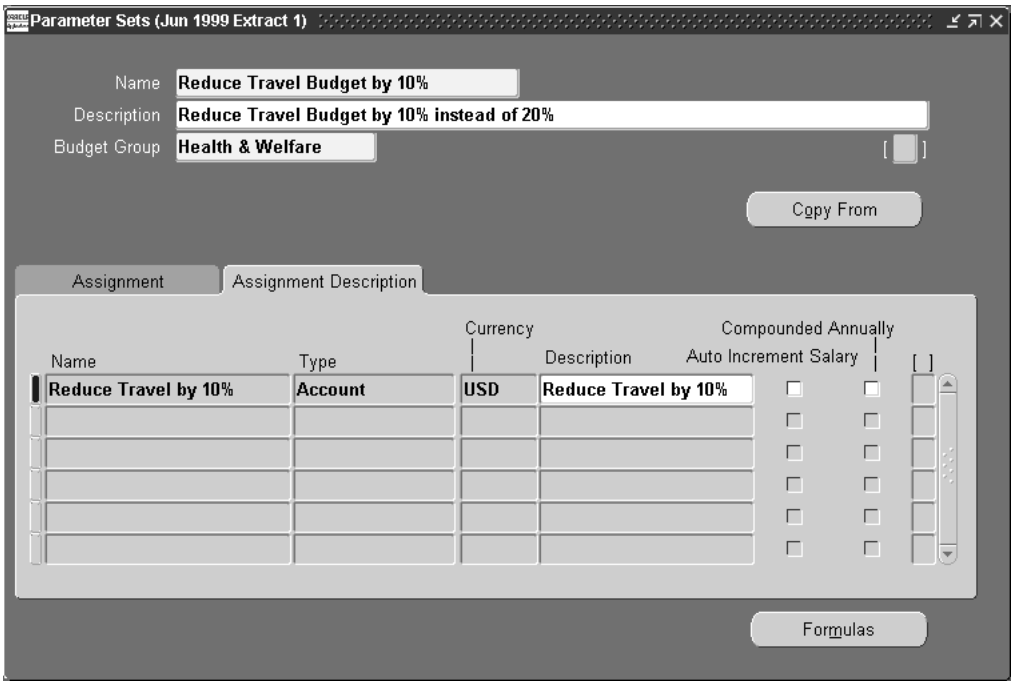
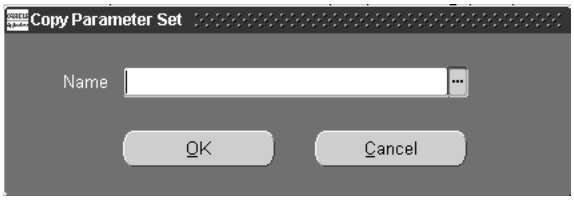


Figure 22–3 Copy Parameter Set Pop-Up Window



Parameter Sets Window Description

Table 22–10 Parameter Sets Window Description

Field Name	Type	Features	Description
Name	required		parameter set name; must be unique
Description	optional		parameter set description
Budget Group	required	list of values	budget group using parameter set; identifies set of books
Descriptive Flexfield	optional		field for user customization
Copy From		button	opens Copy Parameter Set window
Assignment Tab			
Name	required	list of values	projection parameter name
Type	required	list of values	parameter type: Account, Element, Position
Processing Sequence	optional		designates priority of parameter; higher number overrides lower number **Note:** Default processing sequence number is 50. **Note:** Use numbers that allow new parameters to be added at the beginning or between sequences.
From [Effective Dates]	required	list of values: pop-up calendar	effective start date for parameter **Note:** If the From date falls within a budget calendar year, the parameter applies to that entire budget calendar year.
To [Effective Dates]	optional	list of values: pop-up calendar	effective end date for parameter; can be open ended **Note:** If the To date falls within a budget calendar year, the parameter applies to that entire budget calendar year.
Descriptive Flexfield	optional		field for user customization
Assignment Description Tab			
Name	default		projection parameter name
Type	default		parameter type: Account, Element, or Position
Currency	default	list of values	currency: monetary, statistical
Description	optional		currency description

Table 22–10 Parameter Sets Window Description

Field Name	Type	Features	Description
Auto Increment Salary	optional	check box	If selected, projection parameter is increased automatically by amount or percentage specified in the parameter formula. **Note:** available for position projection parameter only
Compound Annually	optional	check box	If selected, projection parameter is compounded annually.
Descriptive Flexfield	optional		field for user customization
Footer Region			
Formulas		button	opens Parameter window
Copy Parameter Set Pop-Up Window			
Name	optional	list of values	existing parameter set from which data is copied; data can be edited
OK		button	confirms action and closes window or accepts selected data
Cancel		button	closes window without saving

Parameter Window

Figure 22–4 Parameter Window, Account Projection Parameter

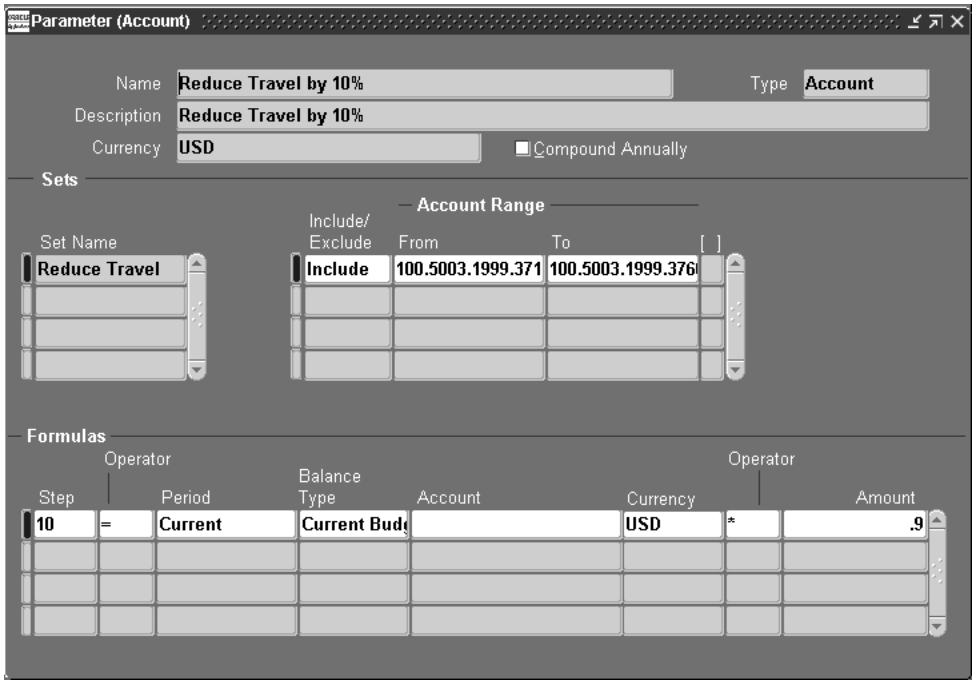


Figure 22–5 Parameter Window, Element Projection Parameter

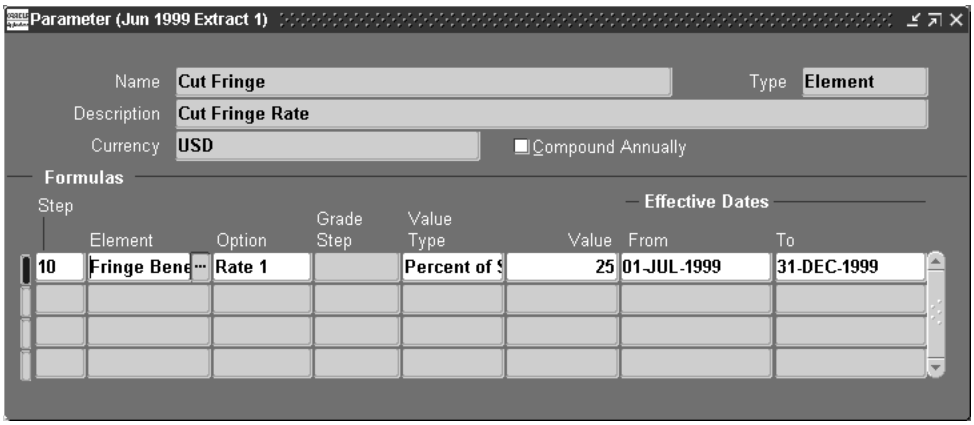


Figure 22–6 Parameter Window, Position Projection Parameter without Auto Increment

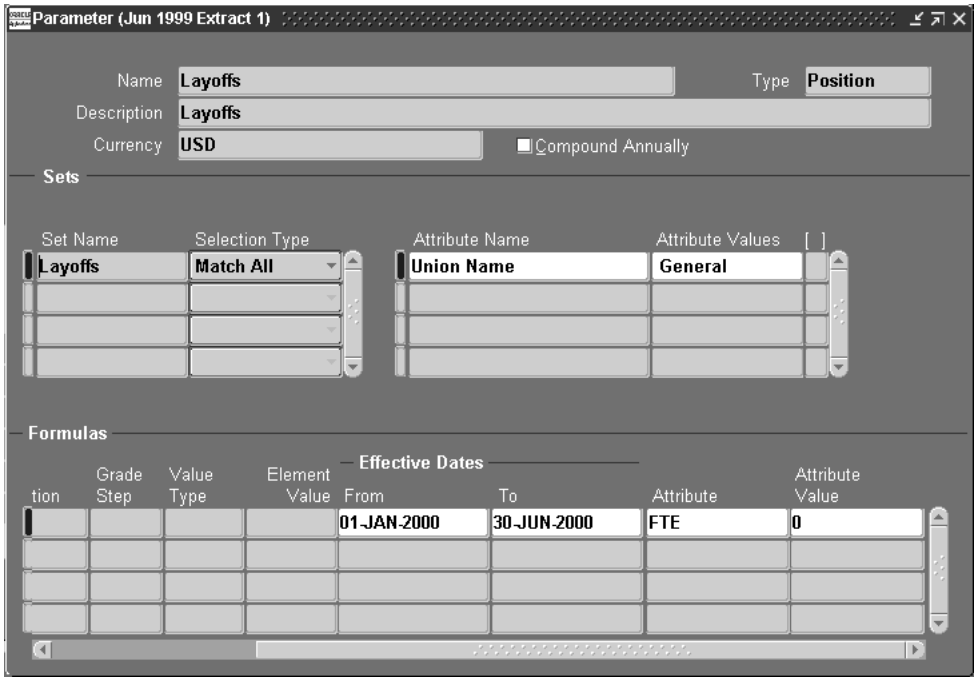
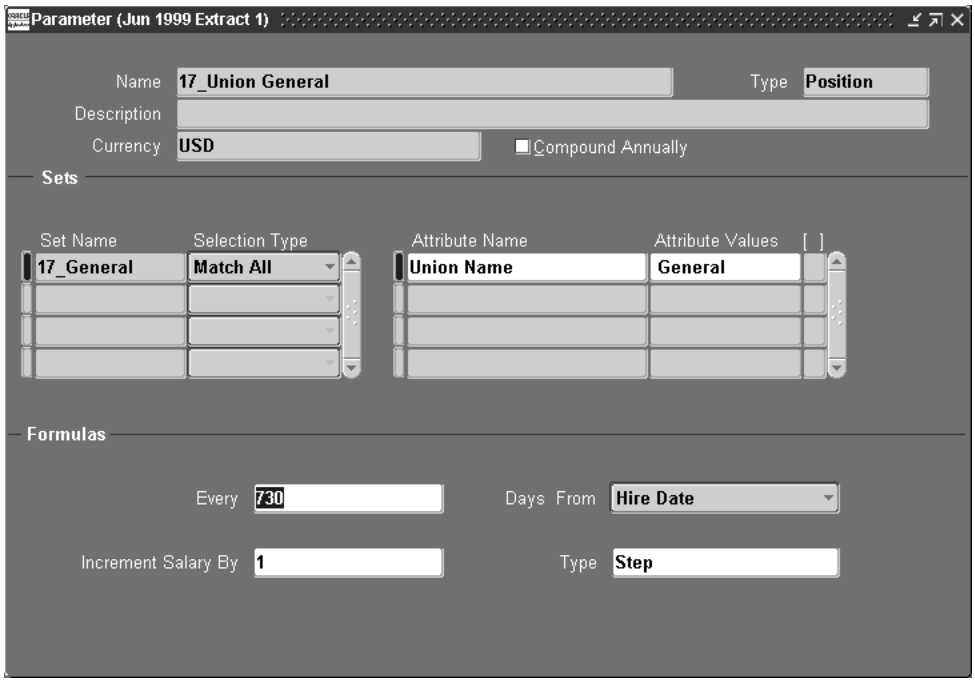


Figure 22–7 Parameter Window, Position Projection Parameter with Auto Increment



Parameter Window Description

Table 22–11 Parameter Window Description

Field Name	Type	Features	Description
Parameter Region			
Name	required		parameter name
Type	required		parameter type: Account, Element, Position
Description	optional		parameter description
Currency	optional	list of values	currency type: monetary, statistical **Note:** Statistical currency is a value associated with an account; for example, numbers of workstations or numbers of enrolled students are statistical currencies.
Compound Annually	optional	check box	If selected, projection amount is compounded annually.
Account Projection Parameter Sets Region			
Set Name	required	list of values	name of global or local account set making projections for **Note:** Select global account set from list of values or create new local account set.
Include / Exclude	required; default for global account sets		designates whether to include or exclude range of accounts in account set **Note:** must include at least one range of accounts in account set
From [Account Range]	required; default for global account sets		beginning account for range of account code combinations
To [Account Range]	required; default for global account sets		ending account for range of account code combinations
Descriptive Flexfield	optional		field for user customization

Table 22–11 Parameter Window Description

Field Name	Type	Features	Description
Formulas Region			
Step	required		sequence of formulas in parameter
Operator	required	list of values	prefix operator for formula: / (divide), = (equal), - (minus), * (multiply), + (plus) **Note:** First prefix operator is often = to designate that the set name is equivalent to the formula.
Period	required	list of values	budget year type; period to project from
Balance Type	optional	list of values	balance type: actuals, budget, estimate
Account	optional	list of values: pop-up window	account from which projection is derived **Note:** If no account is specified when calculating from a period balance, target accounts are assumed.
Currency	optional	list of values	currency type: monetary, statistical
Operator	optional	list of values	postfix operator for formula: / (divide), - (minus), * (multiply), + (plus)
Amount	optional		numerical value applied to formula
Element Projection Parameter Formula Region			
Step	required		sequence of formulas in parameter
Element	required	list of values	element name
Option	optional	list of values	element option name **Note:** required if element options are defined for element
Grade Step	default, display only		grade step for salary element
Value Type	required	list of values	element value type: Amount, Formula, Percent Increase
Value	required		element value
From [Effective Dates]	optional	list of values: pop-up calendar	effective start date for formulas

Table 22–11 Parameter Window Description

Field Name	Type	Features	Description
To [Effective Dates]	optional	list of values: pop-up calendar	effective end date for formulas
Position Projection Parameter without Auto Increment Sets Region			
Set Name	required	list of values	name of global or local position set making projections for **Note:** Select global position set from list of values or create new local position set.
Selection Type	required	drop-down list	selection type: Match All, Match At Least One **Note:** Match All indicates that only positions that have all matching attributes are included in the position set; Match At Least One indicates that positions with any matching attributes are included in the position set.
Attribute Name	required	list of values	position attribute name; position set can have multiple position attributes
Attribute Values	default, display only	pop-up window	position attribute value; position attribute can have multiple position attribute values
Descriptive Flexfield	optional		field for user customization
Formulas Region			
Step	required		sequence of formulas in parameter
Assignment Type	required	list of values	assignment type: Attribute, Element
Element	required for element assignment type	list of values	element name
Option	optional	list of values	element option name **Note:** not required if user wants to apply all options
Grade Step	default, display only		grade step for salary element

Table 22–11 Parameter Window Description

Field Name	Type	Features	Description
Value Type	required for element assignment type	list of values	element value type: Amount, Formula, Percent Increase
Element Value	required for element assignment type		element value
From [Effective Dates]	optional	list of values: pop-up calendar	effective start date for formulas
To [Effective Dates]	optional	list of values: pop-up calendar	effective end date for formulas
Attribute	required for attribute assignment type	list of values	attribute name
Attribute Value	required for attribute assignment type	list of values	attribute value
Position Projection Parameter with Auto Increment Sets Region			
Field Name	**Type**	**Features**	**Description**
Set Name	required	list of values	name of global or local position set making projections for **Note:** Select global position set from list of values or create new local position set.
Selection Type	required	drop-down list	selection type: Match All, Match At Least One **Note:** Match All indicates that only positions that have all matching attributes are included in the position set; Match At Least One indicates that positions with any matching attributes are included in the position set.

Table 22–11 Parameter Window Description

Field Name	Type	Features	Description
Attribute Name	required	list of values	position attribute name; position set can have multiple position attributes
Attribute Values	default, display only	pop-up window	position attribute value; position attribute can have multiple position attribute values
Descriptive Flexfield	optional		field for user customization
Formulas Region			
Every	required		number of days
Days From	required	drop-down list	date option: Hire Date, Adjustment Date
Increment Salary By	required		increment amount **Note:** For parameters of type Step, salary can only be incremented by one.
Type	required	list of values	increment type: Amount, Percent, Step

23

Period Allocation Rules Procedures

This chapter describes how to define period allocation rules for a budget. The following sections are in this chapter:

- Definition
- Overview
- Prerequisites
- Period Allocation Rules Procedure
- Allocation Rule Sets Window
- Allocation Rule Sets Window Description
- Allocation Rules Window
- Allocation Rules Window Description
- Allocation Percentages Window
- Allocation Percentages Window Description

Definition

Period allocation rules are used to allocate the yearly budget for a range of accounts to the periods in a budget year. Allocations can be based on the previous year's actual, budget, or estimated period balances, or on percentages for each period. A period allocation rule set can be used with more than one calendar or worksheet.

Note: Period allocation rules are used only for non-personnel services accounts.

Overview

Organizations define period allocation rule sets and allocation rule assignments for accounts. Users can perform the following tasks when creating allocation rules:

- assign a period allocation rule set to a budget group hierarchy
- copy an existing period allocation rule set
- specify effective dates for a period allocation rule
- create an allocation rule based on a prior year budget profile or percentages
- define Prior Year Profile rule types by specifying the budget year type and balance type
- assign an allocation rule to a global account set or create a new local account set to use the allocation rule
- define Percentage Allocation rule types and designate the percentage allocations for each period

Process

Allocation rules are used in worksheets to allocate budget amounts for a range of accounts to each period in a budget year, using prior year balances or percentages.

Organizations select an allocation rule set and its associated allocation rules when defining a worksheet.

Prior Year Profile

The Prior Year Profile rule type allocates the budget amounts in a worksheet to periods using the profile of a previous year's balance. The profile can be based on the actual, budget, or estimated balances for the prior year.

Percentage Allocation

The Percentage Allocation rule type allocates the budget amounts in a worksheet using percentages specified by the user for each period. Percentages are defined for period distributions of month, quarter, and semi-annual.

The worksheet amounts are allocated using the following formula:

```
period amount = computed annual amount x (period percentage rate/100)
```

Default Allocation Rule

Oracle Public Sector Budgeting has a default allocation rule that allocates budget amounts evenly across periods. The Divide Evenly rule is used when no value has been specified for a range of accounts, or when there is not a match between the periods used in a worksheet and the periods defined in the Percentage Allocation rule.

Maintain Budget Account Codes Concurrent Process

The Maintain Budget Account Codes concurrent process automatically assigns General Ledger account code combinations to new local account sets that are created when defining period allocation rules.

Reports

To generate the Allocation Rules Listing report, see Reports Procedures, page 47-1.

Reference

For information on global account sets, see Global Account and Position Sets Setup, page 9-1.

To update General Ledger account code combinations for all account sets, see Maintain Budget Account Codes Procedures, page 36-1.

Prerequisites

- Budget year types must be defined.

  To define budget year types, see Budget Year Types Setup, page 4-1.

- Budget groups must be defined.

  To define budget groups, see Budget Groups and Security Setup, page 12-1.

Period Allocation Rules Procedure

To define period allocation rules for a worksheet, perform the following steps.

1. In Public Sector Budgeting, navigate to the Allocation Rule Sets window as follows:

   Worksheet - Period Allocation

2. Enter data in the following fields as described in Table 23–1.
   - Name
   - Description
   - Budget Group
   - Descriptive Flexfield
3. To copy an existing period allocation rule set, go to Step 11.
4. In the Name field of the Allocation Rules region, select an existing allocation rule name from the list of values or enter a new allocation rule name.
5. Enter data in the remaining fields of the Allocation Rule Sets window as described in Table 23–1.
6. Click **Allocation Rules** to open the Allocation Rules window.
7. Enter data in each field of the Allocation Rules window as described in Table 23–3.
8. For Percentage Allocation rule types, click **Percentage Allocation** to open the Allocation Percentages window.
9. Enter data in each field of the Allocation Percentages window as described in Table 23–6.
10. Repeat Steps 4 to 9 to define additional allocation rules for the allocation rule set, or to save the allocation rule set go to Step 14.
11. Click **Copy From** to open the Copy Allocation Rule Set pop-up window and select an allocation rule from the list of values in the Name field.
12. To populate the Allocation Rule Sets window, Allocation Rules window, and Allocation Percentages window with data from the source allocation rule set, click **OK**. To return to the Allocation Rule Sets window, click **Cancel**.
13. If needed, edit the fields.
14. Save or save and continue as follows:

File - Save or **Save and Proceed**

15. Close the window.

Allocation Rule Sets Window

Figure 23–1 Allocation Rule Sets Window, Assignment Tab

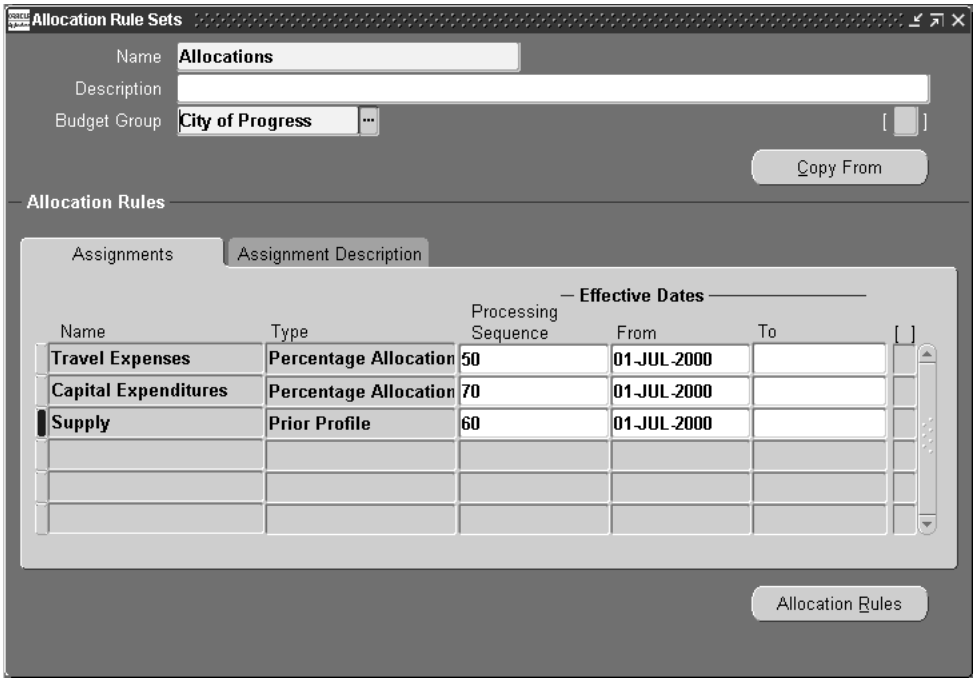


Figure 23–2 Allocation Rule Sets Window, Assignment Description Tab

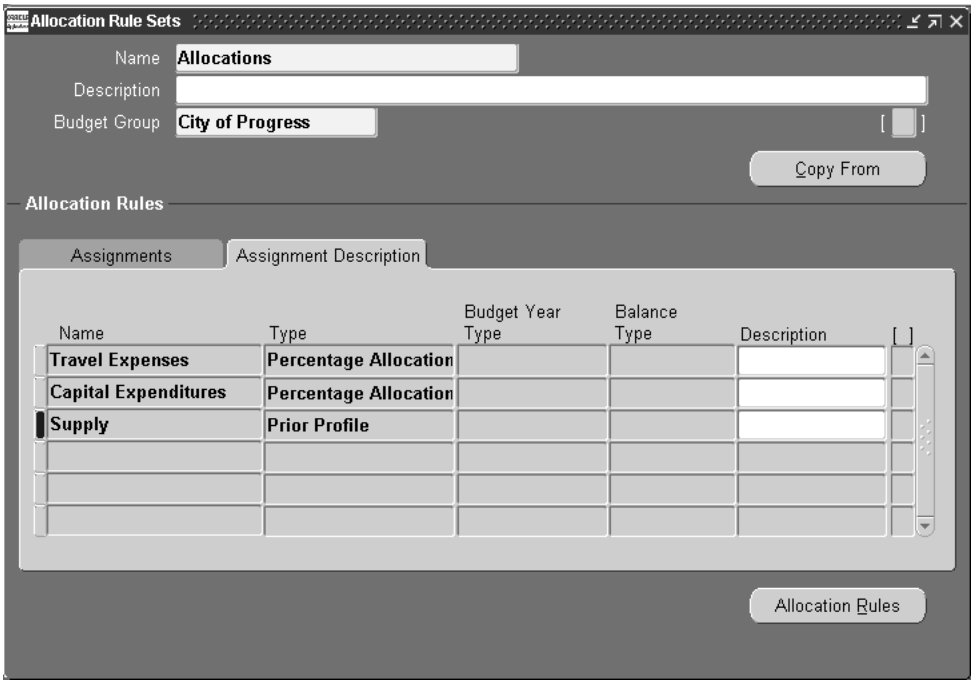


Figure 23–3 Copy Allocation Rule Set Pop-Up Window

Allocation Rule Sets Window Description

Table 23–1 Allocation Rule Sets Window Description

Field Name	Type	Features	Description
Name	required		name of period allocation rule set; must be unique
Description	optional		description of period allocation rule set
Budget Group	required	list of values	budget group using period allocation rule; identifies top budget group in hierarchy
Descriptive Flexfield	optional		field for user customization
Copy From		button	opens Copy Allocation Rule Set window
Allocation Rules Region, Assignments Tab			
Name	required	list of values	allocation rule name
Type	required	list of values	allocation rule type: Prior Profile, Percentage Allocation
Processing Sequence	required		designates priority of allocation rule; higher number overrides lower number **Note:** Use numbers that allow new allocation rules to be added at the beginning or between sequences.
From [Effective Dates]	required	list of values: pop-up calendar	effective start date for allocation rule **Note:** If From date falls within a budget calendar year, allocation rule applies to that entire budget calendar year.
To [Effective Dates]	optional	list of values: pop-up calendar	effective end date for allocation rule **Note:** If To date falls within a budget calendar year, allocation rule applies to that entire budget calendar year.
Descriptive Flexfield	optional		field for user customization
Assignment Description Tab			
Name	default		allocation rule name
Type	default		allocation rule type

Table 23–1 Allocation Rule Sets Window Description

Field Name	Type	Features	Description
Budget Year Type	required; Prior Profile only	list of values	budget year type for allocation rule **Note:** used for Prior Profile allocation rule type only
Balance Type	required; Prior Profile only	list of values	balance type: actuals, budget, estimate **Note:** used for Prior Profile allocation rule type only
Description	optional		description of the allocation rule
Descriptive Flexfield	optional		field for user customization
Footer Region			
Allocation Rules		button	opens Allocation Rules window
Copy Allocation Rule Set Pop-Up Window			
Name	optional	list of values	existing period allocation rule set from which data is copied
Copy		button	copies allocation rules
Cancel		button	closes window without saving

Example: 1999-00 Period Allocations Rule Set

Table 23–2 shows a sample period allocation rule set for the 1999-00 year. In this example, Revenue accounts use period budget amounts that mirror a prior year's actual receipts. Expenditure accounts use the default rule, which divides amounts evenly across periods.

Table 23–2 1999-00 Period Allocations Rule Set

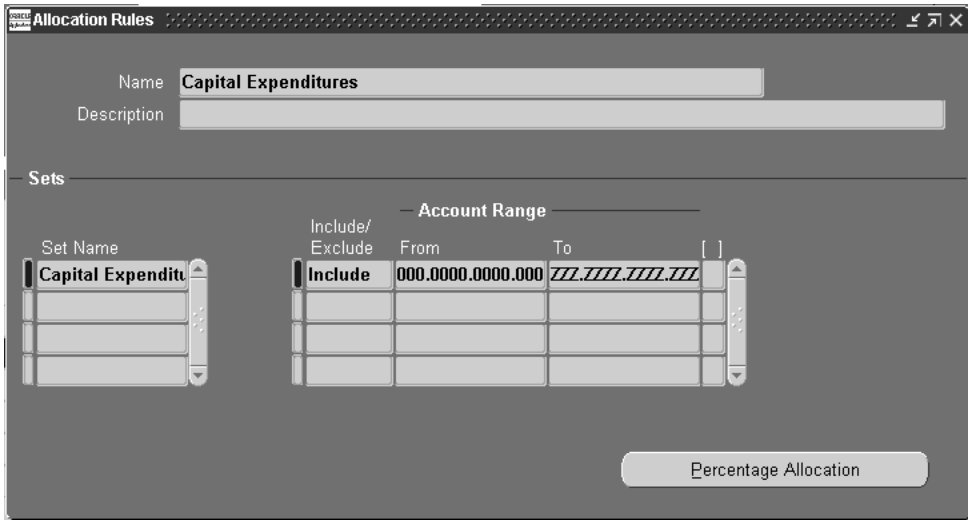
Allocation Rule Set Region	
Name	1999-00 Period Allocations
Description	1999-00 Period Allocation Rule
Budget Group	XYZ Organization

Table 23–2 1999-00 Period Allocations Rule Set

Allocation Rules, Assignment Region				
Name	**Type**	**Processing Sequence**	**From [Effective Dates]**	**To [Effective Dates]**
Follow Last Year Revenue	Prior Profile	50	01-JUL-1998	
Allocation Rules, Assignment Description Region				
Name	**Type**	**Budget Year Type**	**Balance Type**	**Description**
Follow Last Year Revenue	Prior Profile	Prior	Actuals	Follow last year revenue

Allocation Rules Window

Figure 23–4 Allocation Rules Window



Allocation Rules Window Description

Table 23–3 Allocation Rules Window Description

Field Name	Type	Features	Description
Name	required		allocation rule name; must be unique for allocation rule set
Description	optional		allocation rule description
Sets Region			
Set Name	required	list of values for global account sets	name of global or local account set that allocation rule applies to **Note:** Select a global account set from the list of values or create a new local account set.
Include / Exclude	required; default for global account set	list of values	specifies whether to include or exclude range of accounts in account set **Note:** must include at least one range of accounts in account set
From [Account Range]	required; default for global account set	list of values; accounting flexfield pop-up window	beginning account for range of account code combinations
To [Account Range]	required; default for global account set	list of values; accounting flexfield pop-up window	ending account for range of account code combinations
Descriptive Flexfield	optional		field for user customization
Footer Region			
Percentage Allocation		button	opens Allocation Percentages window

Example: Prior Year Profile Allocation Rule

Table 23–4 shows sample data for a prior year profile allocation rule.

Table 23–4 Prior Year Profile Allocation Rule

Allocation Rules Region			
Name	State Revenues		
Description	State Revenues Period Allocation		
Main Region			
Set Name	**Include/Exclude**	**From [Account Range]**	**To [Account Range]**
State Revenue	Include	00.0000.4320	zz.zzzz.4329

Example: Percentage Allocation Rule

Table 23–5 shows sample data for a percentage allocation rule.

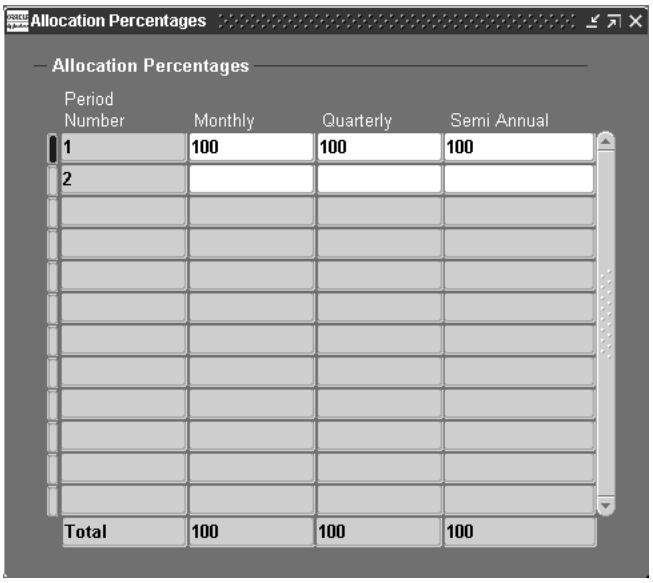
Table 23–5 Percentage Allocation Rule

Allocation Rules Region			
Name	Expenditures-Global		
Description	Expenditures-Global Period Allocations		
Main Region			
Set Name	**Include/Exclude**	**From [Account Range]**	**To [Account Range]**
Expenditures	Include	00.0000.6000	zz.zzzz.9999
Stat Accounts	Exclude	00.0000.9950	zz.zzzz.9959

Allocation Percentages Window

The Allocation Percentages window is used for Percentage Allocation rule types only.

Figure 23–5 Allocation Percentages Window



Allocation Percentages Window Description

Table 23–6 Allocation Percentages Window Description

Field Name	Type	Features	Description
Allocation Percentages Region			
Period Number	required		number of allocation rule period **Note:** up to 12 periods for Monthly percentages, four periods for Quarterly percentages, two periods for Semi-Annual periods
Monthly	required		percentage allocation for each monthly period **Note:** must enter at least one period
Quarterly	required		percentage allocation for each quarterly period **Note:** must enter at least one period
Semi Annual	required		percentage allocation for each semi-annual period **Note:** must enter at least one period
Total [Monthly]	display only		total percentage of monthly allocations; must equal 100%
Total [Quarterly]	display only		total percentage of quarterly allocations; must equal 100%
Total [Semi Annual]	display only		total percentage of semi-annual allocations; must equal 100%

24

Constraints Procedures

This chapter describes how to define constraints for a budget worksheet. The following sections are in this chapter:

- Definition
- Overview
- Prerequisites
- Constraints Procedure
- Constraint Sets Window
- Constraint Sets Window Description
- Constraint Window
- Constraint Window Description

Definition

Constraints are used to notify users regarding specific conditions for account ranges, elements, or position sets. For example, users can be notified if the total expense for a range of accounts exceeds a particular dollar amount.

- Account constraints are used to prevent budget amount violations for line items.
- Element constraints are used to prevent modification of element rates for a selected group of positions.
- Position constraints are used to prevent element cost violations for selected positions or positions that are assigned to invalid element options.

For information on constraint formula types, see Projection Parameter and Constraint Formula Types, page F-1.

Overview

A constraint set can be used with more than one calendar or worksheet.

Organizations define constraint sets and constraints. Users can perform the following tasks when creating constraints:

- assign budget group to constraint set
- copy existing constraint set and update values for future periods
- establish threshold level for constraint set
- set severity levels for individual constraints
- specify effective dates for constraint
- specify whether to calculate a constraint for each code combination in the account set or as a total for the constraint set
- specify whether to calculate a constraint for each position in the position set or as a total for the position set
- use full-time equivalencies for position constraints
- assign a global account set or create a new local account set that uses the constraint
- assign a global position set or create a new local position set that uses the constraint

- define the constraint formulas

Process

Constraints are used by worksheets to notify users regarding conditions for account ranges, elements, and position sets. Users select a constraint set and its associated constraints when defining a worksheet.

Oracle Public Sector Budgeting automatically checks all constraints when users create or submit a worksheet. Users are notified of all constraint violations. If the worksheet has a constraint violation where the constraint severity level exceeds the threshold level, users cannot submit the worksheet until the error is corrected.

Note: Constraints in global worksheets are not inherited by supporting worksheets.

Maintain Budget Account Codes Concurrent Process

The Maintain Budget Account Codes concurrent process automatically assigns General Ledger account code combinations to new local account sets that are created when defining constraints.

Maintain Budget Positions Concurrent Process

The Maintain Budget Positions concurrent process automatically assigns new positions in Public Sector Budgeting to position sets that are created when defining constraints.

Examples

The following examples illustrate how constraints can be used.

Constraint for Rental Accounts

An organization creates a constraint stating that rental accounts should not be greater than $24 times the number of square feet in the rental space.

Constraint for Expenditure Accounts

An organization creates a constraint stating that proposed expenditures cannot increase more than 10% over the current year's budget.

Constraint for FTE Positions

An organization creates a constraint stating that certain departments cannot budget for more than 50 FTE positions.

Constraint for Budget Revision

Constraints and constraint sets can be used for budget revision limitation control to impose a limit on budget revision requests. For examples of how to create constraint sets to impose budget revision limitation control, see Budget Revision Limitation Control Examples.

Reports

To generate the Constraints Listing report, see Reports Procedures, page 47-1.

Reference

For information on global account and position sets, see Global Account and Position Sets Setup, page 9-1.

To view constraint violations for a worksheet, see Modify Line Item Worksheet Procedures, page 29-1.

To manually check constraints for a worksheet, see Worksheet Operations Procedures, page 33-1.

To update General Ledger account code combinations for all account sets, see Maintain Budget Account Codes Procedures, page 36-1.

To assign new positions in Public Sector Budgeting to position sets, see Maintain Budget Positions Procedures, page 40-1.

Prerequisites

- ❑ Budget year types must be defined.

  To define budget year types, see Budget Year Types Setup, page 4-1.

- ❑ Budget groups must be defined.

  To define budget groups, see Budget Groups and Security Setup, page 12-1.

- ❑ Global account and position sets must be defined.

  To define global account and position sets, see Global Account and Position Sets Setup, page 9-1.

Constraints Procedure

Note: For information on constraint formula types, see Projection Parameter and Constraint Formula Types, page F-1.

To define constraints for a worksheet, perform the following steps.

1. In Public Sector Budgeting, navigate to the Constraint Sets window as follows:

   Worksheet - Constraints

   Note: Constraint sets for budget revisions can only be created from the Budget Revisions window by double-clicking on the Constraint Set field in the Mass Entries tab.

2. To use position budgeting, select a data extract name in the Data Extract Name field of the Alter Data Extract pop-up window and click **OK**, or click **Cancel** if position budgeting is not used.

   Alternatively, to change the default data extract, click **Alter Data Extract** in the toolbar to open the Alter Data Extract pop-up window.

3. Enter data in the following fields as described in Table 24–1.

   - Name
   - Description
   - Budget Group
   - Threshold
   - Descriptive Flexfield

4. To copy an existing constraint set, go to Step 10.

5. In the Name field of the Constraints region, select an existing constraint name from the list of values or enter a new constraint name.

6. Enter data in the remaining fields of the Constraint Sets window as described in Table 24–1.

7. Click **Formulas** to open the Constraint window.

   Note: The Constraint window varies according to the constraint type and whether or not FTE is used.

8. Enter data in each field of the Constraint window as described in Table 24–2.

9. Repeat Steps 5 to 8 to define additional constraints for the constraint set, or to save the constraint set go to Step 13.

10. Click **Copy From** to open the Constraint Set pop-up window. Select a constraint set from the list of values.
11. To populate the Constraint Sets window and Constraint window with data from the source constraint set, click **OK**. To return to the Constraint Sets window, click **Cancel**.
12. If needed, edit the fields.
13. Save or save and continue as follows:

    File - Save or **Save and Proceed**
14. Close the window.

Constraint Sets Window

Figure 24–1 Constraint Sets Window, Assignment Tab

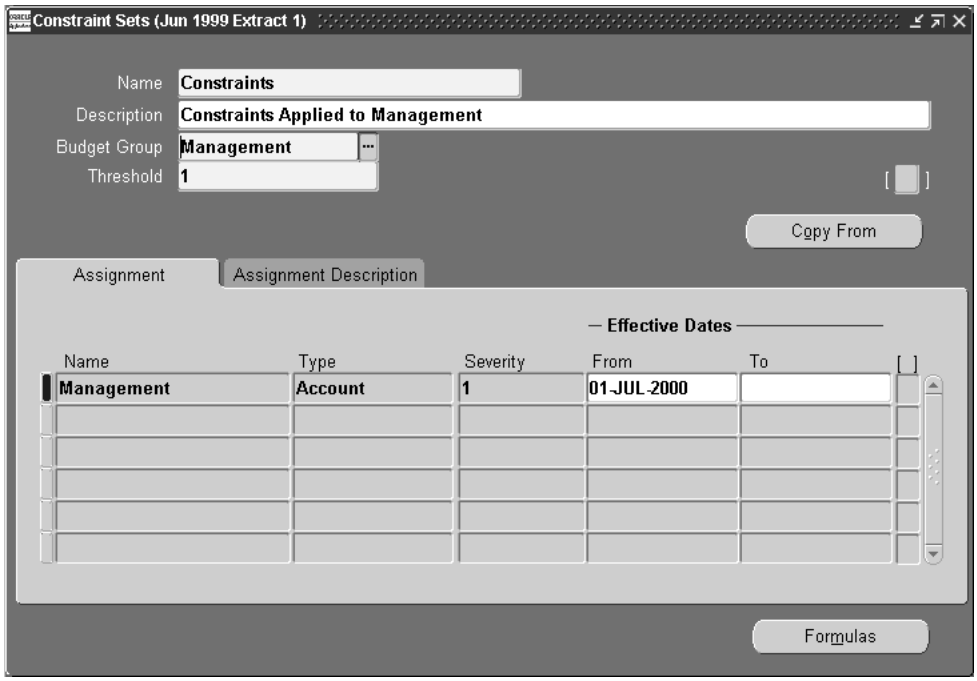


Figure 24–2 Constraint Sets Window, Assignment Description Tab

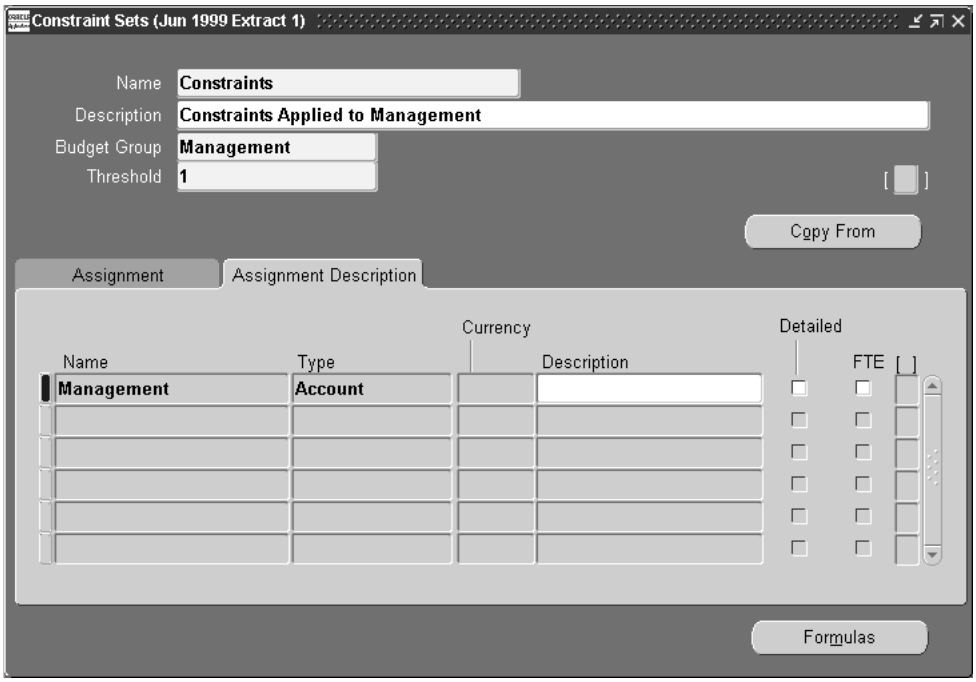
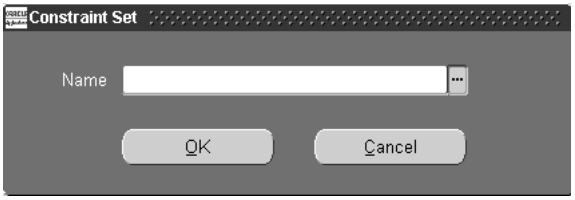


Figure 24–3 Constraint Set Pop-Up Window



Constraint Sets Window Description

Table 24–1 Constraint Sets Window Description

Field Name	Type	Features	Description
Name	required		constraint set name; must be unique
Description	optional		constraint set description
Budget Group	required	list of values	budget group using constraint set
Threshold	required		severity level that is fatal; if severity level is greater than or equal to threshold level, user cannot submit worksheet
Descriptive Flexfield	optional		field for user customization
Copy From		button	opens Constraint Set window
Assignment Tab			
Name	required	list of values	constraint name
Type	required	list of values	constraint type: account, element, position
Severity	optional		severity level for this constraint; if severity level is greater than or equal to threshold level, user cannot submit worksheet **Note:** Default severity level is 1. **Note:** If Severity field is left blank, then the severity level is assumed to be less than the threshold level.
From [Effective Dates]	required	list of values: pop-up calendar	effective start date for constraint **Note:** If the From date falls within a budget calendar year, the constraint applies to that entire budget calendar year.
To [Effective Dates]	optional	list of values: pop-up calendar	effective end date for constraint **Note:** If the To date falls within a budget calendar year, the constraint applies to that entire budget calendar year.
Descriptive Flexfield	optional		field for user customization
Assignment Description Tab			
Name	default		constraint name
Type	default		constraint type: Account, Element, or Position

Table 24–1 Constraint Sets Window Description

Field Name	Type	Features	Description
Currency	optional	list of values	currency type: monetary, statistical
Description	optional		description of constraint
Detailed	optional	check box	If selected, constraint is calculated for each code combination item identified for range of accounts in account set, or for each position in a position set. If deselected, constraint is calculated for total range of accounts in account set, or for all positions in a position set.
FTE	optional	check box	if selected, indicates that position is a full-time equivalency **Note:** field available for position constraints only
Descriptive Flexfield	optional		field for user customization
Constraint Set Pop-Up Window			
Name	optional	list of values	existing constraint set from which data is copied
OK		button	confirms action and closed window or accepts selected data
Cancel		button	closes window without saving

Constraint Window

Figure 24–4 Constraint Window, Account Constraint

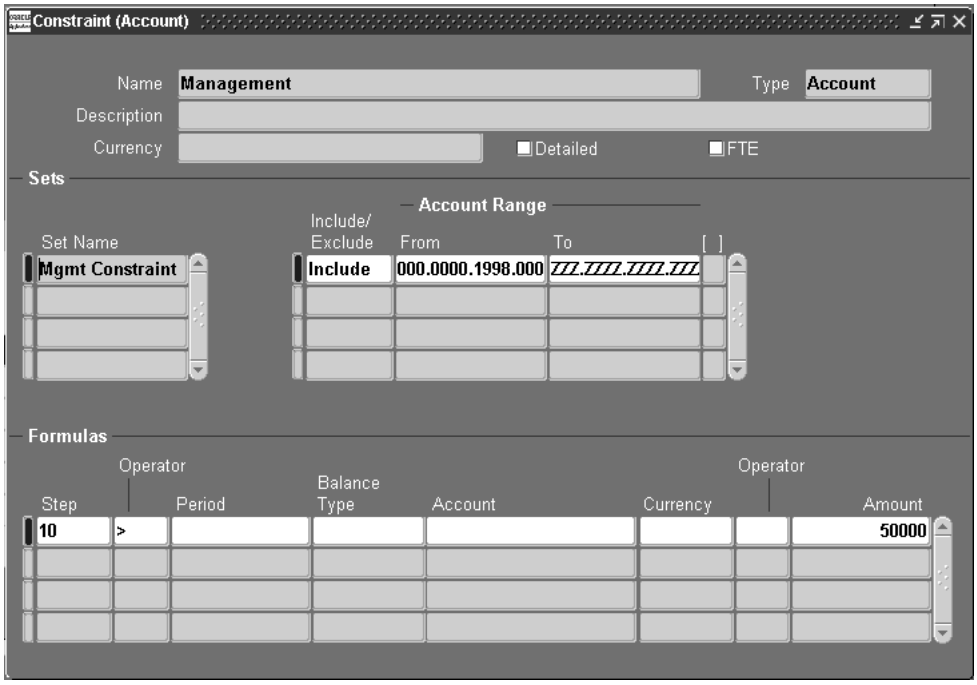


Figure 24–5 Constraint Window, Element Constraint

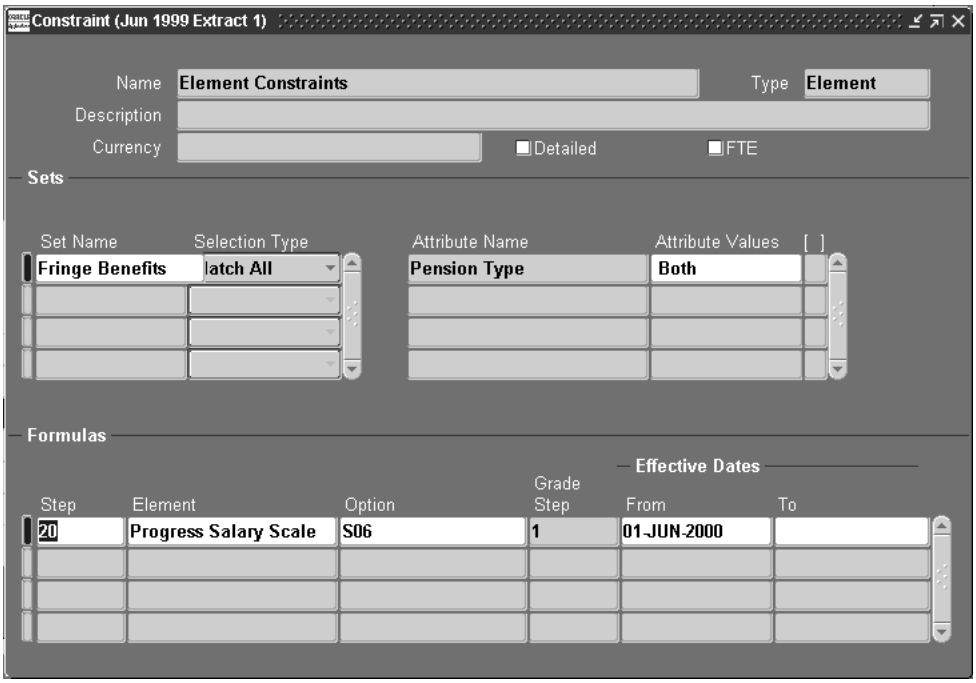


Figure 24–6 Constraint Window, Position Constraint without FTE

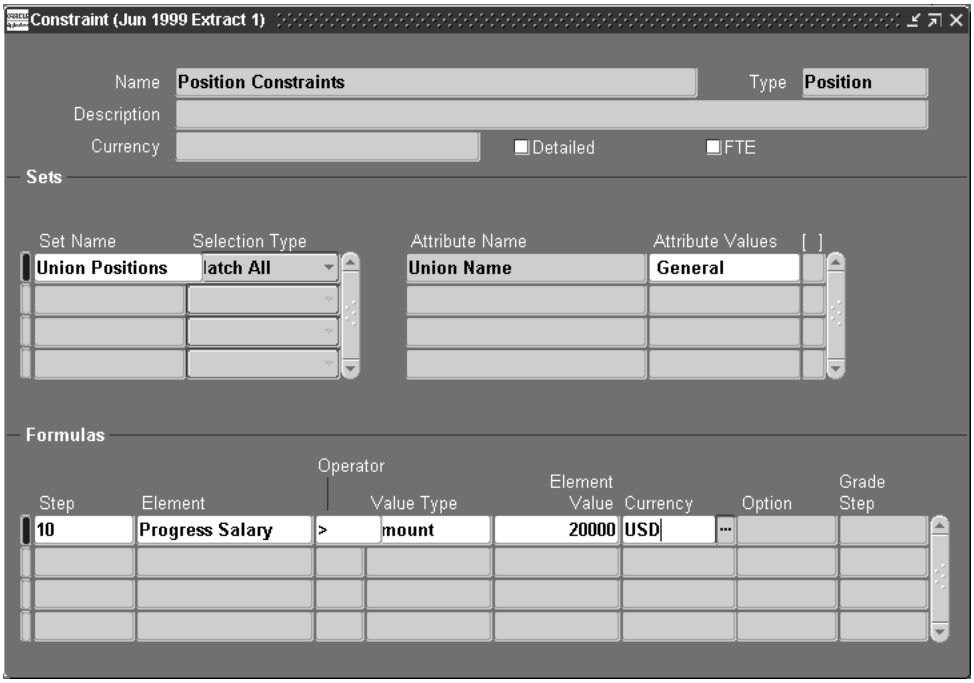
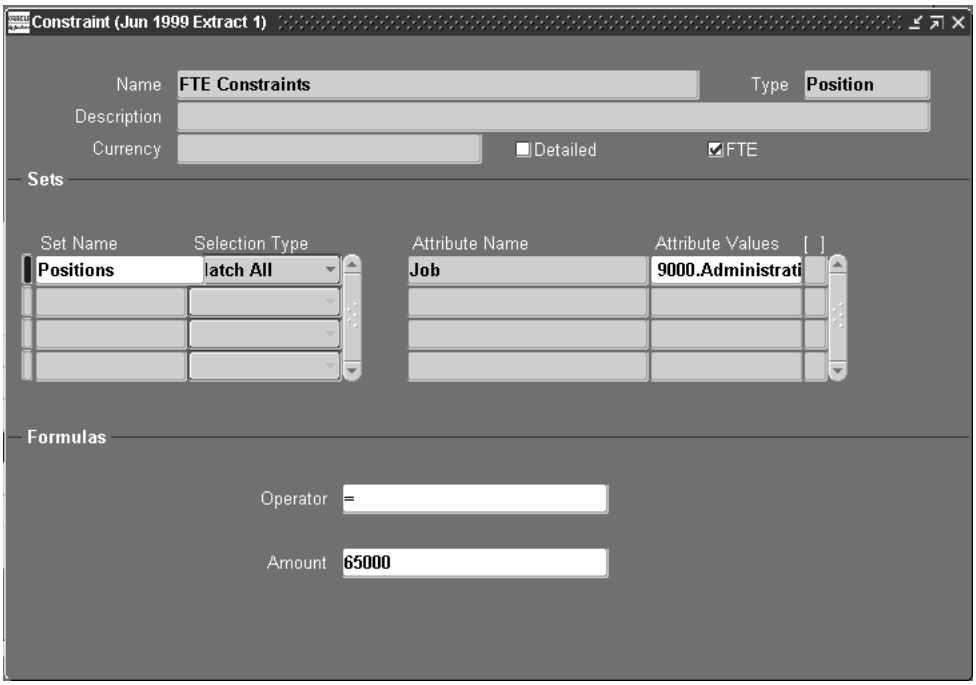


Figure 24–7 Constraint Window, Position Constraint with FTE



Constraint Window Description

Table 24–2 Constraint Window Description

Field Name	Type	Features	Description
Constraint Region			
Name	required	list of values	constraint name
Type	required	list of values	constraint type: account, element, position
Description	optional		constraint description
Currency	optional	list of values	currency type: monetary, statistical **Note:** Statistical currency is a value associated with an account; for example, the statistical value of a tuition revenue account could be enrollment. **Note:** A constraint can use both statistical and monetary balances.
Detailed	optional	check box	If selected, constraint is calculated for each code combination item identified for range of accounts in the account set, or for each position in a position set; if deselected, constraint is calculated for total range of accounts in the account set, or for all positions in a position set.
FTE	optional	check box	if selected, indicates that position is a full-time equivalency **Note:** field available for position constraints only
Account Constraint, Sets Region			
Set Name	required	list of values for global account sets	name of global or local account set that constraint applies to **Note:** Select global account set from list of values or create new local account set.
Include/Exclude	required; default for global account sets	list of values	designates whether to include or exclude range of accounts in account set **Note:** must include at least one range of accounts in account set
From [Account Range]	required; default for global account sets		beginning account for range of account code combinations

Table 24–2 Constraint Window Description

Field Name	Type	Features	Description
To [Account Range]	required; default for global account sets		ending account for range of account code combinations
Descriptive Flexfield	optional		field for user customization
Formulas Region			
Step	required		sequence of steps in formula
Operator	required	list of values	formula operator: / (divide), = (equal), > (greater than), >= (greater than or equal to), < (less than), <= (less than or equal to), - (minus), * (multiply), != (not equal), + (plus)
Period	optional	list of values	budget year type; period to apply constraint to
Balance Type	optional	list of values	balance type: actuals, budget, estimate
Account	optional	list of values: pop-up window	account that is part of the constraint formula; can be specific account, or a mask account when creating a detail level constraint **Note:** If account segments are not specified, the target account segments are used. **Note:** All account segments must be entered if the Detailed check box is not selected.
Currency	optional	list of values	currency type: monetary, statistical
Operator	required	list of values	operator for formula: / (divide), - (minus), * (multiply), + (plus)
Amount	required		numerical value applied to formula
Element Constraint, Sets Region			
Set Name	required	list of values	name of global or local position set that element constraint applies to **Note:** Select global position set from list of values or create new local position set.

Table 24–2 Constraint Window Description

Field Name	Type	Features	Description
Selection Type	required	drop-down list	selection type: Match All, Match At Least One **Note:** Match All indicates that only positions that have all matching attributes are included in the position set; Match At Least One indicates that positions with any matching attributes are included in the position set.
Attribute Name	required	list of values	position attribute name; position set can have multiple position attributes
Attribute Values	default, display only	pop-up window	position attribute value; position attribute can have multiple position attribute values
Descriptive Flexfield	optional		field for user customization
Formulas Region			
Step	required		sequence of steps in formula
Element	required	list of values	element name
Option	optional	list of values	element option name
Grade Step	default, display only		grade step
From [Effective Dates]	optional	list of values: pop-up calendar	effective start date for element constraint; must be within range of dates in constraint assignment
To [Effective Dates]	optional	list of values: pop-up calendar	effective end date for element constraint; must be within range of dates in constraint assignment
Position Constraint without FTE, Sets Region			
Set Name	required	list of values for global position sets	name of global or local position set that constraint applies to **Note:** Select global position set from list of values or create new local position set.

Table 24–2 Constraint Window Description

Field Name	Type	Features	Description
Selection Type	required	drop-down list	selection type: Match All, Match At Least One **Note:** Match All indicates that only positions that have all matching attributes are included in the position set; Match At Least One indicates that positions with any matching attributes are included in the position set.
Attribute Name	required	list of values	position attribute name; position set can have multiple position attributes
Attribute Values	default, display only	pop-up window	position attribute value; position attribute can have multiple position attribute values
Descriptive Flexfield	optional		field for user customization
Formulas Region			
Step	required		sequence of steps in formula
Element	required	list of values	element name
Operator	required	list of values	formula operator: / (divide), = (equal), > (greater than), >= (greater than or equal to), < (less than), <= (less than or equal to), - (minus), * (multiply), != (not equal), + (plus)
Value Type	optional	list of values	value type: Amount, Percent Salary
Element Value	optional		element value
Currency	optional	list of values	currency type: monetary, statistical
Option	optional	list of values	grade name of salary element; option name of benefits or tax element **Note:** If Value Type, Element Value, and Currency are entered, then Option field is disabled; if Value Type, Element Value, and Currency are not entered, then Option field is required.
Grade Step	display only		grade step

Table 24–2 Constraint Window Description

Field Name	Type	Features	Description
Position Constraint with FTE, Sets Region			
Set Name	required	list of values	name of global or local position set that constraint applies to **Note:** Select global position set from list of values or create new local position set.
Selection Type	required	drop-down list	selection type: Match All, Match At Least One **Note:** Match All indicates that only positions that have all matching attributes are included in the position set; Match At Least One indicates that positions with any matching attributes are included in the position set.
Attribute Name	required	list of values	position attribute name; position set can have multiple position attributes
Attribute Values	default, display only	pop-up window	position attribute value; position attribute can have multiple position attribute values
Descriptive Flexfield	optional		field for user customization
Formulas Region			
Operator	required	list of values	formula operator: / (divide), = (equal), > (greater than), >= (greater than or equal to), < (less than), <= (less than or equal to), - (minus), * (multiply), != (not equal), + (plus)
Amount	required		constraint amount

Budget Revision Limitation Control Examples

The following illustrations provide examples of how users can create constraint sets to impose limitation control, using the fields in the Constraint and Constraint Sets windows. Only the relevant fields are included.

Examples

To limit the budget revision aggregate so that it does not exceed a specific dollar amount, users should include the following information in the constraint setup.

Table 24–3 To Limit Aggregate Revision Dollar Amount

Field/Button	Description
Detailed	deselected
Account Set	any appropriate account set; a universal account set can be used to cover all accounts, if required
Operator	>
Amount	applicable dollar limit for total budget revision

To limit the individual entry for a budget revision so that it does not exceed a specific dollar amount, users should include the following information in the constraint setup.

Table 24–4 To Limit Individual Revision Dollar Amount

Field/Button	Description
Detailed	selected
Account Set	any appropriate account set; a universal account set can be used to cover all accounts, if required
Operator	>
Amount	applicable dollar limit for individual entry for budget revision

To limit the aggregate for a budget revision so that it does not exceed a specific percentage, users should include the following information in the constraint setup.

Table 24–5 To Limit Aggregate Revision Percentage

Field/Button	Description
Detailed	deselected
Account Set	any appropriate account set; a universal account set can cover all accounts, if required
Operator	>
Period	blank **Note:** When a constraint is used to validate budget revisions, the computation of the constraint amount is based on the annual budget that corresponds to the period specified in the Budget Revisions window. For example, if the GL Period on the Budget Revisions window is Jan-2000, and the budget in the budget set referenced in the Budget Revision Profile has 5 years, from 1999-2004, budget amounts from 2000 are used.
Balance Type	original budget
Currency	USD or functional currency
Operator	*
Amount	applicable percentage for the total budget revision: 1 for 100%, 0.1 for 10%, and so on

To limit the individual entry for a budget revision so that it does not exceed a specific percentage of the current budget, users should include the following information in the constraint setup.

Table 24–6 To Limit Aggregate Revision Percentage

Field/Button	Description
Detailed	selected
Account Set	any appropriate account set; a universal account set can be used to cover all accounts, if required
Operator	>

Table 24–6 To Limit Aggregate Revision Percentage

Field/Button	Description
Period	blank **Note:** When a constraint is used to validate budget revisions, the computation of the constraint amount is based on the annual budget that corresponds to the period specified in the Budget Revisions window. For example, if the GL Period on the Budget Revisions window is Jan-2000, and the budget in the budget set referenced in the Budget Revision Profile has 5 years, from 1999-2004, budget amounts from 2000 are used.
Balance Type	current budget
Currency	USD or functional currency
Operator	*
Amount	applicable percentage for individual budget revision: 1 for 100%, 0.1 for 10%

25

Create Worksheet Procedures

This chapter describes how to create a worksheet. The following sections are in this chapter:

- Definition
- Overview
- Prerequisites
- Create Worksheet Procedure
- Define Worksheet Window, Worksheet Tab
- Define Worksheet Window Description, Worksheet Tab
- Define Worksheet Window, General Ledger Tab
- Define Worksheet Window Description, General Ledger Tab
- Define Worksheet Window, Commitments Tab
- Define Worksheet Window Description, Commitments Tab
- Define Worksheet Window, Processes Tab
- Define Worksheet Window Description, Processes Tab

Definition

Organizations can create worksheets for the official budget, financial planning, and what-if scenarios. A budget worksheet is a document that contains the details of a budget.

Overview

Worksheets are created using the Define Worksheet window.

The Define Worksheet window allows users to perform the following tasks when creating a worksheet:

- specify the worksheet as an official or forecast worksheet
- select a stage set and budget group for the worksheet
- specify whether to budget by position
- specify the HRMS data extract to use to create the worksheet, if budgeting by position
- identify the budget calendar, number of proposed years to calculate, and rounding factor to use in the worksheet
- specify the cutoff period for data extraction of current year actual General Ledger balances
- include statistical balances, translated balances, and adjustment periods from General Ledger in the worksheet
- assign a parameter set, constraint set, and allocation rule set to the worksheet
- apply element parameters and use revised element rates to create the worksheet
- update General Ledger balances

Global Worksheets

Global worksheets include all accounts in each budget group of a particular budget group hierarchy.

An organization can have one global worksheet for the official budget, multiple global worksheets for forecasting, and multiple global worksheets for what-if scenarios. Each of these global worksheets can use the same budget group hierarchy or different budget group hierarchies.

Local Worksheets

A local worksheet is distributed to a specific budget group. The worksheet for a budget group includes all the account codes for that budget group and its children.

Process

The worksheet creation process performs the following tasks:

- creates worksheet line items for prior, current, and proposed years in the budget calendar
- uses parameter formulas to create estimates for current and proposed years; current year estimate defined as post-General Ledger extract cutoff date
- rounds worksheet figures according to the rounding factor specified in the Define Worksheet window
- creates summary and roll-up totals for worksheet line items as specified in the GL Interfaces Setup window
- uses period allocation rules to allocate annual total estimates to individual periods
- validates budget amounts by applying constraints
- validates accounts and budget groups

The worksheet creation process performs the following additional tasks to budget by position:

- determines full-time equivalency (FTE) for individual positions based on the budget calendar
- calculates total position costs
- breaks down position costs by pay element
- distributes position costs to General Ledger accounts
- distributes position costs to the periods in a budget calendar
- validates FTE of positions and element costs by applying constraints
- applies element parameters

Number of Proposed Years Used to Calculate Budget Amounts

Proposed years are specified by users in Public Sector Budgeting as follows:

- proposed years specified in the budget calendar
- proposed years specified for each budget group
- proposed years specified in the worksheet

The budget calendar sets the maximum number of proposed years allowed in any worksheet using that calendar. The number of years to calculate in the worksheet is the default value. The number of proposed years specified for a budget group overrides the years to calculate setting specified in the Define Worksheet window, if the number is greater. The number of years cannot exceed the number of years in the budget calendar.

Table 25–1 illustrates how Public Sector Budgeting determines the number of proposed years to use when projecting budget amounts in a worksheet. The number of proposed years used is in bold and marked with an asterisk.

Table 25–1 Number of Proposed Years Used in a Worksheet

Setting of Proposed Years	Rule	Example 1	Example 2	Example 3
budget calendar	maximum number of proposed years	**2 years***	5 years	3 years
specific budget group	overrides setting at worksheet level for the specific budget group when greater than worksheet	3 years	2 years	**2 years***
worksheet	default number of proposed years	4 years	**3 years***	**1 year***

Example 1 In Example 1, the proposed years specified for the specific budget group and the worksheet exceed the maximum number of proposed years set in the budget calendar. The worksheet projects budget amounts for two years.

Example 2 In Example 2, the maximum number of proposed years set in the budget calendar is five years. The proposed years setting for the worksheet is the default number of years to use when projecting budget amounts. Since the number of proposed years for the specific budget group is less than the number of proposed years for the worksheet, the worksheet projects budget amounts for three years.

Example 3 In Example 3, the maximum number of proposed years set in the budget calendar is three years. The proposed years setting for the worksheet is the default

number of proposed years to use when projecting budget amounts. In this case, the number of proposed years set for the specific budget group is greater than the number of proposed years set for the worksheet. The worksheet projects budget amounts for one year, the default number, for all budget groups except the specific budget group. The worksheet projects budget amounts for two years for the specific budget group.

Reference

For information on worksheet elements, see Elements Setup, page 17-1.

To modify and view the worksheet, see Modify Line Item Worksheet Procedures, page 29-1.

To delete a worksheet, see Purge Worksheet Procedures, page 39-1.

Prerequisites

- ❑ Projection parameters must be defined.

  To define projection parameters, see Projection Parameters Procedures, page 22-1.

Position Worksheet

The following additional prerequisites are required to create a position worksheet.

- ❑ Data from HRMS must be extracted to Public Sector Budgeting.

  To extract data from HRMS to Public Sector Budgeting, see Extract Data From HRMS Setup, page 15-1.

- ❑ Position attribute values must be defined.

  To define position attribute values, see Position Attributes Setup, page 14-1.

- ❑ Elements must be defined.

  To define elements, see Elements Setup, page 17-1.

- ❑ Position default rules must be defined.

  To define position default rules, see Position Default Rules Setup, page 18-1.

- ❑ Positions must be defined.

  To define positions, see Positions Setup, page 19-1.

Create Worksheet Procedure

The following procedures are used to create a worksheet:

- Define Worksheet
- Create Worksheet Lines
- Refresh General Ledger Balances

Define Worksheet

To create a worksheet, perform the following steps.

1. In Public Sector Budgeting, navigate to the Define Worksheet window as follows:

   Worksheet - Define

2. Enter data in each field of the Define Worksheet window as described in Table 25–2.
3. To apply element parameters, click **Apply Element Parameters**.
4. Save or save and continue as follows:

   File - Save or **Save and Proceed**

Create Worksheet Lines

To create worksheet lines, perform the following steps.

- Return to the Define Worksheet window.
- To create worksheet lines, click **Create Worksheet**.

  Note: Clicking **Create Worksheet** automatically launches the Create Worksheet Line Items request set. The request set consists of phases, and each phase comprises several processes. The processes in a phase execute in parallel. A phase completes when all the requests in a set are complete. The phases are linked so that on completion of one phase, the request set moves to the next phase.

  If any phase fails to complete successfully, worksheet creation fails. A Position Worksheet Exception Report showing all positions and errors encountered is created.

  The Create Worksheet Line Items request set includes the following phases.

- Validate Accounts, Positions, and Budget Groups: status flags are reset after accounts are successfully validated, budget positions successfully populated, and positions successfully validated.
- Create Account and Position Line Items: summary totals are created after account line items and position line items are successfully created.
- Apply Constraints: Status flags are set after account, position and element constraints are successfully applied.

Figure 25–1, Figure 25–2, and Figure 25–3 illustrate the phases of the Create Worksheet Line Items request set.

Figure 25–1 Validate Accounts, Positions, and Budget Groups Phase Diagram

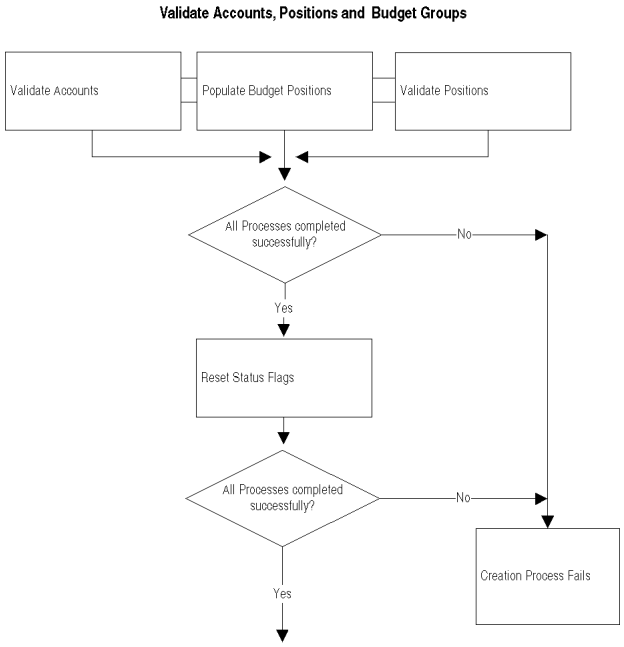


Figure 25–2 Create Account and Position Line Items Phase Diagram

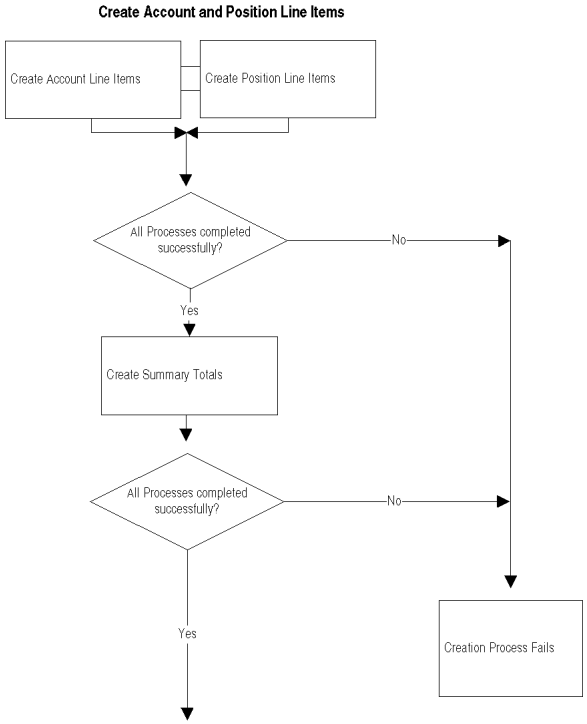
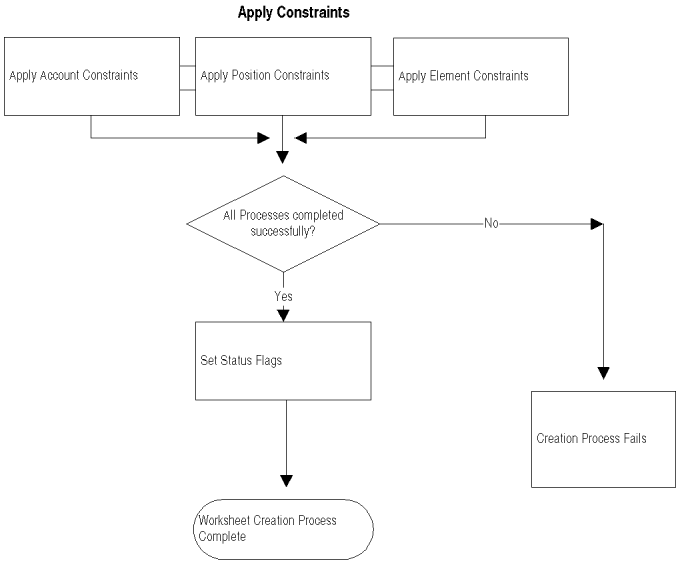


Figure 25–3 Apply Constraints Phase Diagram



Refresh General Ledger Balances

Optionally, to refresh General Ledger balances, perform the following steps.

- In the Define Worksheet window, click **Update GL Balances** to refresh General Ledger balances.
- Close the window.

Position Worksheet Exception Report

The Position Worksheet Exception Report lists errors for the following validations:

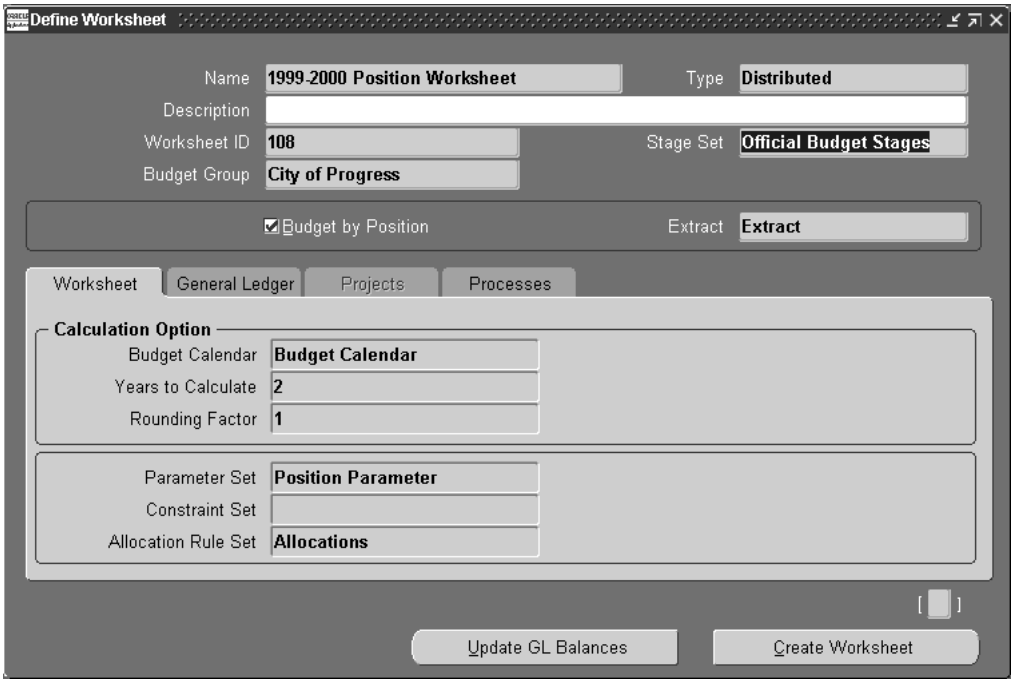
- salary account distribution must belong to the budget group hierarchy
- complete salary distribution
- valid salary pay basis
- salary distribution present and equal to 100%
- all required attributes are present
- default weekly hours attribute present, if salary has hourly pay basis

View the Position Worksheet Exception Report in the concurrent manager as follows:

View - Requests

Define Worksheet Window, Worksheet Tab

Figure 25–4 Define Worksheet Window, Worksheet Tab



Define Worksheet Window Description, Worksheet Tab

Table 25–2 Define Worksheet Window Description, Worksheet Tab

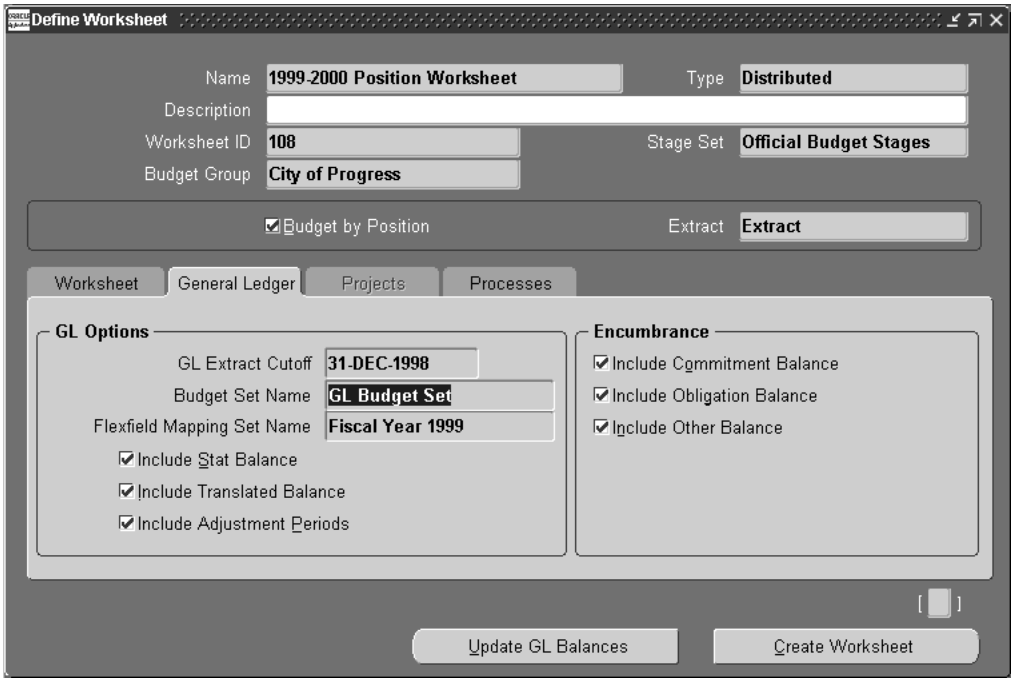
Field Name	Type	Features	Description
Worksheet Region			
Name	required		worksheet name
Type	required	list of values	worksheet type: Distributed, Non-Distributed
Description	optional		worksheet description
Worksheet ID	display only		sequence number automatically assigned to worksheet
Stage Set	optional	list of values	stage set that worksheet uses **Note:** Stage set is required to maintain different versions of a worksheet.
Budget Group	required	list of values	budget group that worksheet is created for **Note:** Use a top-level budget group for the official budget; lower level budget groups can be used for forecasting or other purposes. **Note:** Only budget groups that users have access to can be selected.
Main Region			
Budget By Position	optional	check box	if selected, budgeting by position is used
Extract	required for position budgeting	list of values	HRMS data extract used to create the worksheet
Worksheet Tab, Calculation Option Region			
Budget Calendar	required	list of values	budget calendar that worksheet is created for
Years to Calculate	optional		number of proposed years to calculate in worksheet; must not be greater than number of proposed years in budget calendar
Rounding Factor	optional		used to round worksheet account lines to nearest currency unit

Table 25–2 Define Worksheet Window Description, Worksheet Tab

Field Name	Type	Features	Description
Worksheet Tab, Main Region			
Parameter Set	required	list of values	parameter set used to make estimates or projections for accounts in worksheet **Note:** If projection parameter is not defined, the default projection value is zero. **Note:** Double-click in the Parameter Set field to open the Parameter Sets window and define or edit parameters for the worksheet.
Constraint Set	optional	list of values	constraint set used to notify users regarding specific conditions for a range of accounts in the worksheet **Note:** Double-click in the Constraint Set field to open the Constraint Sets window and define or edit constraints for the worksheet.
Allocation Rule Set	optional	list of values	allocation rule set used to specify how total annual account values are allocated to periods in budget calendar **Note:** If no rule is specified, only annual totals are created and period amounts cannot be added to the budget worksheet. **Note:** The Divide Evenly default allocation rule is used when no value has been specified for a range of accounts, or when there is not a match between the periods used in a worksheet and the periods defined in the Percentage Allocation rule. **Note:** Double click in the Allocation Rule Set field to open the Allocation Rule Sets window and define or edit allocation rules for the worksheet.
Footer Region			
Update GL Balances		button	updates General Ledger balances
Create Worksheet		button	creates worksheet lines
Main Region			
Descriptive Flexfield	optional		field for user customization

Define Worksheet Window, General Ledger Tab

Figure 25–5 Define Worksheet Window, General Ledger Tab



Define Worksheet Window Description, General Ledger Tab

Table 25–3 describes the Define Worksheet window, General Ledger tab. For information on the header and footer regions, see Table 25–2.

Table 25–3 Define Worksheet Window Description, General Ledger Tab

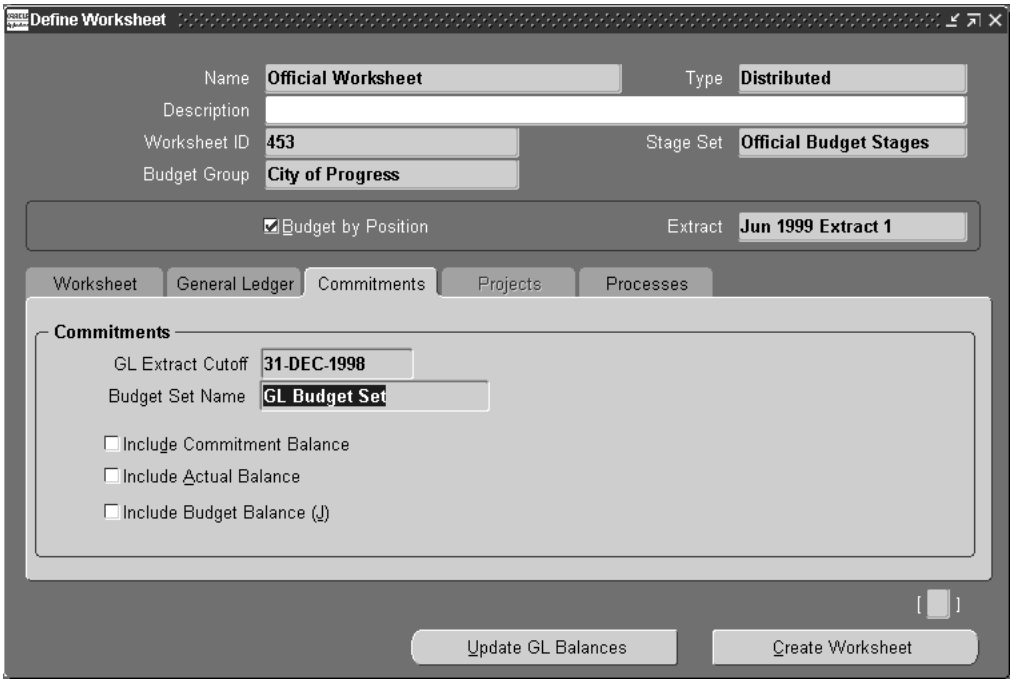
Field Name	Type	Features	Description
General Ledger Tab, GL Options Region			
GL Extract Cutoff	optional	list of values	date used to specify cutoff period for data extraction of current year General Ledger balances; General Ledger balances extracted for current year for all budget periods up to and including the specified period **Note:** If date is entered, Public Sector Budgeting selects the General Ledger period that the date falls in; the date must be an end of period date in the specified budget calendar. **Note:** If date is not entered, the end of the current year is used.
Budget Set Name	required if budget name is not entered	list of values	name of budget set created in Public Sector Budgeting, to use for extracting information from General Ledger
Flexfield Mapping Set Name	optional	list of values	map of flexfield mapping set created in Public Sector Budgeting
Include Stat Balance	default; optional	check box	if selected, General Ledger statistical balances are included in worksheet
Include Translated Balance	default; optional	check box	if selected, General Ledger translated balances are included in worksheet
Include Adjustment Periods	default; optional	check box	if selected, General Ledger balances for adjustment periods are included in worksheet

Table 25–3 Define Worksheet Window Description, General Ledger Tab

Field Name	Type	Features	Description
General Ledger Tab, Encumbrance Region			
Include Commitment Balance	optional	check box	if selected, General Ledger encumbrance balances for commitments, that is, purchase orders, are included in worksheet
Include Obligation Balance	optional	check box	if selected, General Ledger encumbrance balances for obligations, that is requisitions, are included in worksheet
Include Other Balance	optional	check box	if selected, other encumbrance balances are included in worksheet

Define Worksheet Window, Commitments Tab

Figure 25–6 Define Worksheet Window, Commitments Tab



Define Worksheet Window Description, Commitments Tab

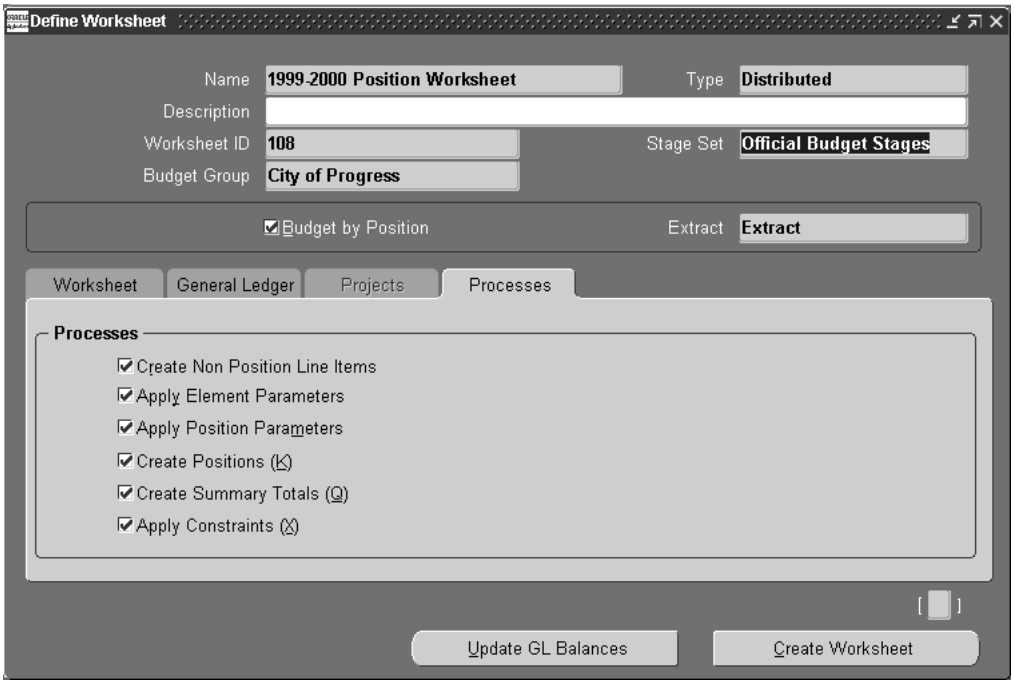
Table 25–4 describes the Define Worksheet window, Commitments tab. For information on the header and footer regions, see Table 25–2.

Table 25–4 Define Worksheet Window Description, Commitments Tab

Field Name	Type	Features	Description
Commitments Tab			
			Note: The Commitments tab is available only if Oracle Contract Commitments is installed. **Note:** For information on commitment budgeting, see the *Oracle Contract Commitment User's Guide.*
GL Extract Cutoff	default		date used to specify cutoff period for data extraction of current year General Ledger balances; General Ledger balances extracted for current year for all budget periods up to and including specified period
Budget Set Name	default		name of budget set created in Public Sector Budgeting to use for extracting information from General Ledger
Include Commitment Balance	optional	check box	if selected, commitment balances from Contract Commitments are included
Include Actual Balance	optional	check box	if selected, actual balances from Contract Commitments are included
Include Budget Balance	optional	check box	if selected, budget balance is included

Define Worksheet Window, Processes Tab

Figure 25–7 Define Worksheet Window, Processes Tab



Define Worksheet Window Description, Processes Tab

Table 25–5 describes the Define Worksheet window, Processes tab. For information on the header and footer regions, see Table 25–2.

Table 25–5 Define Worksheet Window Description, Processes Tab

Field Name	Type	Features	Description
Projects Tab			
			Note: For future use
Processes Tab			
Create Non-Position Line Items	default, optional	check box	if selected, non-position line items are created
Apply Element Parameters	default, optional	check box	if selected, element parameters are applied
Apply Position Parameters	default, optional	check box	if selected, position parameters are applied
Create Positions	default, optional	check box	if selected, positions are created
Create Summary Totals	default, optional	check box	if selected, summary totals are created
Apply Constraints	default, optional	check box	if selected, constraints are applied

The options in the Processes tab can be set in various configurations to calculate or recalculate non-position line items, position line items or summary totals in the worksheet. Some examples follow.

- To recalculate the costs for all positions in the worksheet without processing any element or position parameter:
  1. In the Processes tab, check Create Positions. Create Summary Totals and Apply Constraints are automatically selected.
  2. In the Define Worksheet window, click Create Worksheet.
- To recalculate the summary totals in the worksheet:
  1. In the Processes tab, check Create Summary Total. Apply Constraints is automatically checked.

2. In the Define Worksheet window, click Create Worksheet.

Example: Sample Data for Worksheet Creation

Table 25–6 shows sample data to create the 1997-98 Mid Year Forecast worksheet.

Table 25–6 Sample Data for Worksheet Creation

Worksheet Region	
Name	1997-98 Mid Year Forecast
Type	Non-Distributed
Description	1997-98 Mid Year Forecast
Worksheet ID	175
Stage Set	Mid Year Forecast
Budget Group	University of Oracle
Main Region	
Budget By Position	x
Extract	Data Extract 1
Calculation Option Region	
Budget Calendar	1997-98 Mid Year Forecast
Years to Calculate	
Rounding Factor	1
GL Option Region	
GL Extract Cutoff	31-DEC-1997
Budget Name	Funding Budget
GL Budget Set	
Include Stat Balance	x
Include Translated Balance	x
Include Adjustment Periods	x
Main Region	
Parameter Set	1997-98 Mid Year Forecast
Constraint Set	
Allocation Rule Set	1997-98 Budget Periods

26

View Projected Elements Procedures

This chapter describes how to view projected elements. The following sections are in this chapter:

- Definition
- Overview
- Prerequisites
- Find Worksheets Window
- Find Worksheets Window Description
- Projected Element Rates Window
- Projected Element Rates Window Description

Definition

Projected element rates define values for specific elements based on user-defined projection parameters.

Overview

After worksheet creation, projection parameters are applied. The Projected Element Rates window allows users to review projected element rate information.

Reference

For information on worksheet elements, see Elements Setup, page 17-1.

Prerequisites

- ❑ Projection parameters must be defined.

  To define projection parameters, see Projection Parameters Procedures, page 22-1.

- ❑ Worksheets must be created.

  To create worksheets, see Create Worksheet Procedures, page 25-1.

View Elements Procedure

To view elements for the worksheet, perform the following steps.

1. In Public Sector Budgeting, navigate to the Projected Element Rates window as follows:

   Position - View Elements

2. Select a data extract name in the Data Extract Name field of the Alter Data Extract pop-up window and click **OK**, or to change the default data extract, click **Alter Data Extract** in the toolbar to open the Alter Data Extract pop-up window.

3. Click **OK**.

   The Find Worksheets window appears.

4. In the Worksheet ID field of the Find Worksheets window, select a worksheet from the list of values.

5. In the Element field, select an element from the list of values or leave the field blank to select all elements for the worksheet.

6. Click **Find**.

7. Review the data in the Projected Element Rates window.

8. Close the window.

Find Worksheets Window

Figure 26–1 Find Worksheets Window

Find Worksheets Window Description

Table 26–1 Find Worksheets Window Description

Field Name	Type	Features	Description
Worksheet ID	required	list of values	worksheet name
Element	optional	list of values	worksheet element
Clear		button	clears worksheet ID
Find		button	searches for designated worksheet

Projected Element Rates Window

Figure 26–2 Projected Element Rates Window, Element Options Region

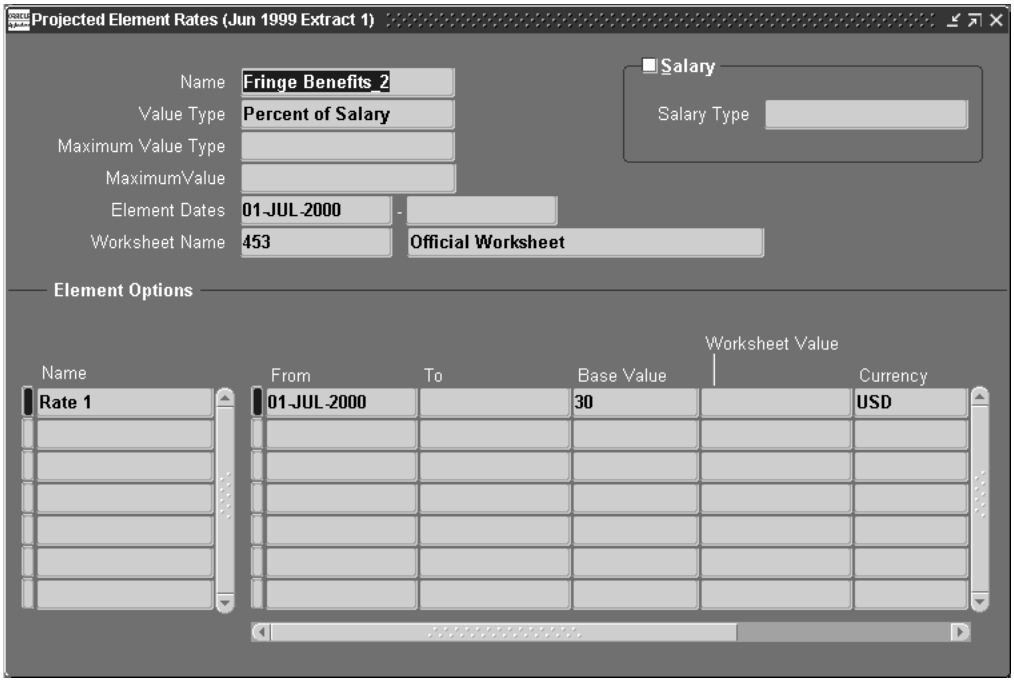


Figure 26–3 Projected Element Rates Window, Element Rates Region

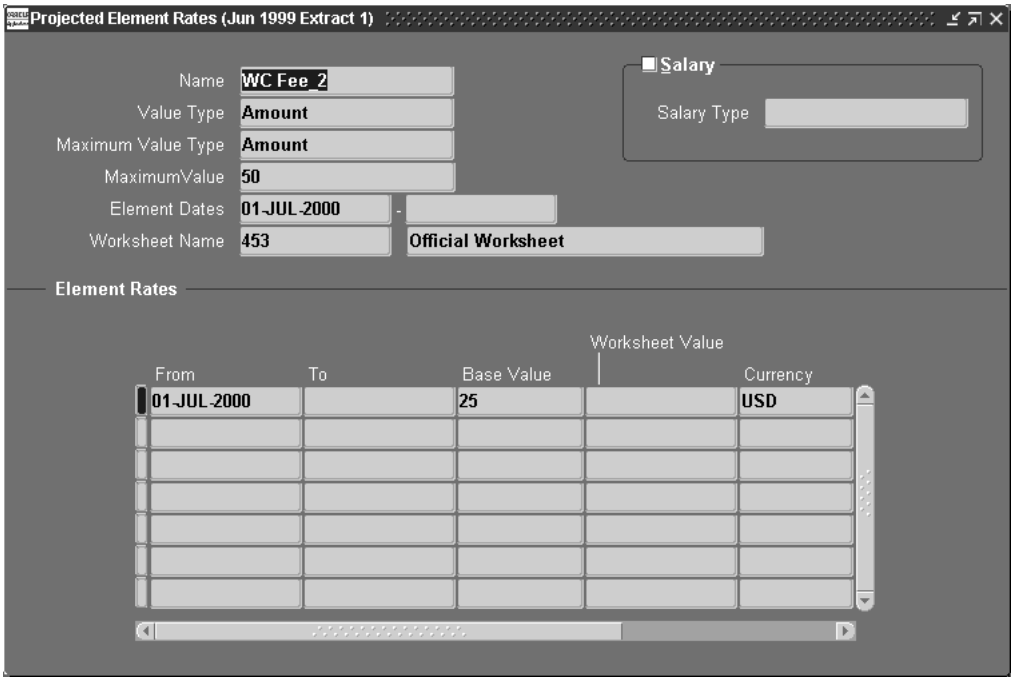


Figure 26–4 Projected Element Rates Window, Salary Options (Grade Scale)

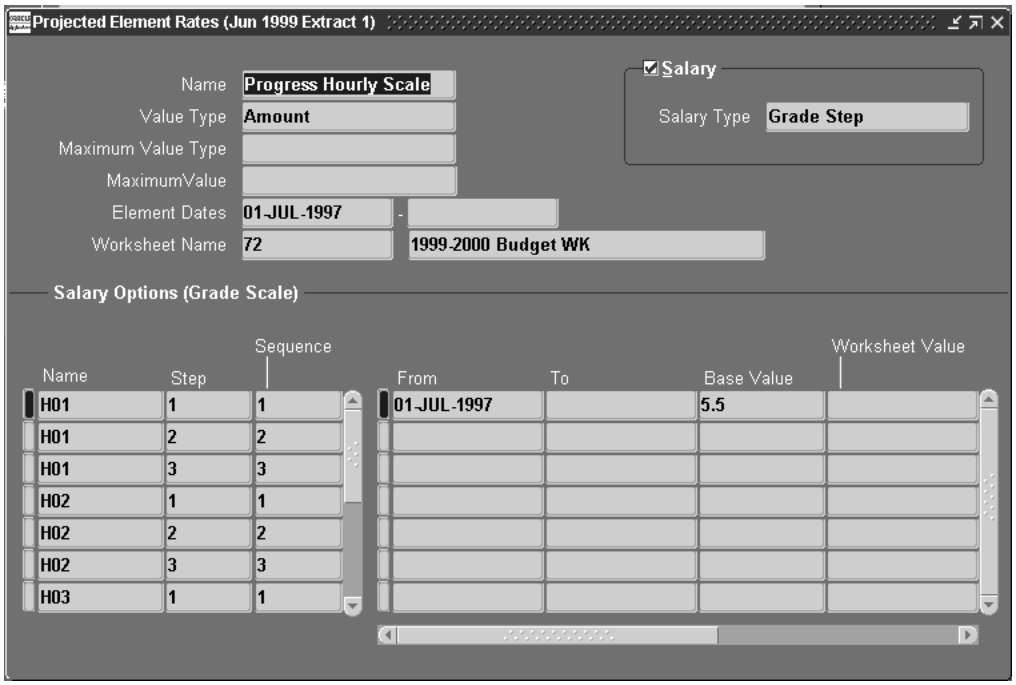
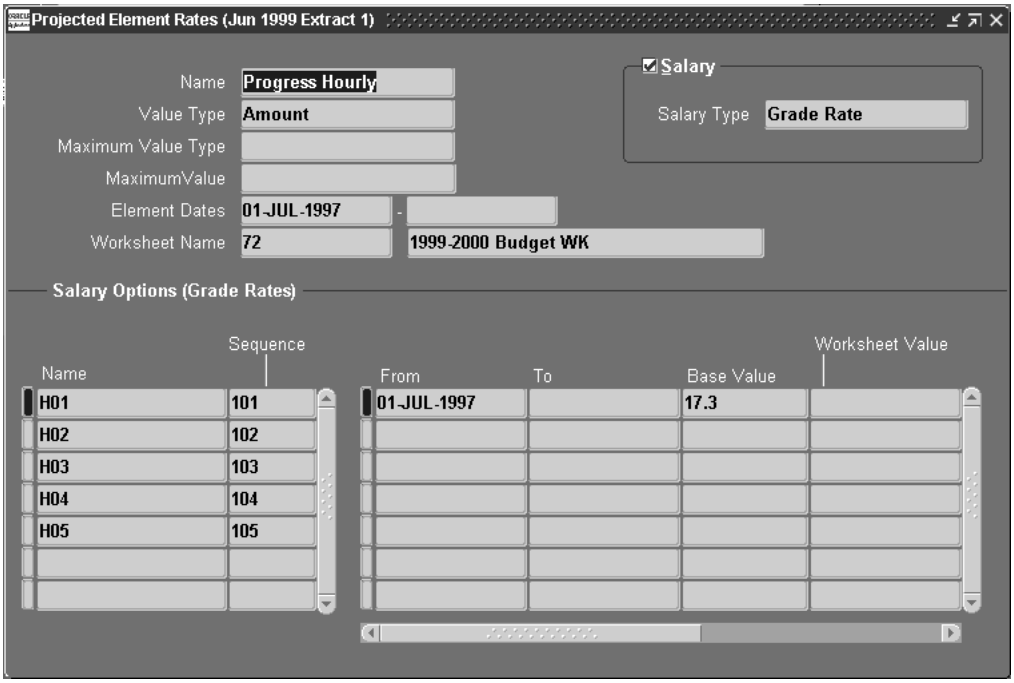


Figure 26–5 Projected Element Rates Window, Salary Options (Grade Rates)



Projected Element Rates Window Description

Table 26–2 Projected Element Rates Window Description

Field Name	Type	Features	Description
Name	display only		element name
Value Type	display only		element value type: Amount, Formula, Percent Salary
Maximum Value Type	display only		maximum value type: Amount, Percent
Maximum Value	display only		maximum value of element; maximum value is a number with a value type of amount or percent
Element Dates	display only		valid start and end date for the element
Worksheet Name	display only		worksheet number and name
Salary Region			
Salary	display only	check box	if selected, indicates salary element **Note:** Users can extract salary element information from HRMS or create salary elements in Public Sector Budgeting.
Salary Type	display only		salary type: Grade Rate, Grade Step
Element Options Region [Benefits or tax element with options]			
Name	display only		name of element option **Note:** An element can have multiple element options.
From	display only		start date of value related to element option **Note:** An element option can have multiple values with different beginning and end dates.
To	display only		end date of value related to element option **Note:** An element option can have multiple values with different beginning and end dates.
Base Value	display only		base value of element option for specified dates
Worksheet Value	display only		worksheet value of element option for specified dates

Table 26–2 Projected Element Rates Window Description

Field Name	Type	Features	Description
Currency	display only		currency
Element Rates Region [Benefits or tax element without options]			
From	display only		start date of value related to element rate **Note:** An element can have multiple element rates.
To	display only		end date of value related to element rate **Note:** An element can have multiple element rates.
Base Value	display only		base value of element rate for specified dates
Worksheet Value	display only		worksheet value of element rate for specified dates
Currency	display only		currency
Salary Options (Grade Scale) Region [Salary element with grade step]			
Name	display only		grade name
Step	display only		grade step
Sequence	display only		indicates the sequence that an employee can progress from one grade to another
From	display only		start date of value corresponding to the combination of the grade name and grade step
To	display only		end date of value corresponding to the combination of the grade name and grade step
Base Value	display only		base amount or percentage of salary option
Worksheet Value	display only		worksheet amount or percentage of salary option
Currency	display only		currency
Salary Options (Grade Rates) Region [Salary element with grade rate]			
Name	display only		grade name

Table 26–2 Projected Element Rates Window Description

Field Name	Type	Features	Description
Sequence	display only		processing sequence; designates priority of option
From	display only		start date of value corresponding to combination of grade name and sequence
To	display only		end date of value corresponding to combination of grade name and sequence
Base Value	display only		base salary for grade rate
Worksheet Value	display only		worksheet salary for grade rate
Currency	display only		currency
Minimum	display only		minimum salary for grade rate
Mid	display only		median salary for grade rate
Maximum	display only		maximum salary for grade rate

27

Worksheet Consolidation Procedures

This chapter describes worksheet consolidation. The following sections are in this chapter:

- Definition
- Overview
- Consolidate Worksheets Procedure
- Consolidate Worksheets Window
- Consolidate Worksheet Window Description

Definition

Worksheet consolidation allows organizations to create worksheets using a bottom-up model. Individual departments can independently create worksheets that can be progressively consolidated, for example to create divisional worksheets, until a globally consolidated worksheet is created for the budget office.

Overview

The Consolidate Worksheets window allows budget groups to map worksheets with line items to worksheet headers created at the higher levels of the budget hierarchy.

Process

The worksheet consolidation process consists of the following tasks:

1. Local budget groups create global worksheets with line items or position information, using the Define Worksheet window.
2. The higher-level budget groups in a hierarchy create global worksheet headers, using the Define Worksheet window. Users should not use the Create Worksheet button to enter information in the line items.

   For information on the Define Worksheet window, see Create Worksheet Procedures, page 25-1.
3. Using the Consolidate Worksheets window, users consolidate locally created worksheets with the global worksheet header created by the higher-level budget groups.

   Note: The combination of a particular header with a particular line item or position worksheet may not be duplicated.

   Note: The following validations occur before worksheet consolidation:

   - verification that every local worksheet is a global worksheet
   - verification that every local worksheet's stage set matches the global worksheet
   - verification that every local worksheet's current stage sequence matches the global worksheet
   - verification that every local worksheet's set of books matches the global worksheet

- verification that every local worksheet's budget calendar matches the global worksheet
- verification that position worksheets are not consolidated with a line item global worksheet
- verification that every local worksheet's budget group belongs to the global worksheet budget group hierarchy
- verification that the global worksheet header is entered. If the global worksheet header is not entered, users may not enter the line item worksheet.

Note: When entering line item worksheets, users must refresh data by tabbing to the detail block and must save the record before changing the global worksheet header.

Failing to refresh the data can cause the business group and the set of books of the global worksheet header not to match the business group and set of books of the line item worksheets.

Reference

To modify and view the worksheet, see Modify Line Item Worksheet Procedures, page 29-1.

Consolidate Worksheets Procedure

To consolidate worksheets, perform the following steps.

1. In Public Sector Budgeting, navigate to the Consolidate Worksheet window as follows:

   Worksheet - Consolidate

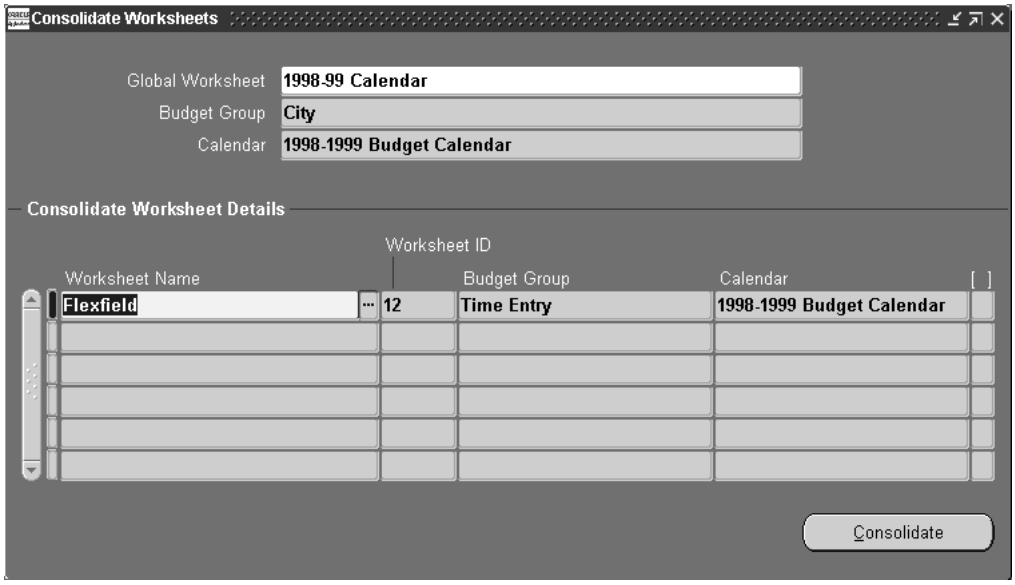
2. Select a worksheet in the Global Worksheet field from the list of values.
3. Enter data in each field of the Consolidate Worksheets window as described in Table 27–1.
4. Save or save and continue as follows:

   File - Save or **Save and Proceed**

5. Close the window.

Consolidate Worksheets Window

Figure 27–1 Consolidate Worksheets Window



Consolidate Worksheet Window Description

Table 27–1 Consolidate Worksheet Window Description

Field Name	Type	Features	Description
Global Worksheet	required	list of values	global worksheet name **Note:** field not queryable; tab to next field to automatically retrieve records **Note:** duplicate combination of global worksheet and local worksheet not allowed **Note:** Save the worksheet before consolidating.
Budget Group	default, display only		budget group associated with global worksheet
Calendar	default, display only		calendar associated with global worksheet
Consolidate Worksheet Details Region			
Worksheet Name	required	list of values	worksheet with line items
Worksheet ID	default, display only		identification number of budget group worksheets
Budget Group	default, display only		budget group that worksheet is created for **Note:** Use a top-level budget group for the official budget; lower level budget groups can be used for forecasting or other purposes. **Note:** Users can only select worksheets to which they have access.
Calendar	default, display only		calendar associated with worksheet
Descriptive Flexfield	optional		field for user customization
Footer Region			
Consolidate		button	consolidates global and local worksheets

Part IV

Distributing a Budget Worksheet

28

Worksheet Distribution Procedures

This chapter describes how to distribute a worksheet. The following sections are in this chapter:

- Definition
- Overview
- Prerequisites
- Worksheet Distribution Procedure
- Distribution Rule Window
- Distribution Rule Window Description

Definition

Worksheet distribution is used to notify selected budget groups in a budget hierarchy about a worksheet.

Overview

The Distribution Rule window allows users to perform the following tasks:

- define worksheet distribution rules for budget groups
- copy an existing distribution rule
- edit an existing distribution rule
- distribute a worksheet

Process

After creating worksheets, users define the distribution rule for budget groups to use in distributing worksheets, and initiate the worksheet distribution process.

Distribution Rule

Distribution rules are used to designate which budget groups in a budget group hierarchy receive worksheets. Users can change the distribution rule at any time using the Distribution Rule window.

Users can set up distribution rules to distribute worksheets as follows:

- distribute worksheet to all levels at once in a cascading distribution
- distribute worksheet to one level at a time

Worksheet Distribution

The worksheet distribution process includes a notification process. Workflow uses the distribution rule to notify and distribute the worksheet to the appropriate budget groups.

Security

Oracle Public Sector Budgeting provides security for worksheets. Users can only select the worksheets to which they have access. Users can only distribute the worksheet to budget groups that are below the highest budget group that the user can access.

Budget Revisions

Budget revision requests are distributed using distribution rules. When distributing to middle or lower level budget groups, top-level budget revision requestors can either request edits from the other budget groups or can indicate that the budget revision is being distributed for informational purposes only.

Reports

To generate the Distribution Rule Listing report, see Reports Procedures, page 47-1.

Reference

For information on Workflow, see the *Oracle Workflow Guide*.

For information on budget revisions, see Budget Revisions Procedures, page 32-1.

Prerequisites

- ❏ Budget groups must be defined.

  To define budget groups, see Budget Groups and Security Setup, page 12-1.

- ❏ At least one worksheet must be created.

  To create worksheets, see Create Worksheet Procedures, page 25-1.

- ❏ The user must be assigned to a responsibility with access to the worksheet.

  To assign a user to a responsibility, see Oracle Public Sector Budgeting Setup Overview, page 3-1.

  To assign a responsibility to a budget group, see Budget Groups and Security Setup, page 12-1.

Worksheet Distribution Procedure

To define a distribution rule and distribute a worksheet, perform the following steps.

1. In Public Sector Budgeting, navigate to the Distribution Rule window as follows:

   Worksheet - Distribute

2. Select a worksheet from the list of values in the Worksheet ID field.

   The name and budget group for the worksheet are automatically displayed.

   See Table 28–1 for information about each field.

3. To copy an existing distribution rule, select the Existing Rule radio button and enter a name for the rule or select from the list of values.

   Go to Step 9.

4. To create a new distribution rule, select the New Rule radio button and enter a name for the rule.

5. Move to the Budget Groups region to populate the Budget Groups region with data for the budget group hierarchy that is associated with the worksheet.

6. Define the distribution rule by selecting the Distribute and All Levels check boxes for the appropriate budget subgroups.

7. Navigate to different levels in the budget group hierarchy by using the **Move Up** and **Move Down** buttons.

8. When the distribution rule is defined, go to Step 13.

9. Click in the Budget Subgroups field of the Budget Groups region to display all budget subgroups for the budget group associated with the worksheet.

10. Click **Copy From** to open the Copy Rule pop-up window and select a distribution rule from the list of values in the Copy From Rule field.

11. To copy the distribution rule, click **Copy**. To return to the Distribution Rule window, click **Cancel**.

12. If needed, edit the distribution rule.

13. Save or save and continue as follows:

    File - Save or **Save and Proceed**

14. To exit from the Distribution Rule window without distributing the worksheet, go to Step 18.
15. To distribute the worksheet, click **Distribute Worksheet**.

    The Distribution Instruction pop-up window appears.
16. Enter distribution instructions in the Instruction for Distributions field.
17. Click **Submit** to distribute the worksheet or click **Cancel** to return to the Distribution Rule window.
18. Close the window.

Distribution Rule Window

Figure 28–1 Distribution Rule Window

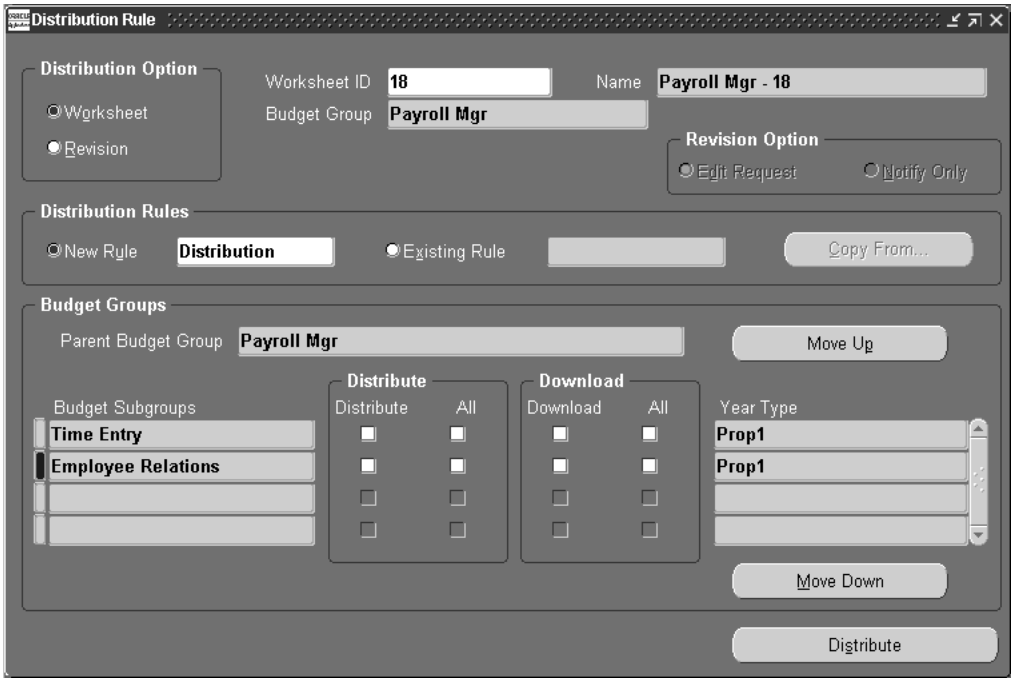


Figure 28–2 Copy Rule Pop-Up Window

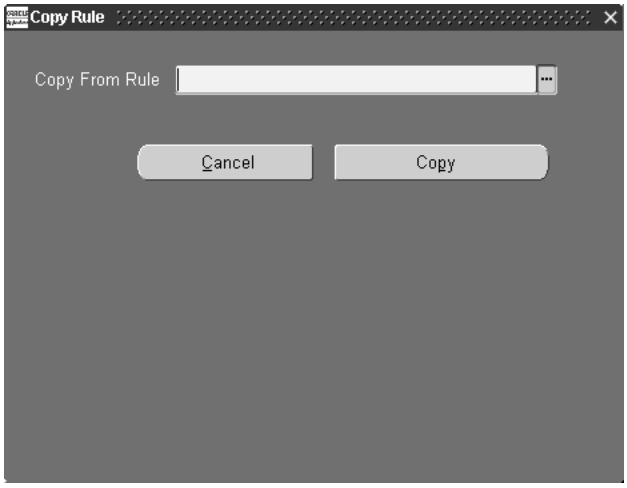
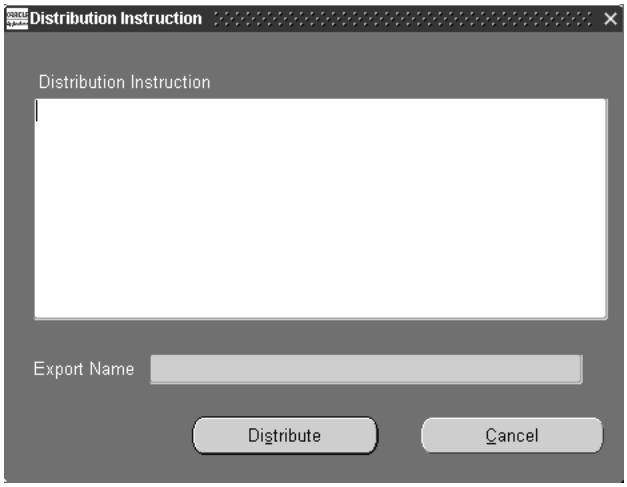


Figure 28–3 Distribution Instruction Pop-Up Window



Distribution Rule Window Description

Table 28–1 Distribution Rule Window Description

Field Name	Type	Features	Description
Distribution Option Region			
Worksheet	required for worksheet	radio button	if selected, indicates distributing worksheet
Revision	required for budget revision	radio button	if selected, indicates distributing budget revision **Note:** If users navigate to the Distribution Rule window using the **Worksheet - Distribute** path, they cannot select the Revision radio button. To select the Revision radio button, users must navigate from the Distribute button on the Budget Revisions window.
Main Region			
Worksheet ID	required	list of values	worksheet selected for distribution **Note:** ability to select worksheet determined by responsibility of user and worksheets to which user has access
Name	default, display only		worksheet name; determined by worksheet ID
Budget Group	default, display only		budget group associated with worksheet; determined by worksheet ID
Revision Option Region			
			Note: Users can only select the Edit Request and Notify Only radio buttons by navigating to the Distribution Rules window using the Distribute button on the Budget Revisions window.
Edit Request	optional	radio button	if selected, indicates edits to budget revision request are desired
Notify Only	optional	radio button	if selected, indicates that budget revision request is for informational purposes only

Table 28–1 Distribution Rule Window Description

Field Name	Type	Features	Description
Distribution Rules Region			
New Rule	required; if existing rule not used	radio button	if selected, enter name of new distribution rule
Existing Rule	required; if new rule not defined	radio button; list of values	if selected, select existing rule name from list of values
Copy From		button	opens Copy Rule window
Budget Groups Region			
Parent Budget Group	default, display only		budget group name **Note:** Default budget group name is the budget group associated with the worksheet; budget group is the highest level that can be accessed by a responsibility. **Note:** Budget group name changes to child budget group when using the Move Down button; budget group name changes to parent budget group when using the Move Up button.
Budget Subgroups	default, display only		budget subgroup name for the budget group **Note:** Navigate to different levels in the budget group hierarchy by using the Move Up and Move Down buttons.
Year Type	default, display only		budget year type for budget subgroup **Note:** shows first proposed year unless budget group is terminated at end of current year; if so, current year is displayed
Move Up		button	navigates up budget hierarchy
Move Down		button	navigates down budget hierarchy
Distribute Region			
Distribute	optional	check box	if selected, worksheet distributed to budget subgroup
All	optional	check box	if selected, worksheet distributed to all child levels of the budget subgroup

Table 28–1 Distribution Rule Window Description

Field Name	Type	Features	Description
Download Region			
Download	optional	check box	if selected, worksheet downloaded to interface for export
All	optional	check box	if selected, worksheet downloaded for all child levels of the budget subgroup
Footer Region			
Distribute		button	opens Distribution Instruction window
Copy Rule Pop-Up Window			
Copy From Rule	required	list of values	existing distribution rule name
Cancel		button	closes window without saving
Copy		button	copies existing distribution rule
Distribution Instruction Pop-Up Window			
Distribution Instruction	optional		distribution instructions
Export Name	optional		name of export
Distribute		button	starts concurrent process
Cancel		button	closes window without saving

Part V

Modifying a Budget Worksheet

29

Modify Line Item Worksheet Procedures

This chapter describes how to modify a line item worksheet. The following sections are in this chapter:

- Definition
- Overview
- Prerequisites
- Modify Worksheet Procedure
- Select Worksheet Window
- Select Worksheet Window Description
- Worksheet Summary Window
- Worksheet Summary Window Description
- Service Package Window
- Service Package Window Description
- Data Selection Window
- Data Selection Window Description
- Worksheet Lines Window
- Worksheet Lines Window Description
- Budget Periods Window
- Budget Periods Window Description
- Use Standard Budget Item Window
- Use Standard Budget Item Window Description

- View Constraint Violations Window
- View Constraint Violations Window Description
- Summary Template Examples

Definition

Organizations can view and modify line item worksheets in Oracle Public Sector Budgeting.

Overview

The Select Worksheet window and its subsidiary windows allow users to perform the following tasks:

- enter budget amounts in a worksheet
- create service packages
- view worksheets with or without service packages
- view budget amounts by year or periods
- use standard budget items
- create new worksheet lines
- modify budget periods
- check worksheet constraint violations
- distribute the worksheet
- perform worksheet operations
- monitor worksheet processes
- add notes to any estimate line item amounts
- add attachments to the worksheet
- move worksheet to the desktop where it can be accessed from the Documents tab of Navigator.

Process

After creating a worksheet, users can view and modify the worksheet.

Create Service Package Template

Service packages divide a budget worksheet into different components and are used to establish priorities for eliminating or adding expenses and revenues in a budget.

Users create service packages in the Service Package window.

Data Selection

Users define the data that they want to view in a worksheet in the Data Selection window. Different views of a particular worksheet can be saved. Each user can save one view of a worksheet.

Summary Template Usage

Users should normally first define summary templates in General Ledger. Users can then employ the GL Interfaces Setup window to select the defined summary templates for use in Public Sector Budgeting. The summary templates should be selected before users create and distribute worksheets. Completing these steps in sequence is critical to proper summary template functioning because summary accounts and their balances are automatically created and associated with budget worksheets when worksheets are created and distributed.

Manual Maintenance of Create Worksheet Summary Totals Concurrent Process There are some situations that require manual maintenance of the Create Worksheet Summary Totals concurrent process:

- if users select the summary template in the GL Interfaces Setup window after worksheets have been created or distributed
- if users change the summary template definitions in General Ledger after worksheets have been created or distributed

In these cases, users must select the Create Summary Totals check box on the Processes tab of the Define Worksheet window.

For the child worksheets created through worksheet distribution, users must re-distribute the parent worksheet to the child worksheets and run the Create Worksheet Summary Totals concurrent process.

Note: Users should submit all child worksheets before redistribution to ensure that all changes made to the child worksheets are preserved.

Security Rules Summary templates are subject to security rules similar to those for budget groups. A summary template may consist of summary accounts that relate to more than one child budget group. The individual child budget group worksheets cannot access such summary accounts. Only the common parent with access to all child budget sheets can access the summary accounts.

For an example of how the summary templates work, see the Summary Template Examples in this chapter.

Modify Line Item Worksheet

Users modify worksheets in the Worksheet Lines window. Users can view budget amounts by years or by budget periods. From the Worksheet Lines window, the user can access the Use Standard Budget Item window to use standard budget items in the worksheet.

The following restrictions apply:

- Only estimates for a worksheet can be modified. Budget or actual amounts cannot be modified.
- Worksheets that have been frozen cannot be modified.
- If a template is used to view accounts, the rolled up totals cannot be modified.

Note: To improve worksheet query performance, deselect the Totals check box on the Worksheet Lines window before trying to query or recalculate the worksheet.

Modify Position Worksheet

To modify position information for a worksheet, see Modify Position Worksheet Procedures, page 30-1.

Check Constraint Violations

Users can check worksheet constraint violations in the View Constraint Violations window.

Navigation

To easily access frequently used documents, users can employ the **File - Place on Navigator** feature to add the document to the Navigator menu.

History

Users can monitor the history of changes to a worksheet by using the History icon on the toolbar.

Reports

To generate the Validation Results Report report, Service Package Description Report, and Service Package Utilization Report, see Reports Procedures, page 47-1.

Reference

To distribute a worksheet, see Worksheet Distribution Procedures, page 28-1.

To perform worksheet operations, see Worksheet Operations Procedures, page 33-1.

To monitor any of the worksheet processes, see Using Oracle Workflow in Public Sector Budgeting Procedures, page 46-1.

Prerequisites

- ❑ A worksheet must be created.

  To create a worksheet, see Create Worksheet Procedures, page 25-1.

Modify Worksheet Procedure

The following procedures are used to modify a worksheet:

- Set Worksheet View
- Modify Worksheet
- Check Constraint Violations
- Distribute Worksheet
- Perform Worksheet Operations
- Monitor Worksheet Processes
- Revise Projections
- Add Attachment to Worksheet

Set Worksheet View

To specify the range of information to view in a worksheet, perform the following steps.

1. In Public Sector Budgeting, navigate to the Select Worksheet window as follows:

   Worksheet - Modify

2. Query the list of worksheets that the user has access to as follows:

   View - Find All or **View - Find**

3. Select a worksheet and click **Open** to go to the Worksheet Summary window.
4. Edit the description for the worksheet if needed.
5. To create service packages, click **Service Package** in the Worksheet Summary window to go to the Service Package window.
6. Enter data in each field of the Service Package window as described in Table 29–3.
7. To select the range of data to modify or view in the worksheet, click **Data Selection** in the Worksheet Summary window to go to the Data Selection window.
8. Enter data in each field of the Data Selection window as described in Table 29–4.

9. To save data selection choices for use when viewing worksheets, save or save and continue as follows:

   File - Save or **Save and Proceed**

10. To view the worksheet line items according to the parameters set in the Data Selection window, click **Recalculate** in the Worksheet Lines window.

Modify Worksheet

Only estimates in a worksheet can be modified. Budget or actual amounts cannot be modified. To modify line items in a worksheet, perform the following steps.

1. In the Worksheet Lines window, view data in the worksheet using the scroll bars.
2. Use the arrow buttons at the top of the Budget Years region to change the first period shown on the worksheet.
3. Make changes directly in the Worksheet Lines window to modify a worksheet. See Table 29–5 for a description of each field in the Worksheet Lines window.

   Note: Associate line items with Service Packages.

   - When creating a new item, select Service Package instead of Base in the Service Package field.
   - When modifying an existing item, change the selection from Base to Service Package in the Service Package field.

     Upon recalculation, the estimates shown at the time of the change will be associated with the Service Package. The Actual and Budget historical balances will be associated with Base.

     If the Data Selection has been set so that certain estimate years are not viewed, those estimates will be associated with Base.

4. To use standard budget items, click **Standard Budget Items** to go to the Use Standard Budget Item window.

   Note: Standard budget items can be used for estimated years only.

5. Enter data in each field of the Use Standard Budget Item window as described in Table 29–7.
6. To view the Budget Periods region for a specific budget year, place the cursor in any amount cell for a specified year in the Worksheet Lines window. Use the drop-down list to go to the Budget Periods region for that year.

7. To view the budget periods for a specific account and budget year, place the cursor in the amount cell for a worksheet line in the Worksheet Lines window and click **Period Amounts** to go to the Budget Periods window.
8. Adjust period amounts directly in the Worksheet Lines window as described in Table 29–5, or the Budget Periods window as described in Table 29–6.
9. To add a note to any estimated line item amount, click the Edit Notes button in the toolbar to open the Notes window.
10. To view total amounts for budget years and budget periods, select the Totals check boxes in the Budget Years and Budget Periods regions of the Worksheet Lines window.
11. To refresh the screen after making changes to the worksheet or to see the worksheet view, click **Recalculate**.
12. Save or save and continue as follows:

    File - Save or **Save and Proceed**
13. Close the window.

Check Constraint Violations

To view constraint violations for a worksheet, perform the following steps.

1. In the Select Worksheet window, click **Constraints** to go to the View Constraint Violations window.
2. If needed, correct any constraint violation errors. If threshold and severity levels are used, constraint violations where the severity level exceeds the threshold level must be corrected before submitting the worksheet.
3. Initiate the Validate Worksheet Constraints concurrent process in the Worksheet Operations window. For information on worksheet operations, see Worksheet Operations Procedures, page 33-1.
4. Repeat Steps 1 to 3 until there are no constraint violations that need to be corrected.

Distribute Worksheet

To distribute a worksheet, perform the following steps.

1. In the Select Worksheet window, click **Distribute** to go to the Distribution Rule window.

2. For information on distributing worksheets and the Distribution Rule window, see Worksheet Distribution Procedures, page 28-1.

Perform Worksheet Operations

To perform worksheet operations, perform the following steps.

1. In the Select Worksheet window, click **Operations** to go to the Worksheet Operations window.
2. For information on worksheet operations and the Worksheet Operations window, see Worksheet Operations Procedures, page 33-1.

Monitor Worksheet Processes

To monitor worksheet processes, perform the following steps.

1. In the Select Worksheet window, click **Status** to go to the Processes Monitoring window.
2. For information on monitoring worksheet processes and the Processes Monitoring window, see Using Oracle Workflow in Public Sector Budgeting Procedures, page 46-1.

Revise Projections

To make extensive changes that can be formulated as parameters, users define local parameters, then use the Revise Projection feature to modify the worksheet.

Local Parameter

Users can employ the Parameter window to create a local parameter. The local parameter is a formula that can be used to apply mass changes to line-item or position worksheets. A local parameter can be defined and used by the individual budget user. In previous versions of the product, all parameters were global parameters defined and used by a central budget preparation body.

Revise Projections Using a Local Parameter

Once users select the appropriate parameter, the system checks that the accounts or positions already exist in the worksheet that will be affected by the scope of the parameters and then changes the budget amounts by calculating the formulas. When a local parameter is applied, it overwrites the existing budget amounts for the worksheet.

For information on using the Parameter window to create local parameters, see Local Parameters Procedures, page 29-1.

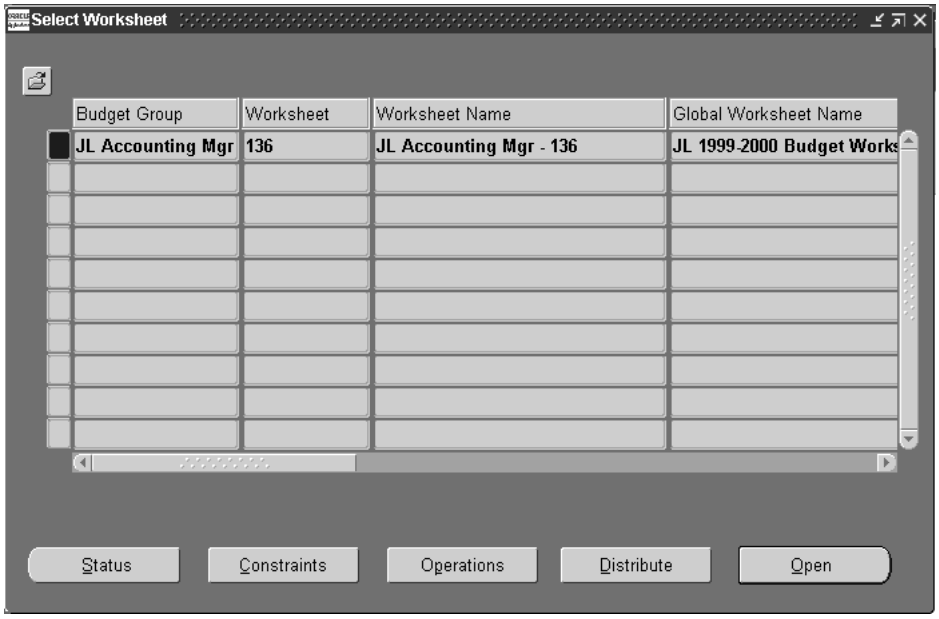
Add Attachment to Worksheet

To add an attachment to a worksheet, perform the following steps.

1. In the Worksheet Summary window, click **Attachments** on the toolbar to open the Attachments window.
2. For information on attaching documents to a worksheet, see About Attachments, *Oracle Applications User's Guide*.

Select Worksheet Window

Figure 29–1 Select Worksheet Window



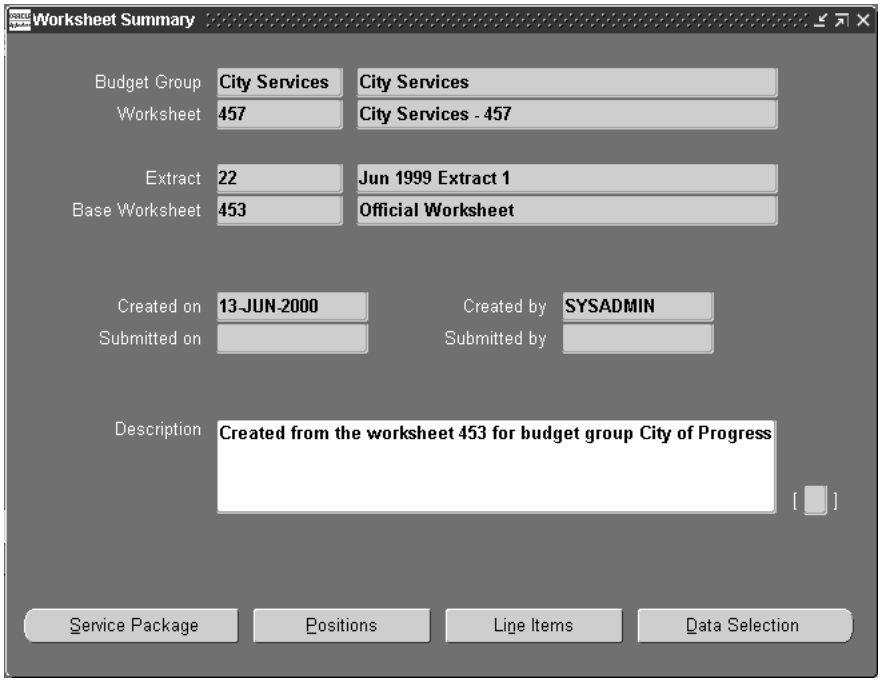
Select Worksheet Window Description

Table 29–1 Select Worksheet Window Description

Field Name	Type	Features	Description
Budget Group	default, display only		name of budget group associated with worksheet
Worksheet	default, display only		worksheet ID number
Worksheet Name	default, display only		worksheet name
Global Worksheet Name	default, display only		global worksheet name
Submitted	default, display only	check box	if selected, indicates that worksheet submitted
Submitted By	default, display only		name of user who submitted worksheet
Submitted On	default, display only		date worksheet submitted
Local Copy	default, display only		if checked, indicates local copy
Frozen	default, display only	check box	if selected, indicates that worksheet frozen
Position Worksheet	default, display only	check box	if selected, indicates that worksheet is for positions
Data Extract	default, display only		data extract associated with position
Current Stage	default, display only		indicates current stage of worksheet
Status		button	opens Processes Monitoring window
Constraints		button	opens View Constraint Violations window
Operations		button	opens Worksheet Operations window
Distribute		button	opens Distribution Rule window
Open		button	opens Worksheet Summary window

Worksheet Summary Window

Figure 29–2 Worksheet Summary Window



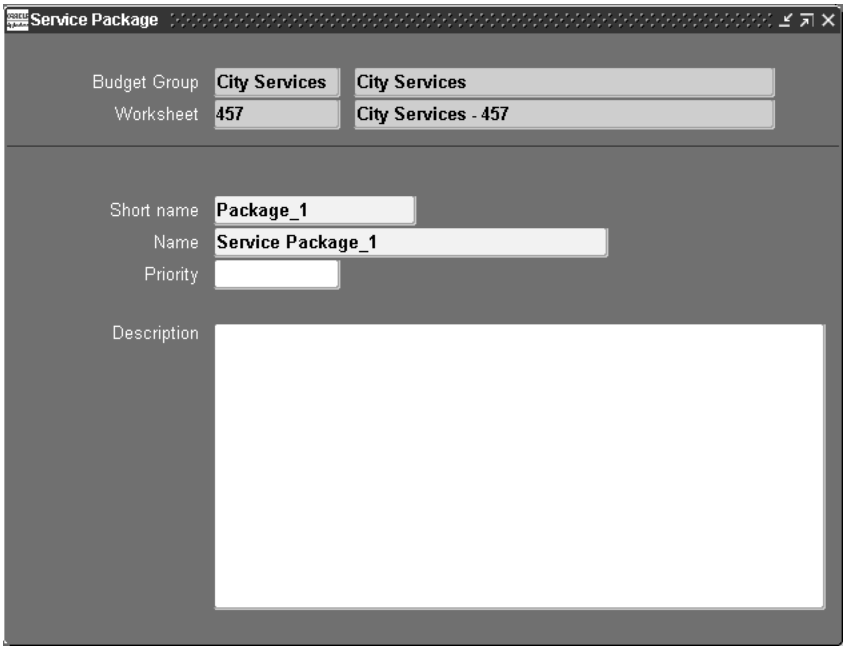
Worksheet Summary Window Description

Table 29–2 Worksheet Summary Window Description

Field Name	Type	Features	Description
Budget Group	default, display only		name of budget group associated with worksheet
Worksheet	default		worksheet ID number and worksheet name
Extract	default, display only		[field not available]
Base Worksheet	default, display only		global worksheet ID number and name of global worksheet
Created on	default, display only		date worksheet created
Created by	default, display only		name of user that created worksheet
Submitted on	default, display only		date worksheet submitted
Submitted by	default, display only		name of user that submitted worksheet
Description	default		worksheet description
Descriptive Flexfield	default		field for user customization
Service Package		button	opens Service Package window
Positions		button	opens Position Worksheet window **Note:** appears only for position worksheets
Line Items		button	opens Worksheet Lines window
Data Selection		button	opens Data Selection window

Service Package Window

Figure 29–3 Service Package Window



Service Package Window Description

Table 29–3 Service Package Window Description

Field Name	Type	Features	Description
Budget Group	default, display only		name of budget group associated with worksheet
Worksheet	default, display only		worksheet ID number and worksheet name
Short name	required		short name for service package; must be unique
Name	required		service package name
Priority	optional		priority number for service package
Description	optional		service package description

Data Selection Window

Figure 29–4 Data Selection Window, Selection Conditions Tab

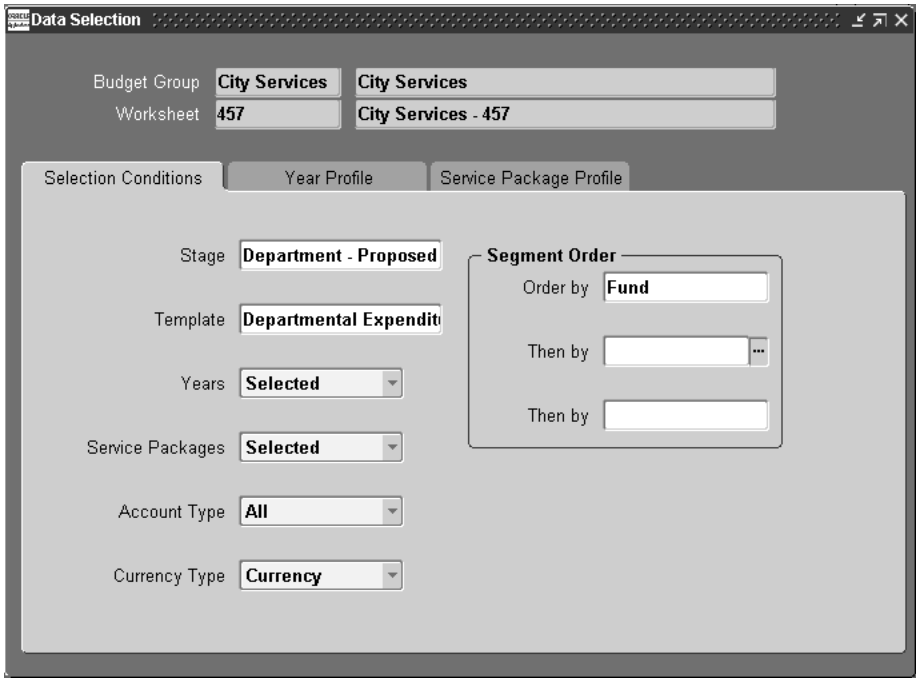


Figure 29–5 Data Selection Window, Year Profile Tab

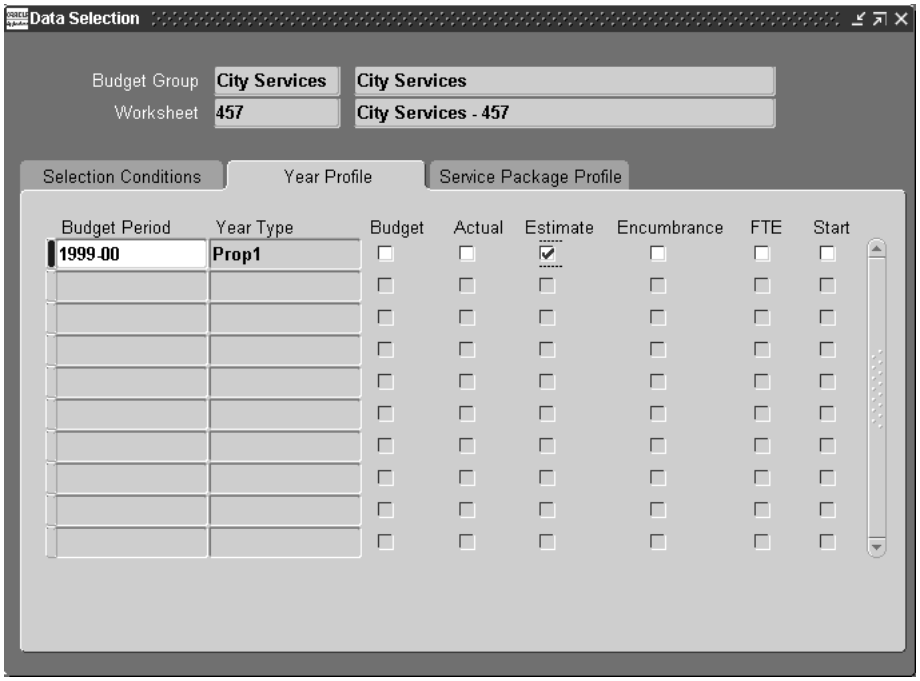
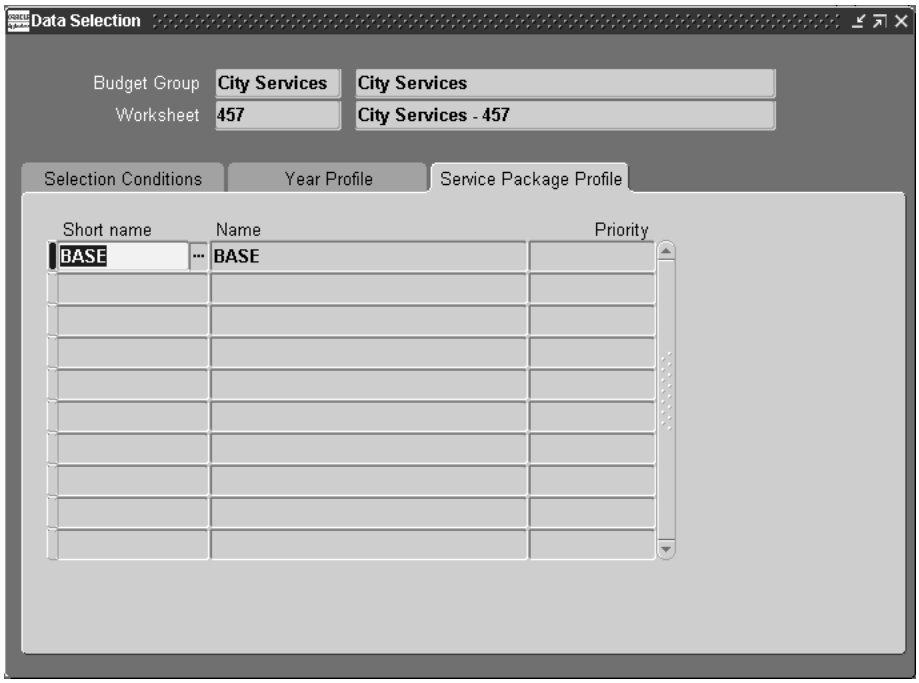


Figure 29–6 Data Selection Window, Service Package Profile Tab



Data Selection Window Description

Table 29–4 Data Selection Window Description

Field Name	Type	Features	Description
Budget Group	default, display only		name of budget group associated with worksheet
Worksheet	default, display only		worksheet ID number and worksheet name
Selection Conditions Tab			
Stage	optional	list of values	stage name for worksheet; used to view worksheet at different stages of budget approval process **Note:** Data can be modified only when the stage field is blank.
Template	optional	list of values	name of summary template to use in worksheet
Years	required	drop-down list	years to view in worksheet: Selected, All **Note:** If Selected is used, data from the Year Profile region is used to determine the years to include in the worksheet view; if there is no data in the Year Profile region, the calendar is used to determine the number of years to include in the worksheet view. **Note:** If All is used, data for all years in the calendar is included.
Service Packages	required	drop-down list	service packages to view in worksheet: Selected, All **Note:** If Selected is used, the service packages specified in the Service Package Profile Region are included in the worksheet view; if All is used, all service packages for the global worksheet are included.
Account Type	required	drop-down list	account type to view in worksheet: All, Revenue, Expense **Note:** If All is used, all account types for the worksheet are included in the worksheet view; if Revenue is used only Revenue accounts are included in the worksheet view; if Expense is used, only Expense accounts are included in the worksheet view.

Table 29–4 Data Selection Window Description

Field Name	Type	Features	Description
Currency Type	required	drop-down list	currency type to view in worksheet: Currency, Stat **Note:** If Currency is used, the selected functional currency amounts from General Ledger are included in the worksheet view; if Stat is used, only statistical amounts are included in the worksheet view.
Segment Order Region			
Order by	optional	list of values	accounting flexfield segment used to specify order to list accounting code segments in the worksheet
Then by	optional	list of values	additional accounting flexfield segment used to specify order to list accounting code segments in the worksheet
Then by	optional	list of values	additional accounting flexfield segment used to specify order to list accounting code segments in the worksheet
Year Profile Tab			
Budget Period	optional	list of values	budget calendar year
Year Type	default, display only		year type of budget period: prior, current, or proposed
Budget	optional	check box	If selected, budget amounts for budget period are included in worksheet view.
Actual	optional	check box	If selected, actual amounts for budget period are included in worksheet view.
Estimate	optional	check box	If selected, estimates for budget period are included in worksheet view.
Encumbrance	optional	check box	If selected, encumbrance balances for budget period are included in worksheet
FTE	optional	check box	If selected, full-time equivalencies are used in the worksheet.
Start	optional	check box	if selected, indicates period at which view of worksheet should begin **Note:** Start check box can be selected for one budget period only.

Table 29–4 Data Selection Window Description

Field Name	Type	Features	Description
Service Package Profile Tab			
Short name	required	list of values	short name for service package included in worksheet
Name	default, display only		service package name included in worksheet
Priority	default, display only		priority of service package

Worksheet Lines Window

Figure 29–7 Worksheet Lines Window, Budget Years Region

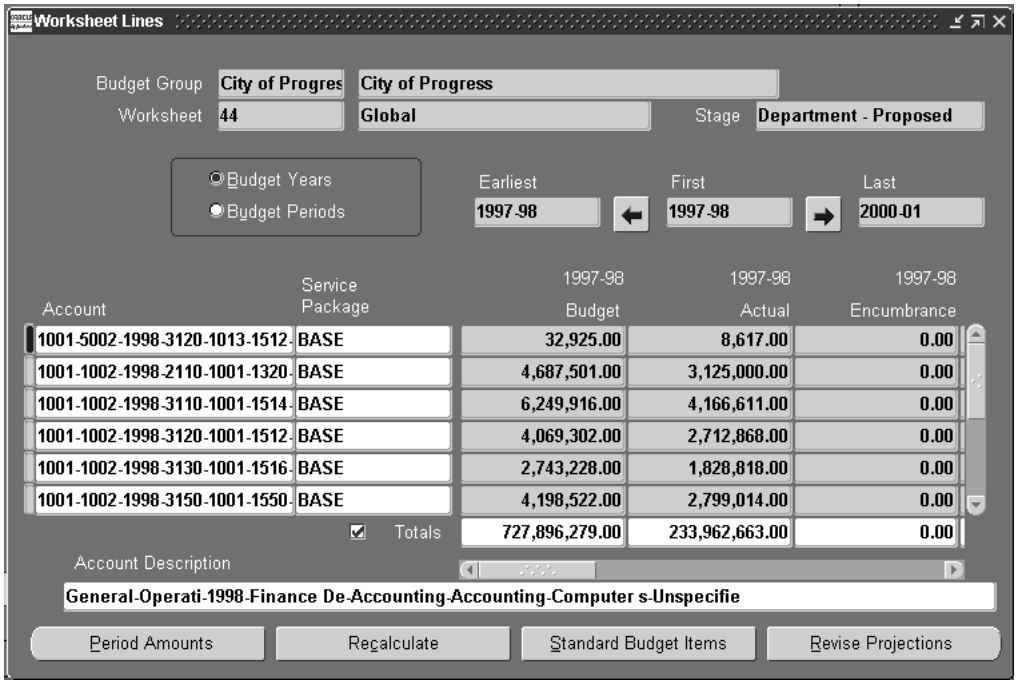


Figure 29–8 Worksheet Lines Window, Budget Periods Region

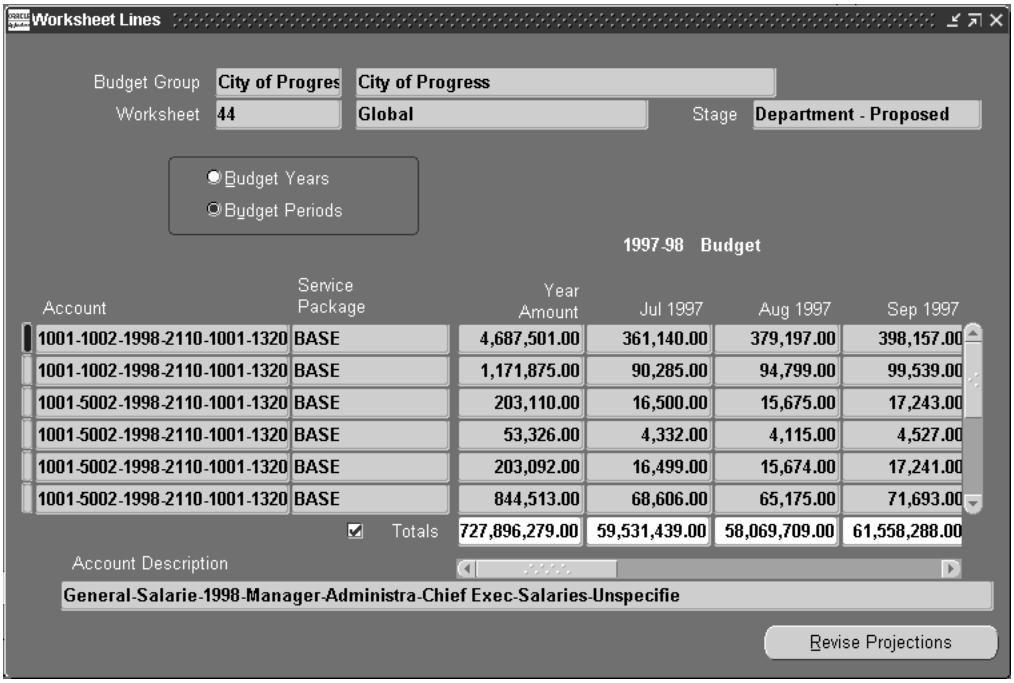
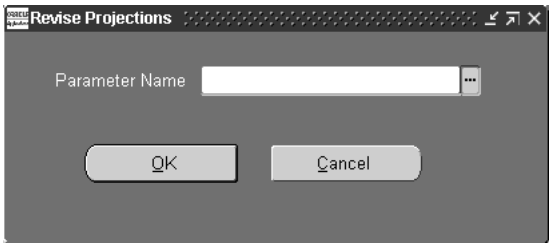


Figure 29–9 Revise Projections Window



Worksheet Lines Window Description

Table 29–5 Worksheet Lines Window Description

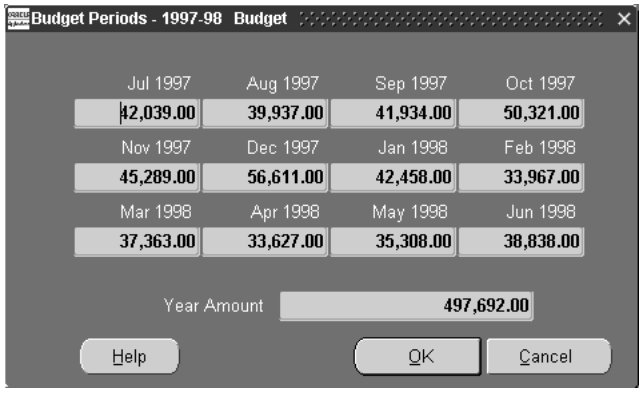
Field Name	Type	Features	Description
Budget Group	default, display only		name of budget group associated with worksheet
Worksheet	default, display only		worksheet ID number and worksheet name
Stage	default, display only		worksheet stage
[Budget Display Region]			
Budget Years	optional	radio button	if selected, budget year information displayed
Budget Periods	optional	radio button	if selected, budget period information displayed
Budget Years Region			
Earliest	default, display only		earliest budget year in selection
First	default		first budget year to appear in worksheet **Note:** Click the arrows to select the first year to appear in the worksheet.
Last	default, display only		last budget year to appear in worksheet
Account	default		account code combination of worksheet line
Service Package	default	list of values	service package associated with worksheet line item
<Columns for Each Budget Calendar Year, Balance Type, and Encumbrance Budget in Worksheet>	default		columns for budget calendar year and balance types specified in Data Selection window **Note:** A maximum of twelve columns can be retrieved at one time.
Totals	default; optional	check box	If selected, totals for each column in Budget Years region are displayed. **Note:** To view totals, click Recalculate. **Note:** Leave deselected to speed up performance of application.

Table 29–5 Worksheet Lines Window Description

Field Name	Type	Features	Description
Footer Region			
Account Description	default		description of each accounting flexfield segment
Period Amounts		button	opens Budget Periods window
Recalculate		button	recalculates
Standard Budget Items		button	opens Use Standard Budget Item window
Revise Projections		button	opens Revise Projections window **Note:** To perform mass changes of projections, select a previously defined parameter.
Budget Periods Region			
Account	default		account code combination of worksheet line
Service Package	default	list of values	service package that worksheet line belongs to
Year Amount	default		total of period amounts; must agree with annual total
<Columns for Periods in the Budget Year>	default		columns for the periods in budget calendar year; allocations for each period specified by the allocation rule set associated with budget group
Totals	default; optional	check box	If selected, totals for each column in Budget Periods region are displayed. **Note:** Leave unchecked to speed up performance of application.
Account Description	default		description of each accounting flexfield segment
Footer Region			
Revise Projections		button	opens Revise Projections pop-up window
Revise Projections Pop-Up Window			
Parameter Name	required	list of values	parameter used to revise projections
OK		button	starts concurrent process
Cancel		button	closes window without saving

Budget Periods Window

Figure 29–10 Budget Periods Window



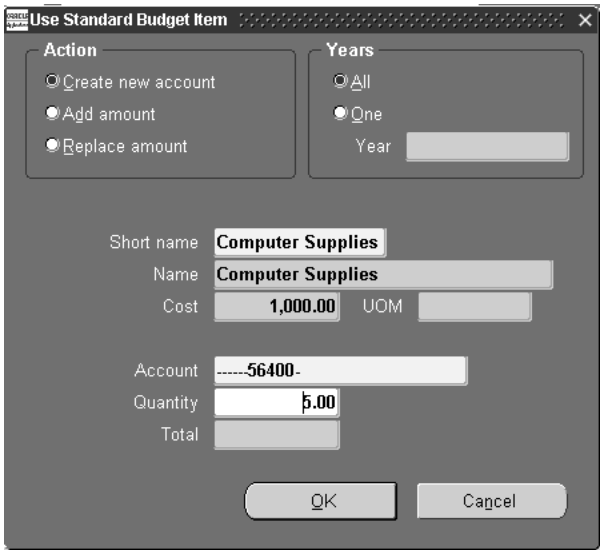
Budget Periods Window Description

Table 29–6 Budget Periods Window Description

Field Name	Type	Features	Description
<Period Amounts>	default		period amounts for selected account
Year Amount	default, display only		total amount for selected account
Help		button	launches help window
OK		button	accepts displayed information
Cancel		button	closes window without saving

Use Standard Budget Item Window

Figure 29–11 Use Standard Budget Item Window



Use Standard Budget Item Window Description

Table 29–7 Use Standard Budget Item Window Description

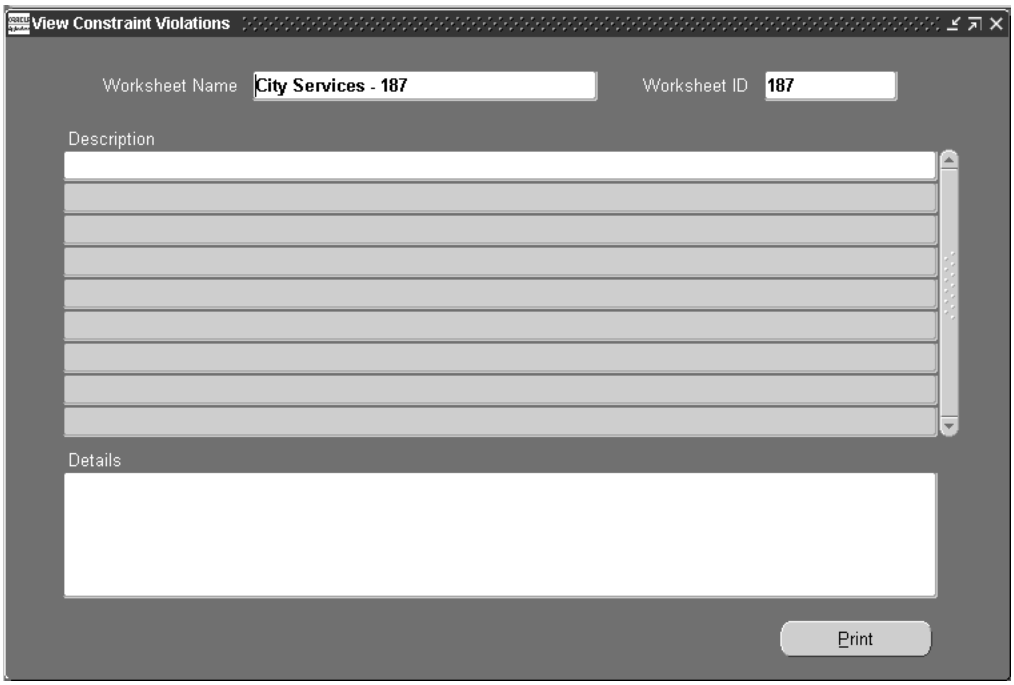
Field Name	Type	Features	Description
Action Region			
Action	required	radio button	use of standard budget item: Create new account, Add amount, Replace amount **Note:** Select Create new account to create new account code combination. **Note:** Select Add amount to add standard budget item purchase to amounts already budgeted. **Note:** Select Replace amount to replace an account with another item.
Years Region			
Years	required	radio button	years: All, One **Note:** Select All to enter calculated amount to all estimated balances. Select One to specify a single year to populate. **Note:** If One selected, select year from the list of values in the Year field.
Main Region			
Short name	required	list of values	short name for standard budget item
Name	default, display only		name of standard budget item
Cost	default, display only		cost per unit of measure for standard budget item
UOM	default, display only		unit of measure for standard budget item
Account	default	list of values: accounting flexfield pop-up window	default accounting flexfield segments for set of books **Note:** If creating a new account, add the remaining account code segments; users can also override the default account segment. **Note:** If adding or replacing amounts, no additional entry is allowed. **Note:** If dynamic insertion is enabled, user can create new account code combination.

Table 29–7 Use Standard Budget Item Window Description

Field Name	Type	Features	Description
Quantity	required		quantity of standard budget items included in worksheet
Total	default, display only		total cost of standard budget items included in worksheet
OK		button	returns to Worksheet Summary window
Cancel		button	closes window without saving

View Constraint Violations Window

Figure 29–12 View Constraint Violations Window



View Constraint Violations Window Description

Table 29–8 View Constraint Violations Window Description

Field Name	Type	Features	Description
Worksheet Name	default, display only		worksheet name
Worksheet ID	default, display only		worksheet ID number
Description	default, display only		description of constraint violations
Details	default, display only		details of constraint violations
Print		button	prints constraint violations

Summary Template Examples

The following example demonstrates summary template security rules.

Summary Templates and Budget Group Securities

The budget office is set up as follows:

- Budget Group Hierarchy
- Chart of Accounts
- Department Segment Values
- Worksheet Accounts
- Summary Templates
- Accounts Created from Summary Templates

Budget Group Hierarchy

Budget Office	
Administration Division	Budget Group = Department 100
Finance Department	Budget Group = Department 110
Accounting Department	Budget Group = Department 120
Operating Division	Budget Group = Department 200
Social Services Department	Budget Group = Department 210
Public Works Department	Budget Group = Department 220

Chart of Accounts

The chart of account structure is fund.department.object.

Department Segment Values

The department segment values are:

Value	Parent	Group	Child Range
100	Yes	Div	110-120
110			
120			
200	Yes	Div	210-220
210			
220			

Worksheet Accounts

The worksheet has the following accounts:

Account	Balance	Budget Group
11.110.5001	$10	Department 110
12.110.6001	$20	Department 110
11.120.5001	$30	Department 120
12.120.6001	$40	Department 120
11.210.5001	$50	Department 210
12.210.6001	$60	Department 210
11.220.5001	$70	Department 220
12.220.6001	$80	Department 220

Summary Templates

The following summary templates are defined:

- T.D.T
- T.Div.T

Accounts Created from Summary Templates

Based on summary template one, the following accounts are created:

Account	Balance	Budget Group
T.110.T	$30	Department 110
T.120.T	$70	Department 120
T.210.T	$110	Department 210
T.220.T	$150	Department 220

Each budget group's worksheet retrieves one summary account using the T.D.T summary template.

Based on summary template two, the following accounts are created:

Account	Balance	Budget Group
T.100.T	$100	Department 100
T.200.T	$260	Department 200

In this case, the lower level budget group's worksheet will not retrieve any summary accounts.

To see the effect of the T.Div.T summary templates, users must use the division or budget office worksheet. This behavior is consistent with the budget group security concept.

Summary account T.100.T consists of balances from accounts ..110... and ...120.... Budget groups Department 110 and Department 120 do not have authority to access these account ranges. Only budget group Department 100 and its parent can access accounts ...110... ...120... and hence the summary template T.100.T.

Using Summary Worksheets and Worksheet Totals

Users should de-select the Totals check box before using summary templates to avoid potentially ambiguous results.

The following sample illustrates how ambiguous results can occur. The sample uses the same information in Summary Templates and Budget Group Securities, except that it uses the following data.

- General Ledger Department Segments
- Worksheet Accounts

- Accounts Created from Summary Templates

General Ledger Department Segments

Value	Parent	Group	Child Range
000	Yes		100 and 200
100	Yes	Div	110-120
110			
120			
200	Yes	Div	210-220
210			
220			

Worksheet Accounts

The following accounts exist in a worksheet:

Account	Balance	Budget Group
11.110.5001	$10	Department 110
12.110.6001	$20	Department 110
11.120.5001	$30	Department 120
12.120.6001	$40	Department 120
11.210.5001	$50	Department 210
12.210.6001	$60	Department 210
11.221.5001	$70	Department 220
12.221.6001	$80	Department 220

Accounts Created from Summary Templates

Based on summary template two, the following accounts will be created:

Account	Balance	Budget Group
T.000.T	$360	Budget Office
T.100.T	$100	Department 100
T.200.T	$260	Department 200

In this case, using the T.Div.T summary template in the budget office worksheet retrieves T.100.T, T.200.T and T.000.T as well. As a result the totals are twice as much.

Summary templates must be carefully defined to achieve the desired results in budget worksheets.

30

Modify Position Worksheet Procedures

This chapter describes how to modify a position worksheet. The following sections are in this chapter:

- Definition
- Overview
- Prerequisites
- Modify Position Worksheet Procedure
- Select Position Window
- Select Position Window Description
- Position Worksheet Window, Account Distributions Tab
- Position Worksheet Window Description, Account Distributions Tab
- Position Worksheet Window, Assignments Tab
- Position Worksheet Window Description, Assignments Tab
- Position Worksheet Window, Position Costs Tab
- Position Worksheet Window Description, Position Costs Tab
- Position Worksheet Window, FTE by Service Package Tab
- Position Worksheet Window Description, FTE by Service Package Tab
- Position Worksheet Window, Position Summary Tab
- Position Worksheet Window Description, Position Summary Tab
- Element Rates Window
- Element Rates Window Description

Definition

Organizations can view and modify position information for worksheets in Oracle Public Sector Budgeting.

Overview

The Select Position window and Position Worksheet window allow users to perform the following tasks:

- view budget amounts by year or periods
- modify budget periods
- modify position assignment information
- review position costs
- modify FTE by service package information
- review position summary information
- create new positions for worksheet

Process

After creating a worksheet, users can view and modify position information for the worksheet.

The following restrictions apply:

- Only estimates for a worksheet can be modified. Budget or actual amounts cannot be modified.
- Worksheets that are frozen cannot be modified.

Select Position

Users select a position in the worksheet from the Select Position window.

Review Position Summary Information

Users review position summary information in the Position Summary region of the Position Worksheet window.

Modify Position Assignment Information

Users can modify position assignment information for a worksheet. Salary elements, benefits or tax elements, and employees are assigned to positions.

All projections shown in the Assignments region of the Position Worksheet window are based on projection parameters for the worksheet.

Review Element Cost Information

Users can review element cost information in the Element Costs region of the Position Worksheet window.

Modify Position Cost Distributions

Users can modify position cost distributions for a worksheet in the Distributions region of the Position Worksheet window.

Note: Users specify the budget periods and balance types to display in the worksheet in the Data Selection window.

Reference

To modify a line item worksheet, see Modify Line Item Worksheet Procedures, page 29-1.

To distribute a worksheet, see Worksheet Distribution Procedures, page 28-1.

To perform worksheet operations, see Worksheet Operations Procedures, page 33-1.

To monitor any of the worksheet processes, see Using Oracle Workflow in Public Sector Budgeting Procedures, page 46-1.

Prerequisites

- ❑ A worksheet must be created.

  To create a worksheet, see Create Worksheet Procedures, page 25-1.

Modify Position Worksheet Procedure

The following procedures are used to modify a position worksheet:

- Set Position Worksheet View
- Create New Position for Worksheet
- Modify Position Account Distributions
- Modify Position Assignment Information
- Review Position Costs Information
- Modify FTE by Service Package Information
- Review Position Summary Information
- Revise Projections
- Add Attachment to Worksheet

Set Position Worksheet View

To modify position information in a worksheet, perform the following steps.

1. In Public Sector Budgeting, navigate to the Select Worksheet window as follows:

   Worksheet - Modify

2. Query the list of worksheets that the user has access to as follows:

   View - Find All or **View - Find**

3. Select a worksheet and click **Open** to go to the Worksheet Summary window.

4. Edit the worksheet description, if needed.

5. To create service packages, click **Service Package** in the Worksheet Summary window to go to the Service Package window. See Modify Line Item Worksheet Procedures, page 29-1.

6. To select the range of data to modify or view in the worksheet, click **Data Selection** in the Worksheet Summary window to go to the Data Selection window. See Modify Line Item Worksheet Procedures, page 29-1.

7. To save data selection choices for use when viewing worksheets, save or save and continue as follows:

   File - Save or **Save and Proceed**

8. To view the positions for the worksheet according to the parameters set in the Data Selection window, click **Positions** to go to the Select Position window.
9. Query the list of positions for the worksheet as follows:

   View - Find All or **View - Find**

Create New Position for Worksheet

To create a new position for the worksheet, perform the following steps.

1. Click **Create Position** to go to the Positions window.
2. Enter data in each field of the Positions window.

   Note: Positions created here are added to the list of available positions for a data extract, as well as to the worksheet. Positions should have job attribute, salary, and account distributions. Otherwise, the position will not show up in Select Positions window. After creating new positions, re-query from the Select Positions window.

   If users create a position without a distribution, the position will be added to the base positions, not to the worksheet.

   For information on the Positions window, see Positions Setup, page 19-1.
3. Click **Save and Exit** to save the position and return to the Select Position window or click **Cancel** to return to the Select Position window.

   Note: Users will receive an error message saying that the account does not belong to either position or non-position account ranges or is a non-existing salary account code when the account is not within the range of accounts for the position and non-position account ranges of the top-level budget group associated with the worksheet or the account does not exist in General Ledger.

   If the account is not in General Ledger, users must enter the account in General Ledger, then run the Maintain Budget Accounts concurrent process before using the account in the distribution.
4. Select a worksheet and click **Position Details** to go to the Position Worksheet window.

Modify Position Account Distributions

To modify position account distributions for the worksheet, perform the following steps.

1. In the Account Distributions region of the Position Worksheet window, view data in the worksheet using the scroll bars.
2. Use the arrow buttons at the top of the Budget Years region to change the first period shown on the worksheet.
3. Make changes directly in the Account Distributions region to modify a worksheet. For a description of each field in the Position Worksheet window, see Position Worksheet Window Description, FTE by Service Package Tab.
4. To view the Budget Periods region for a specific budget year, place the cursor in any amount cell for a specified year in the Budget Years region. Use the pull-down menu to go to the Budget Periods region for that year.
5. To view the budget periods for a specific account and budget year, place the cursor in the amount cell for a worksheet line in the Budget Years region and click **Period Amounts** to go to the Budget Periods window.
6. Adjust period amounts directly in the Position Worksheet window as described in Table 30–5, or in the Budget Periods window.
7. To view total amounts for budget years and budget periods, check the Totals check boxes in the Budget Years and Budget Periods regions.
8. To refresh the screen after making changes to the worksheet or to see the worksheet view, click **Recalculate**.

Modify Position Assignment Information

To modify position assignment information in the worksheet, perform the following steps.

- Modify position assignment information as needed in the Assignments region of the Position Worksheet window.

  Note: Projection parameters for positions and elements are applied to the attribute values that are displayed in the worksheet.

  Note: Click **View Rate** to see salary rate in Element Rates window, if Value field is empty.

Review Position Costs Information

To review position costs information in the worksheet, perform the following steps.

- Review position costs information in the Position Costs region of the Position Worksheet window.

Modify FTE by Service Package Information

To modify FTE by service package information in the worksheet, perform the following steps.

- Modify FTE by service package information as needed in the FTE by Service Package region of the Position Worksheet window.

Review Position Summary Information

To review position summary information for the worksheet, perform the following steps.

1. Review the position information in the Position Summary region of the Position Worksheet window.
2. Edit the description, if needed.
3. Save or save and continue as follows:

   File - Save or **Save and Proceed**
4. To review worksheet information for another position, click **Select Position** to return to the Select Position window.
5. Close the window.

Revise Projections

To make extensive changes that can be formulated as parameters, users define local parameters, then use the Revise Projection feature to modify the worksheet.

Local Parameter

Users can employ the Parameter window to create a local parameter. The local parameter is a formula that can be used to apply mass changes to line-item or position worksheets. A local parameter can be defined and used by the individual budget user. In previous versions of the product, all parameters were global parameters defined and used by a central budget preparation body.

Revise Projections Using a Local Parameter

Once users select the appropriate parameter, the system checks that the accounts or positions already exist in the worksheet that will be affected by the scope of the parameters and then changes the budget amounts by calculating the formulas.

When a local parameter is applied, it overwrites the existing budget amounts for the worksheet.

For information on using the Parameter window to create local parameters, see Local Parameters Procedures, page 31-1.

For information on the Revise Projections pop-up window, see Modify Line Item Worksheet Procedures, page 30-1.

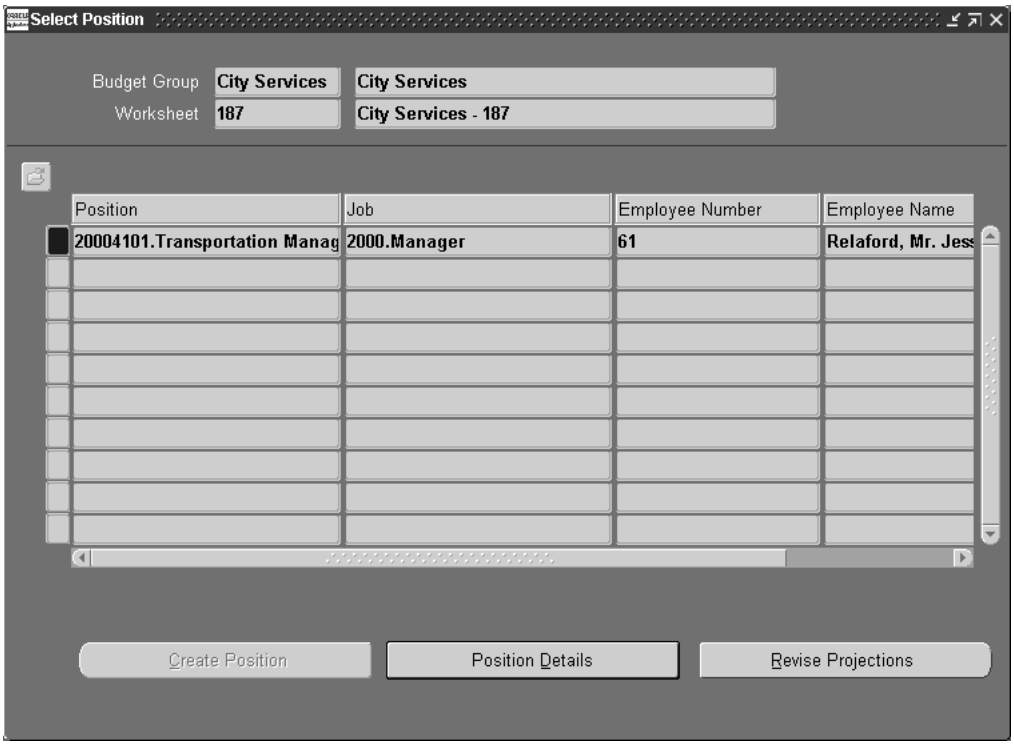
Add Attachment to Worksheet

To add an attachment to a worksheet, perform the following steps.

1. In the Worksheet Summary window, click **Attachments** on the toolbar to open the Attachments window.
2. For information on attaching documents to a worksheet, see About Attachments, *Oracle Applications User's Guide.*

Select Position Window

Figure 30–1 Select Position Window



Select Position Window Description

Table 30–1 Select Position Window Description

Field Name	Type	Features	Description
Budget Group	default, display only		budget group associated with worksheet
Worksheet	default, display only		worksheet ID number
Position	default, display only		position
Job	default, display only		job
Employee Number	default, display only		employee number
Employee Name	default, display only		employee name
New Position	default, display only	check box	if selected, indicates new position
Create Position		button	opens Positions window
Position Details		button	opens Position Worksheet window
Revise Projections		button	opens Revise Projections window

Position Worksheet Window, Account Distributions Tab

Figure 30–2 Position Worksheet Window, Account Distributions Tab, Budget Years

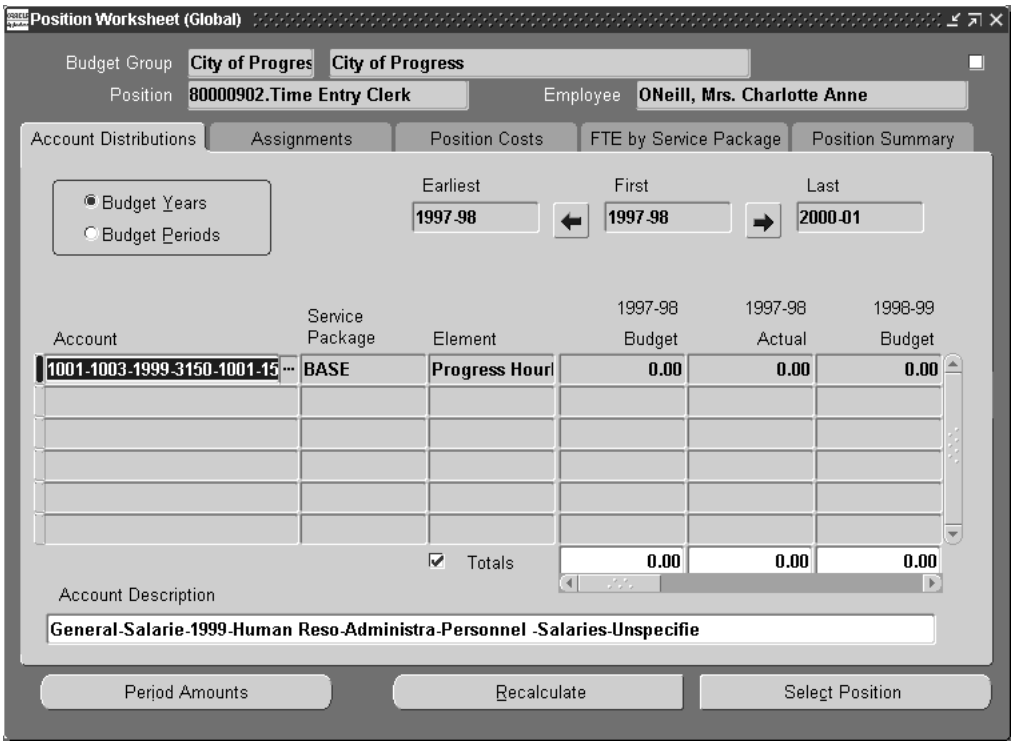
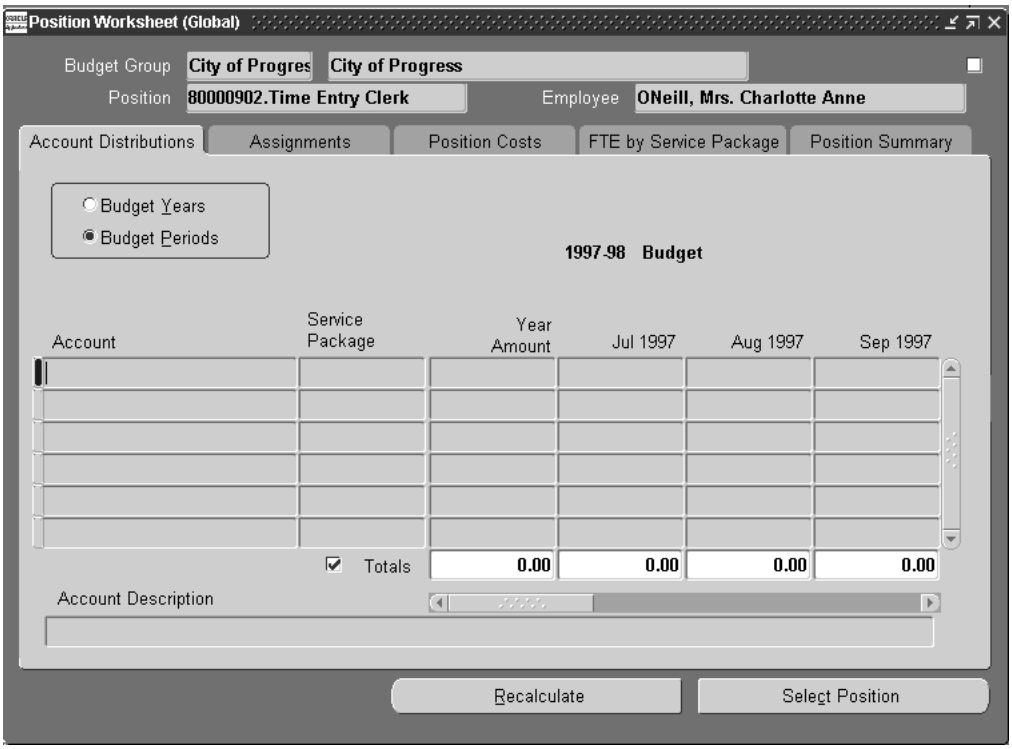


Figure 30–3 Position Worksheet Window, Account Distributions Tab, Budget Period



Position Worksheet Window Description, Account Distributions Tab

Table 30–2 Position Worksheet Window Description, Account Distributions Tab

Field Name	Type	Features	Description
Header Region			
Budget Group	default, display only		budget group associated with worksheet
Position	default, display only		position
Employee	default, display only		employee
[Data Coordination Check Box]	optional	check box	If selected, data in the alternative regions for the Position Worksheet window is automatically refreshed and coordinated with data from the Select Position window; if deselected, data in the alternative regions is refreshed only when the user clicks in a region. **Note:** Leave deselected to speed up performance when querying records in the Position Worksheet window.
Account Distributions Tab, Budget Years Option			
Earliest	default, display only		earliest budget year in the selection
First	default		first budget year to appear in worksheet **Note:** Click the arrows to select the first year to appear in the worksheet.
Last	default, display only		last budget year to appear in worksheet
Account	default		account used for salary cost distribution of position
Service Package	default	list of values	service package associated with position
Element	default	list of values	element name
<Columns for Each Budget Calendar Year and Balance Type in Worksheet>	default		columns for budget calendar year and balance types specified in Data Selection window **Note:** A maximum of twelve columns can be retrieved at one time.

Table 30–2 Position Worksheet Window Description, Account Distributions Tab

Field Name	Type	Features	Description
Totals	default; optional	check box	If checked, totals for each column in Budget Years region are displayed. **Note:** To view totals, click Recalculate. **Note:** Leave unchecked to speed up performance of application.
Account Description	default		description of each accounting flexfield
Account Distributions Tab, Budget Periods			
Account	default		account used for salary cost distribution of position
Service Package	default	list of values	service package associated with position
Year Amount	default		total of period amounts; must agree to annual total
<Columns for Periods in the Budget Year>	default		columns for periods in budget calendar year; allocations for each period specified by allocation rule set associated with budget group
Totals	default; optional	check box	If selected, totals for each column in Budget Periods region are displayed. **Note:** Leave deselected to speed up performance of application.
Account Description	default		description of each accounting flexfield segment
Footer Region			
Period Amounts		button	opens Budget Periods window **Note:** the Period Amounts button is available only for the following tabs: Account Distributions and FTE by Service Package
Recalculate		button	refreshes screen after changes made to worksheet or to see worksheet view
Select Position		button	returns to Select Position window

Position Worksheet Window, Assignments Tab

Figure 30–4 Position Worksheet Window, Assignments Tab, Salary Tab

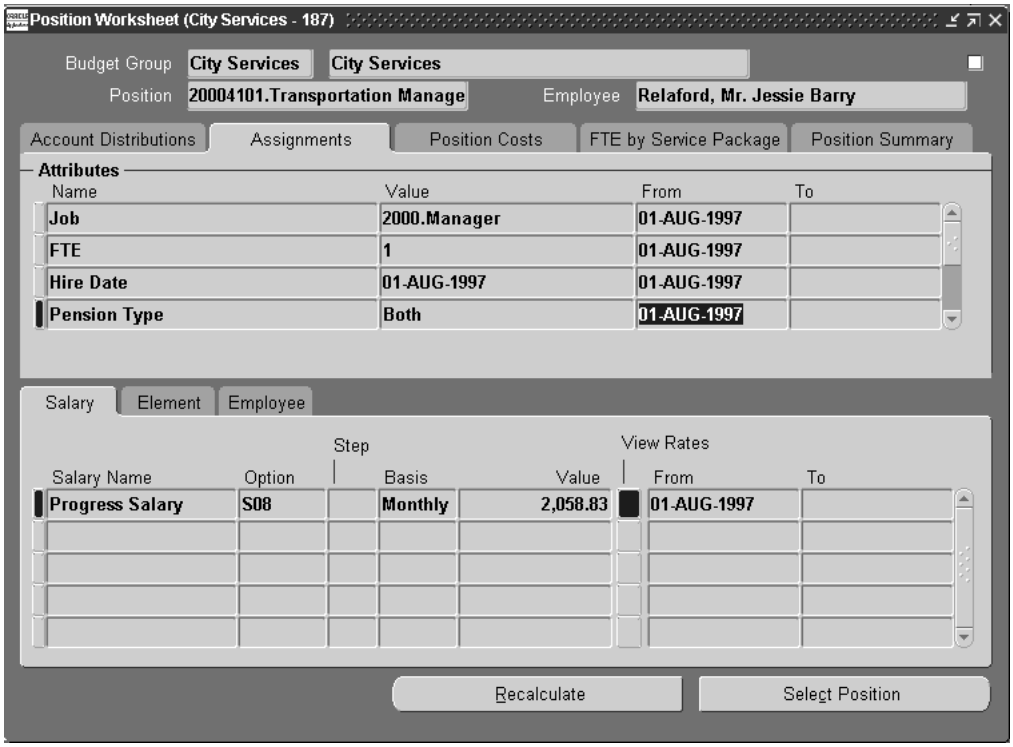


Figure 30–5 Position Worksheet Window, Assignments Tab, Element Tab

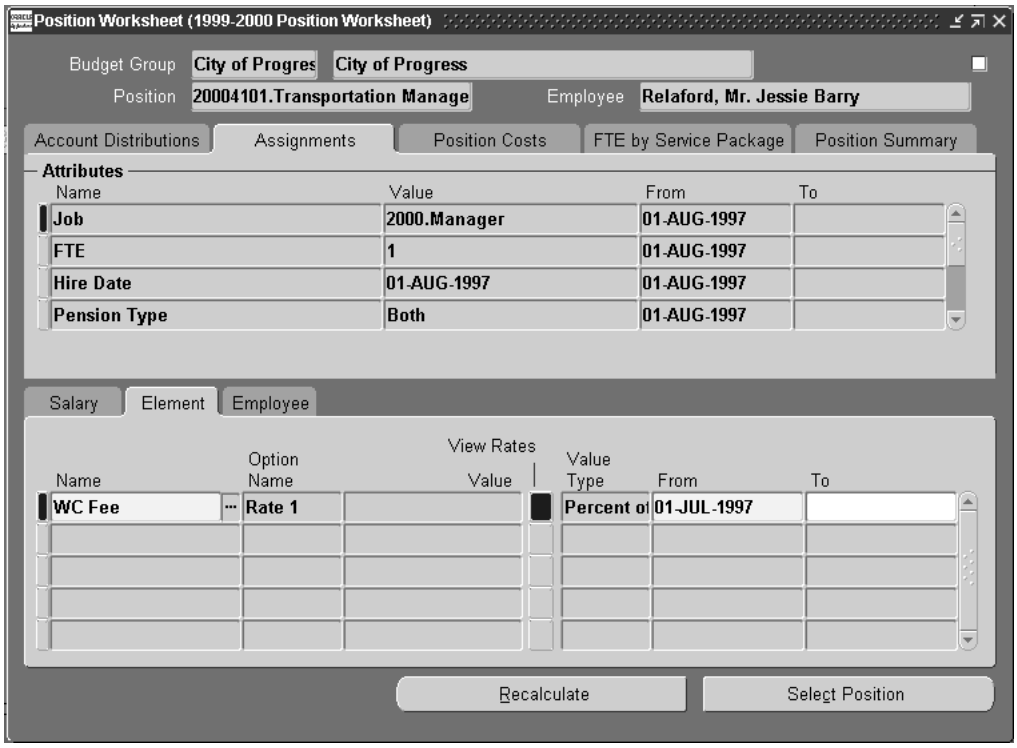
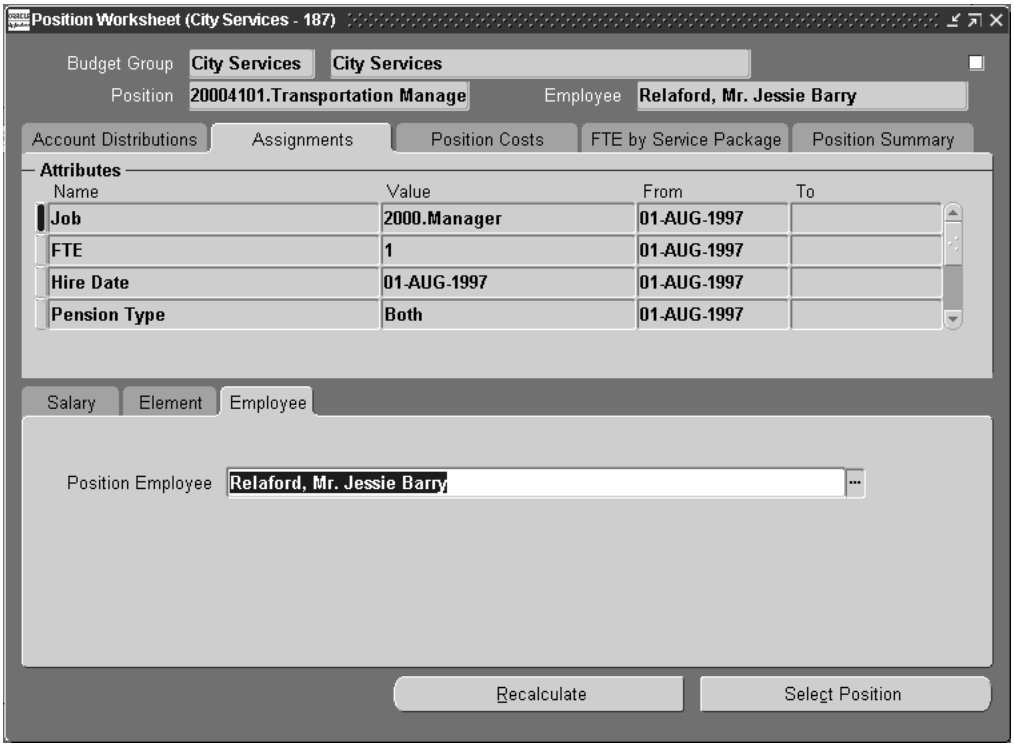


Figure 30–6 Position Worksheet Window, Assignments Tab, Employee Tab



Position Worksheet Window Description, Assignments Tab

Table 30–3 describes the Position Worksheet window, Assignments tab. For information on the header and footer regions, see Table 30–2.

Table 30–3 Position Worksheet Window Description, Assignments Tab

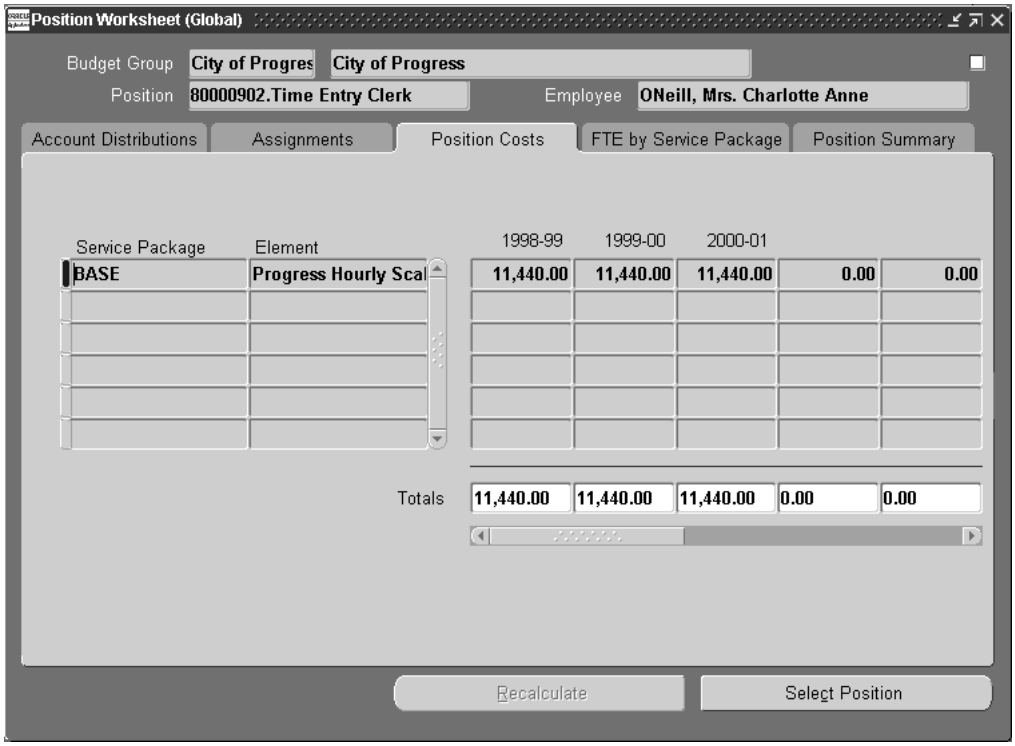
Field Name	Type	Features	Description
Assignments Tab			
			Note: all information in the Assignment tab is stored by the effective date, not by budget stages.
Attributes Region			
Name	default	list of values	position attribute name
Value	default	list of values	position attribute value
From	default	list of values: pop-up calendar	position attribute start date
To	default	list of values: pop-up calendar	position attribute end date
Assignments Tab, Salary Tab			
Salary Name	default	list of values	salary element name for position
Option	default	list of values	salary option name
Step	default	list of values	step for grade scale salary
Basis	default	list of values	pay type
Value	default		salary option value
View Rates		button	click to see Element Rates window
From	default	list of values: pop-up calendar	start date for salary element
To	default	list of values: pop-up calendar	end date for salary element
Assignments Tab, Element Tab			

Table 30–3 Position Worksheet Window Description, Assignments Tab

Field Name	Type	Features	Description
Name	default	list of values	position element name
Option Name	default	list of values	element option name
Value	default		element option value
View Rates		button	click to see Element Rates window
Value Type	default, display only		element value type
From	default	list of values: pop-up calendar	element start date
To	default	list of values: pop-up calendar	element end date
Assignments Tab, Employee Tab			
Position Employee	default, display only		name of employee in position

Position Worksheet Window, Position Costs Tab

Figure 30–7 Position Worksheet Window, Position Costs Tab



Position Worksheet Window Description, Position Costs Tab

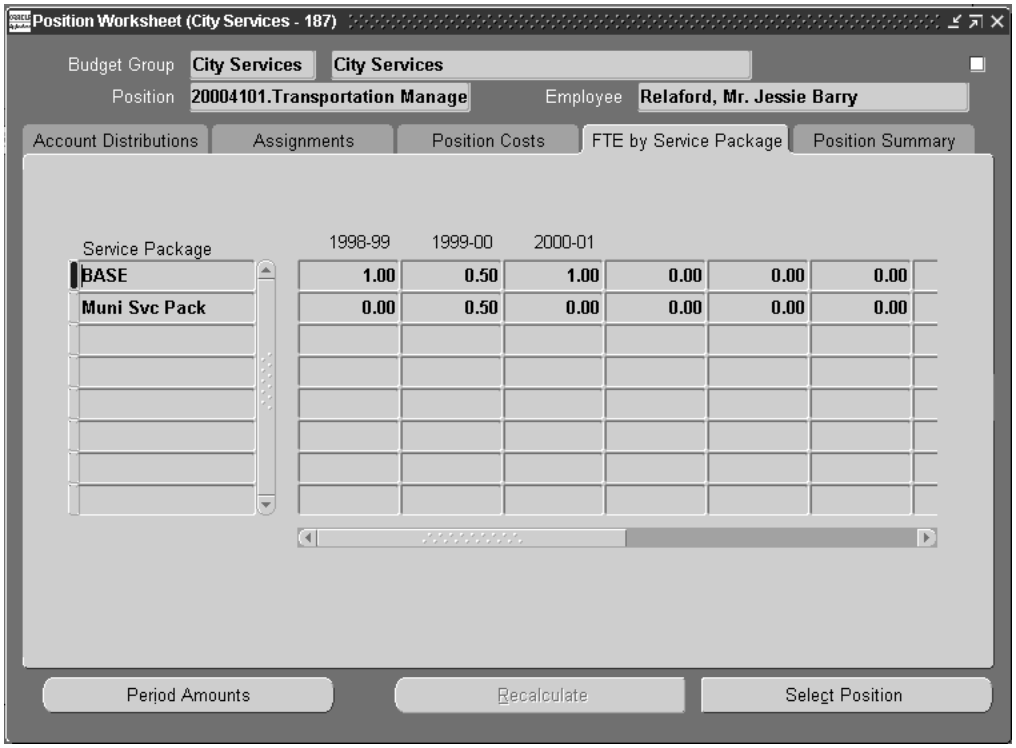
Table 30–4 describes the Position Worksheet window, Position Costs tab. For information on the header and footer regions, see Table 30–2.

Table 30–4 Position Worksheet Window Description, Position Costs Tab

Field Name	Type	Features	Description
Position Costs Tab			
Service Package	default, display only		service package
Element	default, display only		element name
<Columns for Each Budget Year>	default, display only		budget year cost **Note:** The calculated budget cost is stored by stages.
Totals	default, display only		total cost for budget year

Position Worksheet Window, FTE by Service Package Tab

Figure 30–8 Position Worksheet Window, FTE by Service Package Tab



Position Worksheet Window Description, FTE by Service Package Tab

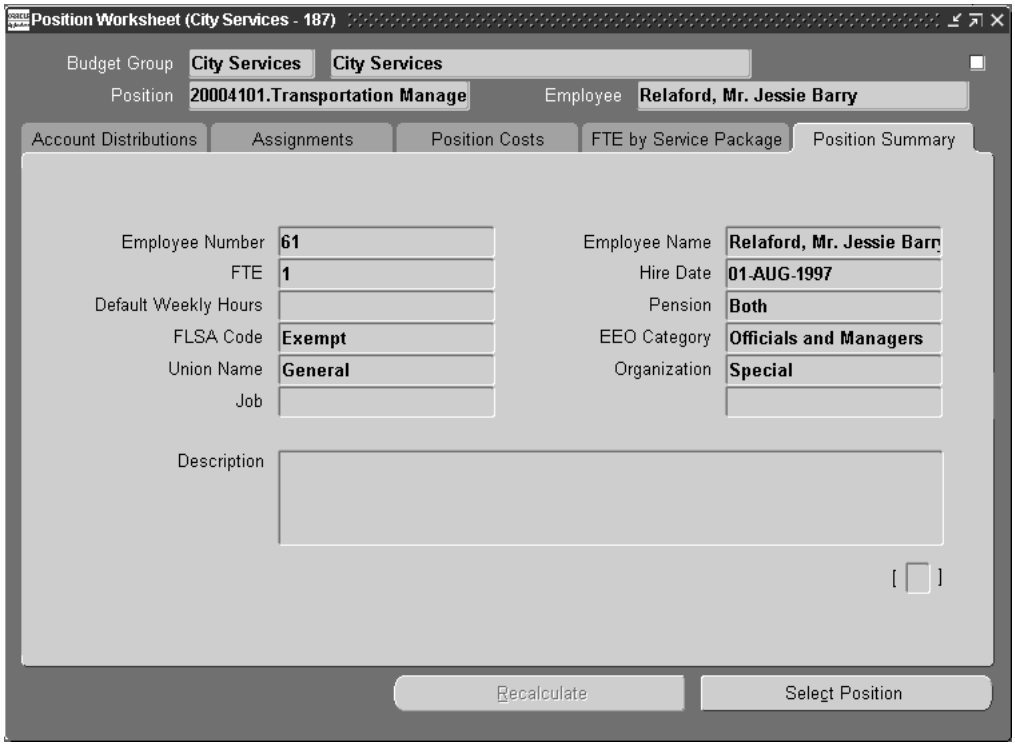
Table 30–5 describes the Position Worksheet window, FTE by Service Package tab. For information on the header and footer regions, see Table 30–2.

Table 30–5 Position Worksheet Window, FTE by Service Package Tab Description

Field Name	Type	Features	Description
FTE by Service Package Tab			
Service Package	default		service package used by position
<Columns for Each Budget Year>	default		FTE value for service package for each current and proposed calendar year

Position Worksheet Window, Position Summary Tab

Figure 30–9 Position Worksheet Window, Position Summary Tab



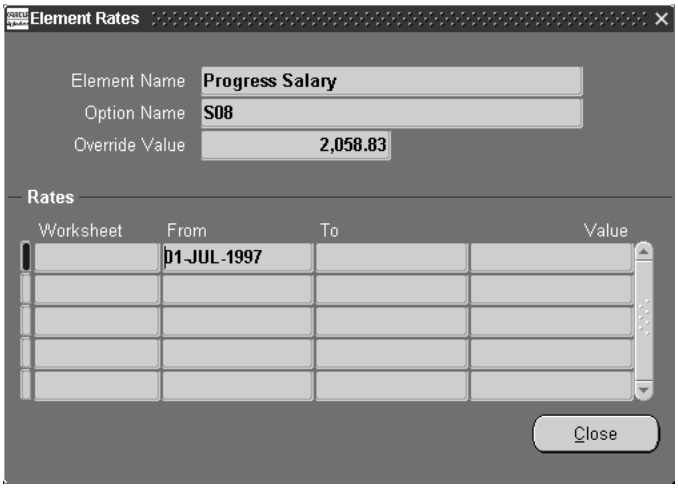
Position Worksheet Window Description, Position Summary Tab

Table 30–6 Position Worksheet Window Description, Position Summary Tab

Field Name	Type	Features	Description
Position Summary Tab			
Employee Number	default, display only		employee number
Employee Name	default, display only		employee name
<Position Attributes>	default, display only		position attributes and attribute values **Note:** Display options and display sequence for position attributes are specified in the Position Attributes window.
Description	optional		position description
Descriptive Flexfield	optional		field for user customization

Element Rates Window

Figure 30–10 Element Rates Window



Element Rates Window Description

Table 30–7 Element Rates Window Description

Field Name	Type	Features	Description
Element Name	default, display only		name of element
Option Name	default, display only		name of option
Override Value	default, display only		value assigned for salary or element
Rates Region			
Worksheet	default, display only		worksheet ID
From	default, display only		earliest applicable date
To	default, display only		latest applicable date
Value	default, display only		value of rate
Close		button	returns to Position Worksheet window

31

Local Parameters Procedures

This chapter describes how to define local parameters for modifying a budget worksheet or revising a budget. The following sections are in this chapter:

- Definition
- Overview
- Prerequisites
- Local Parameters for Worksheets Procedure
- Local Parameters for Budget Revisions Procedure
- Parameter Window
- Parameter Window Description

Definition

Local parameters are used to revise projections for accounts, elements, and positions. A local parameter set can be used with more than one budget calendar, worksheet or budget revision.

- Account projection parameters are used to project budget amounts for line items.
- Element projection parameters are used to project future element rates.
- Position projection parameters are used to project future element rates for selected positions.

Overview

Organizations can create parameters for use with budget worksheets or with budget revisions when the organization needs to make extensive changes that can be formulated as parameters.

Users employ the Parameter window to create a local parameter. The local parameter is a formula that can be used to apply mass changes to line-item or position worksheets. A local parameter can be defined and used by the individual budget user. In previous versions of the product, all parameters were global parameters defined and used by a central budget preparation body.

Since existing parameters are not assigned to a budget group, they cannot be re-used as local parameters for revising projections in the worksheet or budget revisions.

Revise Projections

To make extensive changes that can be formulated as parameters, users define local parameters, then use the Revise Projection feature to modify the worksheet.

Once users select the appropriate parameter, Public Sector Budgeting checks that the accounts or positions already exist in the worksheet that will be affected by the scope of the parameters and then changes the budget amounts by calculating the formulas. When a local parameter is applied, it overwrites the existing budget amounts for the worksheet.

For information on account, element, and projection parameters, see Projection Parameters Procedures, page 22-1.

For information on projection parameter formula types, see Projection Parameter and Constraint Formula Types, page F-1.

Process

Organizations define and use local parameters as follows:

1. The organization defines local parameters for accounts, positions or elements.
2. For each local parameter, the organization defines the projection formula.
3. The organization selects parameters when modifying a worksheet or creating a budget revision request.
4. Parameters are used to calculate projections.
5. Projections are made according to the effective dates for the parameter and then by processing sequence for the effective date.

Using Parameter Sets for Budget Revisions

Users can create parameter sets with account-or position-type parameters for use when a formula-driven budget revision is appropriate. For example, a budget cut can involve revisions to many line-items or positions. Users can create a parameter set that specifies the amount of change in the budget.

Examples

To effect a line-item budget cut, users can create a parameter set with account-type parameters. For example, users could create the following parameter set.

Table 31–1 Parameter Set for Line-Item Budget Cut

Field/Button	Explanation
Parameter Set	User-defined
Description	User-defined
Budget Group	For department-wide cut, use the budget group that cover the department; for a project cut, use the budget group that covers where the project applies
Parameter Name	User-defined
Type	Account
Processing Sequence	User-defined

Table 31–1 Parameter Set for Line-Item Budget Cut

Field/Button	Explanation
Effective Dates	do not use; use the General Ledger Period from the Mass Entries tab
Currency	US dollar
Parameter Description	User-defined
Auto Increment Salary	deselected
Compound Annually	deselected
Account Sets	For a department-wide cut, use an account set that covers the department; for a project cut, use an account set that covers the project
Step	user-defined
Operator	=
Period	do not use **Note:** The parameter amount used is based on the budget period that corresponds to the period specified in the Budget Revisions window.
Balance Type	Original Budget or Current Budget
Account	blank
Currency	US Dollar
Operator	*, -, /
Amount	0.1 for 10% reduction, 10 for $10 reduction or 2 for 50% reduction

To effect a position budget cut, users should define a parameter set with Position-type parameters.

Table 31–2 Parameter Set for Position Budget Cut

Field/Button	Explanation
Parameter Set	User-defined
Description	User-defined
Budget Group	For department-wide cut, use the budget group that cover the department; for a project cut, use the budget group that covers where the project applies
Parameter Name	User-defined
Type	Position

Table 31–2 Parameter Set for Position Budget Cut

Field/Button	Explanation
Processing Sequence	User-defined
Effective Dates	do not use; use the General Ledger Period from the Mass Entries tab
Currency	US dollars
Parameter Description	User-defined
Auto Increment Salary	deselected
Compound Annually	deselected
Position Sets	use position set that covers the positions to be cut
Step	user-defined
Operator	=
Assignment Type	Attribute
Element	blank
Option	blank
Grade Step	blank
Value Type	blank
Element Type	blank
Effective Dates	do not use; use General Ledger Period from the Mass Budget Revision window
Attribute	FTE
Value	0 for position elimination, 0.5 to cut full-time position into a half-time position, n to reduce a pooled position by n FTE

Prerequisites

- Budget year types must be defined.

  To define budget year types, see Budget Year Types Setup, page 4-1.

- Budget groups must be defined.

  To define budget groups, see Budget Groups and Security Setup, page 12-1.

Local Parameters for Worksheets Procedure

Note: For information on parameter formula types, see Projection Parameter and Constraint Formula Types, page F-1.

To define local parameters for a worksheet, perform the following steps.

1. In Public Sector Budgeting, navigate to the Parameter window as follows:

   Worksheet - Local Parameters

2. Enter data in each field of the Parameter window as described in Table 31–3.

3. Save or save and continue as follows:

   File - Save or **Save and Proceed**

4. Close the window.

Local Parameters for Budget Revisions Procedure

Note: For information on parameter formula types, see Projection Parameter and Constraint Formula Types, page F-1.

To define local parameters for a budget revision, perform the following steps.

1. In Public Sector Budgeting, navigate to the Parameter window as follows:

   Budget Revisions - Local Parameters

2. Enter data in each field of the Parameter window as described in Table 31–3.

3. Save or save and continue as follows:

   File - Save or **Save and Proceed**

4. Close the window.

Parameter Window

Figure 31–1 Parameter Window, Account Type Local Parameter

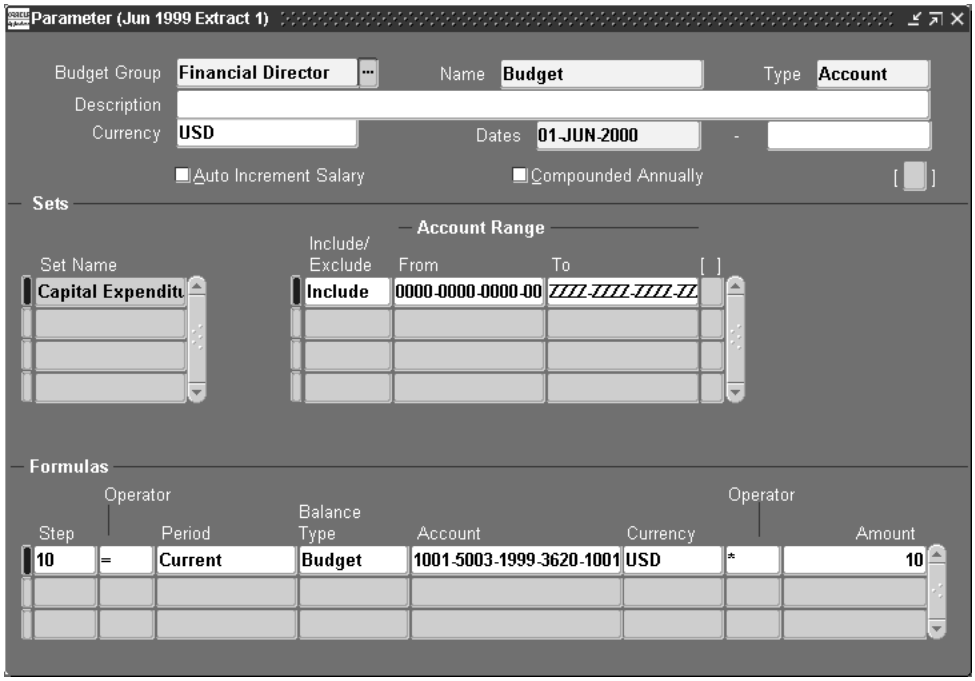


Figure 31–2 Parameter Window, Element Type Local Parameter

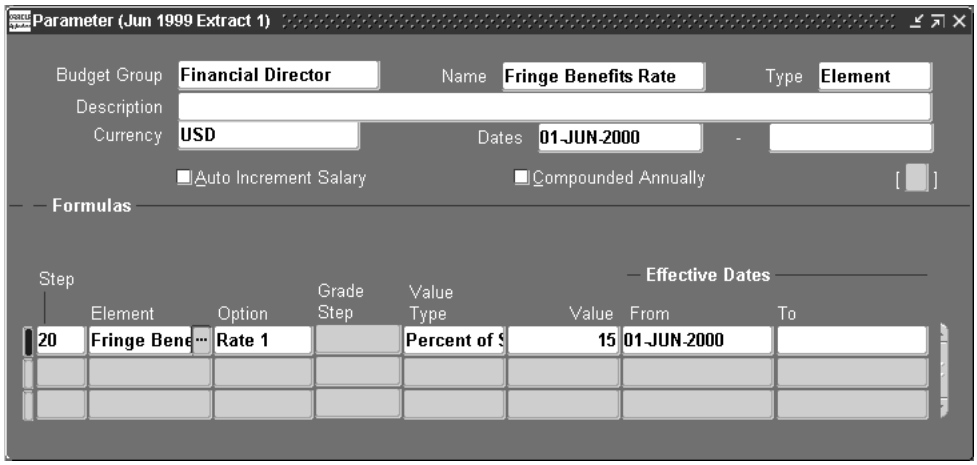


Figure 31–3 Parameter Window, Position Type Local Parameter without Auto Increment

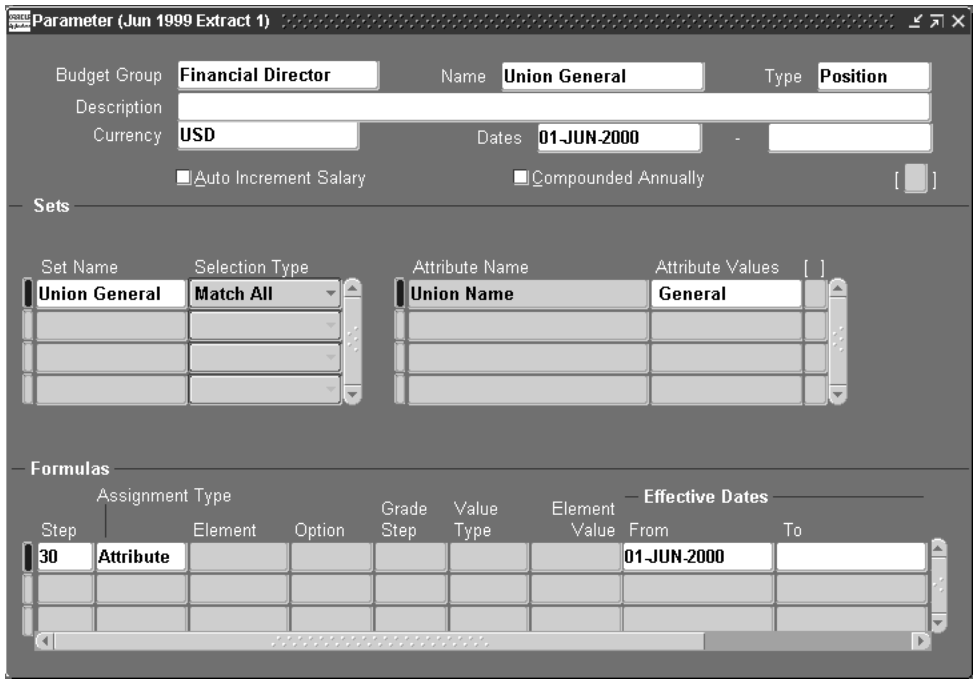
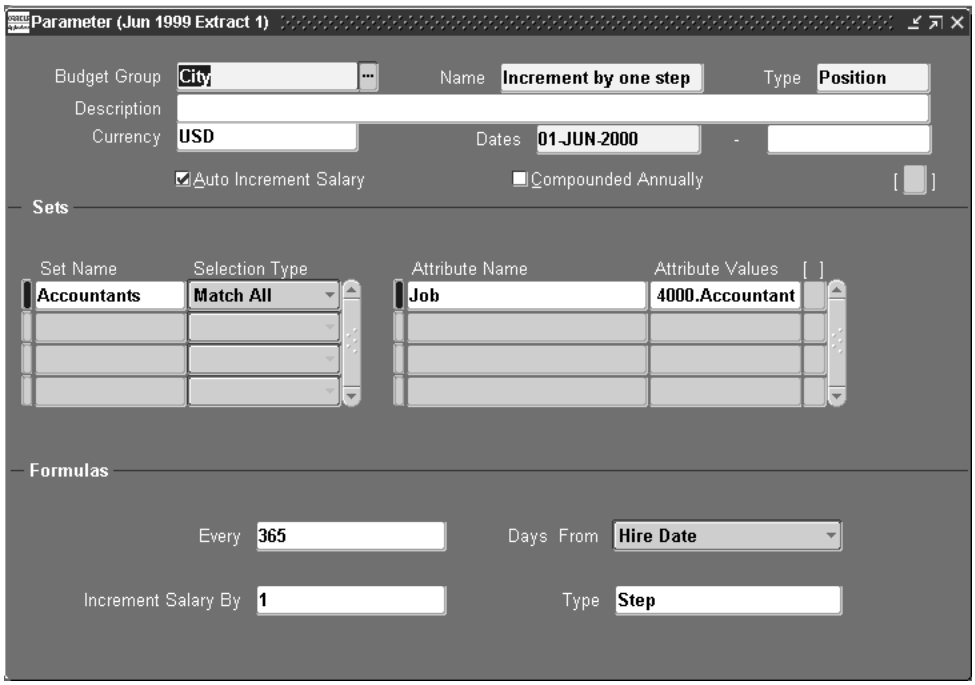


Figure 31–4 Parameter Window, Position Type Local Parameter with Auto Increment



Parameter Window Description

Table 31–3 Parameter Window Description

Field Name	Type	Features	Description
Budget Group	required	list of values	budget group using the parameter; identifies the set of books
Name	required		parameter name
Type	required		parameter type: Account, Element, Position
Description	optional		parameter description
Currency	optional	list of values	currency type: monetary, statistical **Note:** Statistical currency is a value associated with an account; For example, numbers of workstations or numbers of enrolled students are statistical currencies.
Dates [From]	required	list of values	effective start date for parameter
[Date To]	optional		effective end date for parameter
Auto Increment Salary	optional	check box	If selected, parameter is increased automatically by the amount or percentage specified in the parameter formula. **Note:** Only available for position parameters.
Compound Annually	optional	check box	If selected, projection amount is compounded annually.
Descriptive Flexfield	optional		field for user customization
Account Parameter Sets Region			
Set Name	required	list of values	name of global or local account set making projections for **Note:** Select global account set from list of values or create new local account set.
Include / Exclude	required		designates whether to include or exclude range of accounts in account set **Note:** must include at least one range of accounts in account set
From [Account Range]	required		beginning account for range of account code combinations

Table 31–3 Parameter Window Description

Field Name	Type	Features	Description
To [Account Range]	required		ending account for range of account code combinations
Descriptive Flexfield	optional		field for user customization
Formulas Region			
Step	required		sequence of formulas in parameter
Operator	required	list of values	prefix operator for formula: / (divide), = (equal), - (minus), * (multiply), + (plus) **Note:** First prefix operator is often = to designate that the set name is equivalent to the formula.
Period	required	list of values	budget year type; period to project from
Balance Type	optional	list of values	balance type: actuals, budget, estimate
Account	optional	list of values: pop-up window	account from which projection is derived **Note:** If no account is specified when calculating from a period balance, target accounts are assumed.
Currency	optional	list of values	currency type: monetary, statistical
Operator	optional	list of values	postfix operator for formula: / (divide), - (minus), * (multiply), + (plus)
Amount	optional		numerical value applied to formula
Element Parameter Formula Region			
Step	required		sequence of formulas in parameter
Element	required	list of values	element name
Option	optional	list of values	element option name **Note:** required if element options are defined for element
Grade Step	default, display only		grade step for salary element
Value Type	required	list of values	element value type: Amount, Formula, Percent Increase
Value	required		element value

Table 31–3 Parameter Window Description

Field Name	Type	Features	Description
From [Effective Dates]	optional	list of values: pop-up calendar	effective start date for formulas
To [Effective Dates]	optional	list of values: pop-up calendar	effective end date for formulas
Position Parameter without Auto Increment Sets Region			
Set Name	required	list of values	name of global or local position set making projections for **Note:** Select global position set from list of values or create new local position set.
Selection Type	required	drop-down list	selection type: Match All, Match At Least One **Note:** Match All indicates that only positions that have all matching attributes are included in the position set; Match At Least One indicates that positions with any matching attributes are included in the position set.
Attribute Name	required	list of values	position attribute name; position set can have multiple position attributes
Attribute Values	default, display only	pop-up window	position attribute value; position attribute can have multiple position attribute values
Descriptive Flexfield	optional		field for user customization
Formulas Region			
Step	required		sequence of formulas in parameter
Assignment Type	required	list of values	assignment type: Attribute, Element
Element	required for element assignment type	list of values	element name
Option	optional	list of values	element option name **Note:** not required if user wants to apply all options

Table 31–3 Parameter Window Description

Field Name	Type	Features	Description
Grade Step	default, display only		grade step for salary element
Value Type	required for element assignment type	list of values	element value type: Amount, Formula, Percent Increase
Element Value	required for element assignment type		element value
From [Effective Dates]	optional	list of values: pop-up calendar	effective start date for formulas
To [Effective Dates]	optional	list of values: pop-up calendar	effective end date for formulas
Attribute	required for attribute assignment type	list of values	attribute name
Attribute Value	required for attribute assignment type	list of values	attribute value
Position Parameter with Auto Increment Sets Region			
Field Name	**Type**	**Features**	**Description**
Set Name	required	list of values	name of global or local position set making projections for **Note:** Select global position set from list of values or create new local position set.
Selection Type	required	drop-down list	selection type: Match All, Match At Least One **Note:** Match All indicates that only positions that have all matching attributes are included in the position set; Match At Least One indicates that positions with any matching attributes are included in the position set.

Table 31–3 Parameter Window Description

Field Name	Type	Features	Description
Attribute Name	required	list of values	position attribute name; position set can have multiple position attributes
Attribute Values	default, display only	pop-up window	position attribute value; position attribute can have multiple position attribute values
Descriptive Flexfield	optional		field for user customization
Formulas Region			
Every	required		number of days
Days From	required	drop-down list	date option: Hire Date, Adjustment Date
Increment Salary By	required		increment amount **Note:** For parameters of type Step, salary can only be incremented by one.
Type	required	list of values	increment type: Amount, Percent, Step

Part VI

Revising a Budget

32

Budget Revisions Procedures

This chapter describes how to revise budgets. The following sections are in this chapter:

- Definition
- Overview
- Prerequisites
- Account and Position Sets Procedure
- Budget Revisions Procedure
- Budget Revisions Window Description, Line Item Entries Tab
- Budget Revisions Window Description, Line Item Entries Tab
- Budget Revisions Window, Position Entries Tab
- Budget Revisions Window Description, Position Entries Tab
- Positions Window
- Positions Window Description
- Budget Revisions Window, Mass Entries Tab
- Budget Revisions Window Description, Mass Entries Tab
- Budget Revisions Window, Summary Entries Tab
- Budget Revisions Window Description, Summary Entries Tab
- View Constraint Violations Window
- View Constraint Violations Window Description

Definition

Budget revision allows users to make revisions to existing budgets during the budget cycle using Oracle Public Sector Budgeting.

Overview

Using budget revision, users can manage the revision process using a single application. Users can submit budget revision requests for approval, and users with the appropriate approving authority can review, approve or reject the requests. Funds checking ensures that the proposed budget revisions do not create negative available funds. Approved budget revision requests can be posted to Oracle General Ledger, while personnel changes from position budget revisions can be maintained in the Public Sector Budgeting position control tables.

With Public Sector Budgeting, budget groups can request budget revisions as needed. These requests can be approved or denied by the budget office or other appropriate unit. In addition to supporting budget revision requests from lower level budget units, Public Sector Budgeting also allows middle- or upper-level budget groups to initiate budget revisions. Such higher level requests may occur, for example, when fringe benefits are adjusted or for a special allocation of funds. In these cases, upper level budget units can distribute budget revisions either to notify other budget units of the change or to request edits from other budget units.

Revisions can be either permanent and relevant to future budget projections, or they can be temporary and relevant only to the current budget. Multiple budgets must be maintained to track permanent budget revisions.

Process

The following scenarios illustrate typical use of the budget revision process:

- Standard Budget Revision Process
- Budget Revision Process for an On-Behalf Request, No Modifications from Original Budget Owner
- Budget Revision Process for an On-Behalf Request with Modifications from Original Budget Owner

Standard Budget Revision Process

A budget revision process initiated by the original budget owner, the lowest-level budget group, may follow the process described. Users may not need all the steps described and may perform them in a different order.

A requestor creates a budget revision request. An incomplete budget revision request can be saved and later retrieved for future modification.

Requests involving only line-item revisions are performed using the Line Item Entries tab in the Budget Revisions window. Requests affecting only FTE changes for personnel services are performed using the Position Entries tab on the Budget Revisions window. For personnel services revisions beyond adjusting the FTE value, use the Position Details window. For personnel services revisions that create new positions, use the Create Positions window. Users can review the line-item effect of personnel services revision on the Line Item tab. Requests that affect both line-item and personnel services can be performed using a combination of both the Line Item Entries and Position tabs.

The requestor reviews the summary effect of the budget revision, especially if there are numerous entries. To review the summarized line-item effect, requestors can use the Summary tab entries.

The requestor performs funds check to ensure that the proposed revision does not create negative available funds.

Once the requestor is satisfied with the revision, the revision request is submitted. Optionally, a requestor can bypass the pre-defined budget group approval hierarchy to directly obtain approval from the appropriate party.

After the request is submitted, budget revision limitation control, imposed by using constraints, can be validated if defined. Constraint sets can be imposed on a budget revision using the Mass Entries Tab. It the request passes or does not fatally violate the constraints, the request is frozen. Notification is sent to the next level or specified approver. Validation results are always displayed, no matter what the result of the constraints validation.

Once the notified individual receives the budget revision request message, users can access the budget revision to review and determine the appropriate actions. While the approver has full access to each entry of the budget revision request, approvers may focus on the Summary Entries tab in the Budget Revision window to review the summarized effect of the revision request.

Modify Approvers may optionally modify a request, if the budget policy allows. To make a modification, approvers must unfreeze the request, using the Unfreeze

button on the Budget Revisions window. The Unfreeze button is available only to approvers with a superuser responsibility designation. Optionally, approvers can freeze the revision request. Freezing the revision requests can offer added security if the modifications to the request are carried out over a period time.

Disapprove Approvers can disapprove the request using the Reject feature in Workflow Notification. A rejected request is automatically unfrozen, and the requestor receives a rejection notification. The rejected budget revision request is automatically distributed back to the requestor.

Forward Approvers can forward requests to another approving party using the Forward feature in Workflow Notification. If a request is forwarded to another approver, a request for approval notification is sent to that approver. The forwarded budget revision request is automatically forwarded to anyone in the budget group hierarchy. However, for budget group security purposes, users should limit forwarding authority to approvers who have authority to access all the line items in the revision.

Approve Approvers can approve requests by using the standard Approve feature in Workflow Notification. Approvals from a middle-level budget group generate a request for approver notification to the next level approver in the budget group hierarchy. This approval process continues until the top-level approver approves the request. Approval automatically submits the budget revision request so users do have to return to the Select Budget Revision window.

Once the top-level approver approves the revision using the standard Approve feature in Workflow Notification, funds reservation is performed. If funds are successfully reserved, a budget revision journal entry will be created and automatically made available to General Ledger. If the funds reservation fails, the top-level approver is notified. The approver can then reject the revision request by using the Distribute feature in the Budget Revision window and send the request back to the appropriate requestor.

Note: General Ledger users must post the journal. The budget revision journal batch name created begins with Budget Revisions <Revision Number>.

Budget Revision Process for an On-Behalf Request, No Modifications from Original Budget Owner

A budget revision request can be created by a middle- or top-level budget group user on behalf of the original budget owner, the lowest-level budget group. For example, there may be a change to fringe benefits rates. When such a request is

made with the original budget owner being able to modify the request, the process can proceed as follows.

The process is similar to the standard budget revision process, with the following differences.

A mid- or top-level budget requestor creates a budget revision request. The request can be uniformly applied to an organization. Revisions that can be formulated can be expressed in a parameter set.

To generate entries based on parameters, the requestor employs the Mass Entries tab. If account-type parameters are used, line-item entries can be edited or review on the Line Item Entries tab. If element or position-type parameters are used, the position entries generated can be edited and reviewed on the Position Entries tab. The line-item effect of personnel services revisions can be reviewed on the Line Item tab. If both the account-type and element- or position-type parameters are used, the entries generated can be reviewed and edited on both the Line Item Entries and Position Entries tabs.

If the request is submitted by a middle level budget group, a requestor may optionally bypass the pre-defined approval hierarchy to directly obtain approval from the appropriate party. The normal approval process applies, until the request is approved by the top-level approver.

If the request is submitted by a top-level budget group, funds reservation occurs. If funds can be successfully reserved, a budget journal revision journal entry is created and made available to General Ledger.

Note: General Ledger users must post the journal.

If funds reservation fails, the top-level approver is notified. The approver must make appropriate changes and resubmit the budget.

In either case, the mid- or top-level budget group requestor can optionally notify the lower-level budget group of revisions made on their behalf using the Notify Only mode of the Distribute feature. No further action is required once the lower-level budget group receives the notification.

Budget Revision Process for an On-Behalf Request with Modifications from Original Budget Owner

A top- or mid-level budget group user can create a budget revision request and ask the lower-level budget group to modify the draft revision and submit a final revision. Such a request may occur when a budget cut is proposed and the original budget owners are asked to adjust the budget to comply.

The process is similar to the standard budget revision request process, with the following differences.

The mid- or top-level budget group requestor creates a budget revision request. The draft request can be created without precision. Using a parameter set in the Mass Entries tab can facilitate the creation of numerous revision entries.

The requestor notifies the lower-level budget group of the draft revisions and requests final revisions by using the Distribute feature in Edit Request mode.

The lower-level budget group receives the notifications and retrieves their portion of the revisions. A miniature request is made available to each distributed party.

The lower-level budget group edits the revisions. Optionally, for extensive modifications that can be generalized, the lower-level budget group may use the Revise Projections function. Once modifications are complete, the revision request is submitted to the appropriate approver.

Note: The user of a parameter set in the Mass Entries tab and the use of Revise Projections are not limited to any one scenario. The functions can be used with any scenario as appropriate.

Budget Revision Limitation Control

Budget Revision Limitation Control imposes a dollar or percentage limit on budget revisions, immediately higlighting large budget revision requests. Such large budget revisions may require additional levels of approval, based on an organization's budget policy.

In Public Sector Budgeting, limitation control rules are defined using an Account-type constraint set. The computed amount generated by the constraint formulas is compared against the change requested in the Budget Revisions window, rather than against the changed budget amount.

Organizations should create a comprehensive constraint set that may include as many constraints as needed to impose limitation control throughout the system. Optionally, users can employ a different limitation control constraint set to validate a budget revision request if the default constraint set is deemed inapplicable. Line-item entries for a budget revision request are validated against applicable constraints, and if the violation exceeds the severity threshold, the budget revision fails.

For information on creating constraint sets to impose limitation control, see Constraints Procedures, page 24-1.

Funds Checking and Reservation

Budget control features such as budgetary control setup, funds check and funds reservation are General Ledger features. Budget revision leverages the budgetary control in General Ledger. Budget revision also seamlessly integrates with the funds check and funds reservation processes in General Ledger to ensure integrity.

A budget revision requestor can validate line-item entries to determine if the budget revision will create a negative free balance at the budgetary control level. This validation concurrent process can be invoked by using the Funds Check feature in the Budget Revisions window before submitting the request. The result of the funds check are displayed in the Budget Revisions window as the Funds Check Result, while the status of the funds check validation process will be displayed as the Funds Check Status. This validation process will be automatically invoked again when a request for a budget revision is submitted for approval. A revision that fails the funds check cannot be resubmitted.

When an approver approves a request for a budget revision, funds check is automatically invoked again to ensure that the budget condition has not been changed to cause a negative free balance since the request was submitted. When a top-level budget group approver approves a request of budget revision, both funds check and funds reservation will be invoked automatically. If funds check passes, the effect of the budget revisions will be updated to funds reservation information in General Ledger. After funds are reserved, subsequent modifications to the budget revision request are not allowed.

If the funds check fails due to budgetary control validation, users can investigate by going to the Funds Available Inquiry window in General Ledger for regular budget revisions, and to the Commitment Budget Funds Available Inquiry window in Contract Commitment for commitment budget revisions.

Mass Entries

Most budget revisions are routine and specific, affecting a few accounts or positions. A formula-driven budget revision can be more efficient for many cases. For example, a formula-driven budget revision could be used in the following cases:

- budget cuts, for line items when capital spending ceases, for down-sized positions, or for a combination of line items and positions
- reorganization
- supplemental appropriation
- fringe benefits rate change

Using Mass Entries for Budget Cuts

Budget cuts can be divided into two categories, budget cuts that reduce line-item budgets and cuts that reduce position budgets. The mass revision rules can be accommodated by defining a parameter set. The amount specified in the parameter set will indicate the amount of change in the budget rather than project what the final budget amount will be.

Using Mass Entries for Reorganization

Reorganizations can be classified into two main scenarios.

- an existing department or division is transferred from one organization to another organization
- a new department or division is formed

Either modification is so fundamental that the budget group hierarchy must be changed. In the first scenario since the underlying accounts are not changed, there are no budget revision journals to post to General Ledger. The budget group hierarchy must be changed to ensure security is updated for budget revisions.

When a new organization is formed, after creating a new budget group to capture the new department or division, budget amounts need to be created as well. Users may find it helpful to create parameter formulas to populate the budget for the new budget group.

Using Mass Entries with Supplemental Appropriation

To use Mass Budget Revision for supplemental appropriation, users should create parameter formulas similar to those created for the budget cuts, except with increases instead of decreases.

Using Mass Entries for Fringe Benefits

To use Mass Budget Revision for fringe benefits, users can define a new parameter set with the applicable element parameters for the fringe benefits that are being changed.

Revise Projections

Typically, there is no need to used the Revise Projections feature for a budget revision request initiated by the original requestor. However, for a budget revision request drafted by others, such as the budget office, and distributed to individual budget units for further modifications, the Revise Projection feature may be helpful

if the individual budget units' modifications are extensive and can be formulated as parameters.

Local Parameter

Users employ the **Budget Revisions - Local Parameters** path to create a local parameter for budget revisions. The local parameter is a formula that can be used to apply mass changes on budget amounts for a budget revision. Local parameters are defined and used by all budget users. All parameters in previous versions of the product are global parameters defined and used by a central budget preparation body.

Revise Projections Using a Local Parameter

Once users select the appropriate parameter, the system checks that the accounts or positions already exist in the budget revision request that will be affected by the scope of the parameters and then changes the budget amounts by calculating the formulas. When a local parameter is applied, it overwrites the existing budget amounts for the budget revision request.

Budget Revision Initiated by Others

When budget revisions are initiated by middle or top level budget groups, the request should be distributed to notify affected budget groups.

To alert lower level budget groups to changes, the requestor should distribute the budget revision as Notify Only.

To request modifications from lower level budget groups, the requestor should distribute the budget revision request as an Edit Request.

If edits are made and accepted, the original requestor can send another Notify Only request to indicate that the edits have been incorporated.

For information on distribution, see Worksheet Distribution Procedures, page 28-1.

Dual General Ledger Budget Posting

Budget projection parameters are commonly based on the historical budget. Typically, these parameters are defined with an assumption that the historical budget is a norm. During the fiscal year, abnormal, or temporary, budget revisions can cause the budget to deviate from the norm. Users who base budget projections on parameters in the historical budget need to exclude temporary budget revision from the historical budget that is used in projection computation. However, users

need two sets of figures because the temporary budget revisions must be excluded from the historical budget for more accurate projections, and the revision must be included in the current budget for budgetary control and the budget-to-actual analysis.

To have budget balances for both purposes, users must maintain a current budget and a projection budget, or dual budgets, in General Ledger for a single fiscal year. The current budget shows all budget revisions, both temporary and permanent, that occurred during the year. It is used to validate budgetary control. The projection budget shows only permanent budget revisions during the year and is used for budget projection parameters.

To support this dual posting, users can employ the GL Budget Sets window. For information on the GL Budget Sets window, see General Ledger Budget Sets Setup, page 8-1.

Profile Options

To facilitate revision budgeting, users can set the PSB: Auto Balance Budget Revision Journal, PSB: Budget Position by Position, and PSB: GL Budget Set profile options. To set these profile options, see Oracle Public Sector Budgeting Setup Overview, page 3-1.

Navigation

To easily access frequently used documents, users can employ the **File - Place on Navigator** feature to add the document to the Navigator menu.

Reports

To generate the Budget Revisions Transaction Listing or Budget Revision Summary Report reports, see Reports Procedures, page 47-1.

Reference

For information on global account sets, see Global Account and Position Sets Setup, page 9-1.

To update General Ledger account code combinations for all account sets, see Maintain Budget Account Codes Procedures, page 36-1.

For information on constraints and constraint sets, see Constraints Procedures, page 24-1.

For information on parameters, see Projection Parameters Procedures, page 22-1.

For information on GL budget sets, see General Ledger Budget Sets Setup, page 8-1.

Prerequisites

- ❑ The Create GL Budget Journals concurrent process must be completed before budget revisions are requested.

  Note: Required to obtain the line-item original budget amount.

- ❑ The Upload Data to Position Control Concurrent Process must be completed before budget revisions are requested for positions.

  For information on the Upload Data to Position Control, see Upload Worksheet to Position Control Procedures, page 44-1.

- ❑ Profile options for budget revision must be set up.

Account and Position Sets Procedure

To enter or update account and position sets for use with budget revisions, see Global Account and Position Sets Setup, page 8-1.

Budget Revisions Procedure

To create or modify budget revision requests, perform the following steps.

1. In Public Sector Budgeting, navigate to the Budget Revisions window as follows:

   Budget Revisions - Define

   The Select Budget Revisions window appears. Table 32–1 describes the Select Budget Revisions window.

2. To modify an existing budget revision request, select the appropriate request and click **Edit Request**. To create a new budget revision request, click **Create Request**.

   The Budget Revisions window appears.

3. Enter data in the Budget Revisions window as described in Table 32–2.

4. Save or save and continue as follows:

   File - Save or **Save and Proceed**

5. Close the window.

Select Budget Revisions Window

Figure 32–1 Select Budget Revisions Window

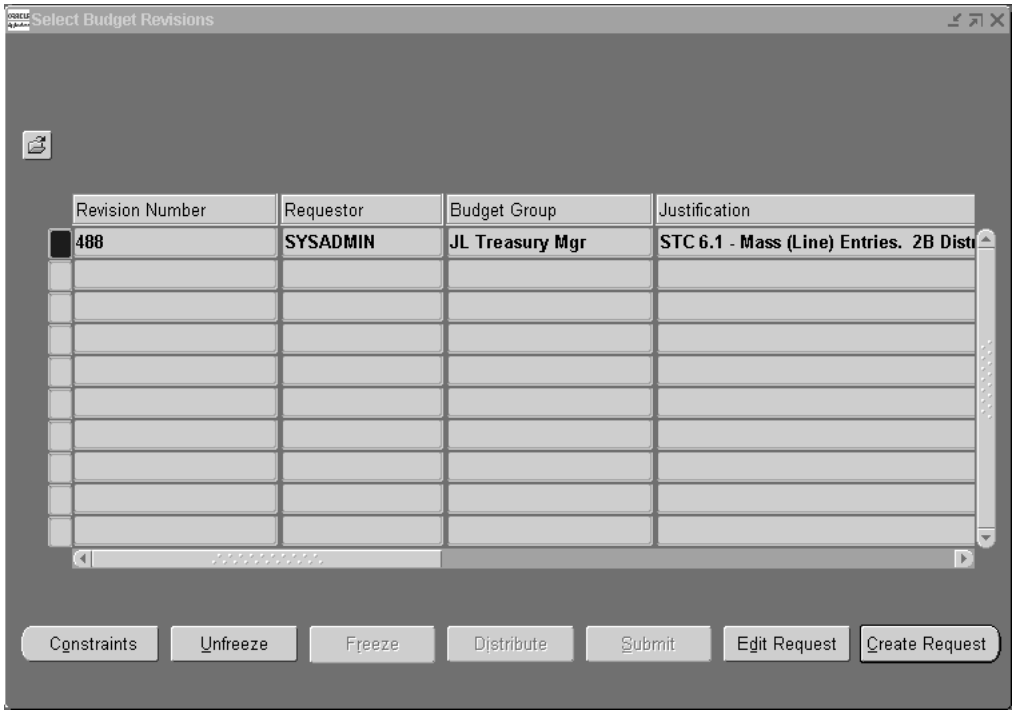


Figure 32–2 Approval Override Pop-Up Window

Select Budget Revisions Window

Table 32–1 Select Budget Revisions Window

Field Name	Type	Features	Description
Main Region			
Revision Number	default, display only		Public Sector Budgeting-assigned number created when revision request is saved
Requestor	default, display only		name of user submitting the revision request
Budget Group	default, display only		budget group affected by revision
Justification	default, display only		reason for requesting the revision
Transaction Type	default, display only		type of budget revision requested
Source Type	default, display only		type of budget source to which revision request applies
Currency	default, display only		currency used for budget group
Global Revision	default, display only	check box	if selected, indicates that budget revision is user-created, not Public Sector Budgeting-created through distribution
Global Revision Number	default, display only	check box	if selected, indicates the global revision number from which a revision is created by Public Sector Budgeting through the distribution process
Permanent	default, display only	check box	if selected, indicates revision is permanent; if deselected, indicates revision is temporary
Frozen	default, display only	check box	if selected, indicates budget revision is frozen
Revise by Position	default, display only	check box	if selected, indicates Position Entries tab can be used to affect position-related information
Footer Region			
Constraints		button	opens View Constraint Violations window
Unfreeze		button	unfreezes budget revision

Table 32–1 Select Budget Revisions Window

Field Name	Type	Features	Description
Freeze		button	freezes budget revision **Note:** available only to users with superuser responsibility designation
Distribute		button	opens Distribution Rule window for budget revision requests created by upper-lever budget group that needs to grant a lower-level budget group access to request. **Note:** Distribution may be for information only or to request a lower-level budget group to make modifications to the original budget revision request. **Note:** Users must click the **Distribute** button in the Budget Revisions window to distribute budget revision requests. Users must not distribute a budget revision using the **Worksheet - Distribute** path.
Submit		button	opens Approval Override window allowing approval hierarchy override option before the submission is completed **Note:** Submitting the budget revision request freezes it.
Edit Request		button	opens Budget Revisions window for modifications
Create Request		button	opens new Budget Revisions window
Approval Override Pop-Up Window			
Override Approval	optional	check box	if selected, approval can be overridden. If not selected, request is submitted to next parent of requestor's budget group.
Approval Override By	required if Override Approval check box selected	list of values	person to be notified
Comments	optional		comments to approver
Start Process		button	commits the submission
Cancel		button	closes window without saving; returns to Budget Revisions window

Budget Revisions Window, Line Item Entries Tab

Figure 32–3 Budget Revisions Window, Line Item Entries Tab

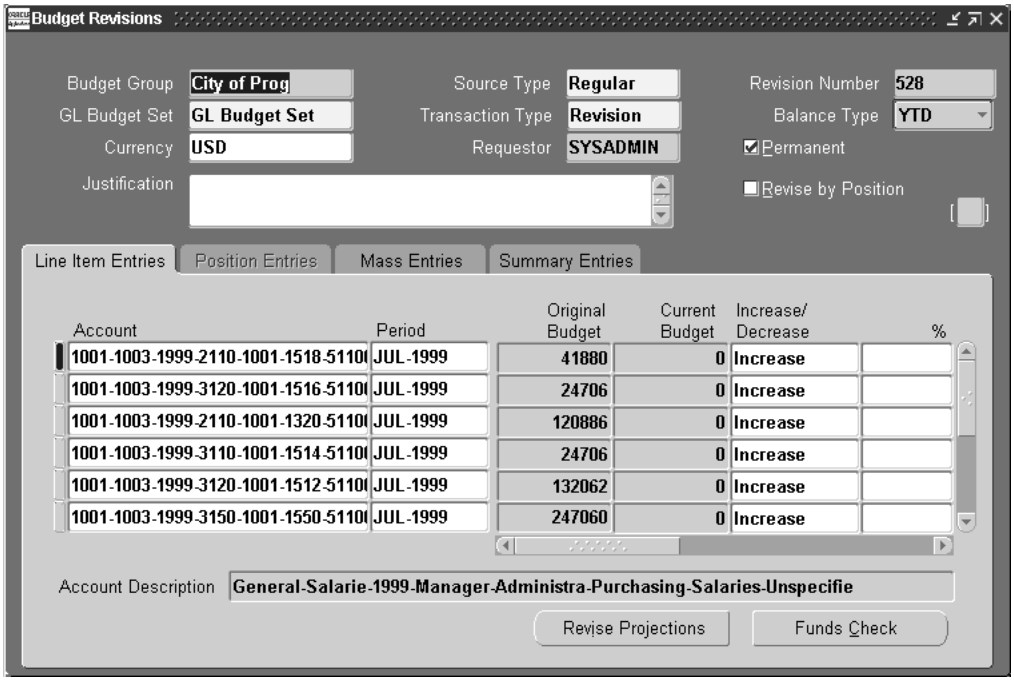


Figure 32–4 Line Items Revise Projections Pop-Up Window

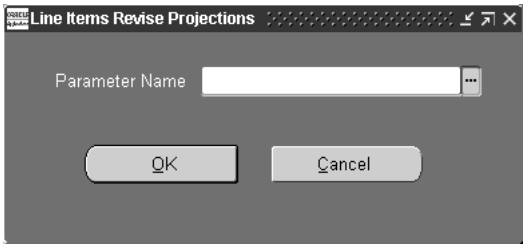
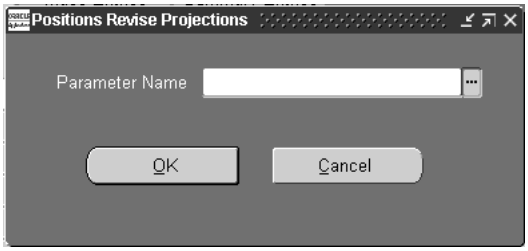


Figure 32–5 Positions Revise Projections Window



Budget Revisions Window Description, Line Item Entries Tab

Table 32–2 Budget Revisions Window Description, Line Item Entries Tab

Field Name	Type	Features	Description
Header Region			
Budget Group	required	list of values	budget group that contains revision
Source Type	required		type of budget source to which revision applies; values: Budget, Commitment **Note:** Budget applies budget revision to budgets in General Ledger; Commitment applies budget revision to budgets in Oracle Contract Commitment. The commitment option is not available unless Oracle Contract Commitment is installed.
Revision Number	display only		Public Sector Budgeting-assigned number created when revision request is saved
GL Budget Set	default, required	list of values	budget set that identifies budgets to which budget revision applies. **Note:** If a profile option is set up, a GL budget set value appears by default but can be changed only by users with a superuser responsibility designation. Users without a superuser responsibility designation cannot update this field; the GL Budget Set must be defaulted from the profile option.
Transaction Type	required		type of budget revision requested: Adjustment, Transfer, Revision
Balance Type	required		YTD, PTD, PJTD, QTD **Note:** This determines which state of the current budget balance is used to compute revision amounts if % is used.
Currency	optional		currency used for budget revision
Requestor	display only		identification of user creating revision
Permanent	required	check box	if selected, revision is reflected in future budgets; if not selected, the revision is not reflected in future budgets **Note:** Dual budgets must be maintained in General Ledger.
Justification	optional		reasons for requesting revision

Table 32–2 Budget Revisions Window Description, Line Item Entries Tab

Field Name	Type	Features	Description
Revise By Position	optional	check box	If selected, positions-related information is initiated from Position Entries tab, and Line Item Entries tab cannot be used to modify position information. **Note:** Select to control position accounts by deriving the revised amount from the calculation of salary, benefits, etc. **Note:** If selected, only position-related parameters can be used in Mass Entries tab. **Note:** If deselected, Positions Entries tab is disabled, and all changes appear in Line Item Entries tab, whether the changes affect position or non-position entries.
Descriptive Flexfield	optional		field for user customization
Line Item Entries Tab			
Account	required		account code combination
Period	required	list of values	General Ledger accounting periods
Original Budget	default		budget amount posted to General Ledger using Create GL Budget Journals concurrent process **Note:** Carry-forward amounts from encumbrances or funds available that are added to the amount posted by Public Sector Budgeting to form beginning budget amounts are not included.
Current Budget	default		most up-to-date budget amount with accumulated approved budget revision **Note:** Carried-forward amounts from encumbrances or funds available are included.
Increase / Decrease	required	list of values	indicates whether change is increase or decrease; values: Increase, Decrease **Note:** No distinction is made between revenue-type and expense-type accounts.

Table 32–2 Budget Revisions Window Description, Line Item Entries Tab

Field Name	Type	Features	Description
%	required if Amount not indicated		percent of increase or decrease **Note:** If percentage entered, then amount field is automatically filled. Amount equals percent times Current Budget amount. **Note:** If a percentage is entered after Amount is entered, the Amount will be replaced with a new Amount based on the percentage entered.
Amount	required if % not indicated		amount of change for period **Note:** Users should enter either an Amount or a percentage. **Note:** A user-entered Amount replaces an Amount automatically created when a percentage is entered.
Revised Budget	default		Current Budget with revised Amount
GL Balance As Of	default		date-time stamp for current balance obtained at time of executing Mass Entries
Funds Check Status	display only		See the General Ledger *Technical Reference Manual*, FUNDS_CHECK_RESULT_CODE table.
Funds Check Result	display only	list of values	See the General Ledger *Technical Reference Manual*, FUNDS_CHECK_RESULT_CODE table.
Account Description	display only		describes Account highlighted
Revise Projections		button	opens Line Items or Position Revise Projections window **Note:** Use to preform mass revisions on line-item revisions already entered.
Funds Check		button	refreshes General Ledger Balance As Of, Current Budget, and Funds Check Status **Note:** Funds Check also occurs when the **Submit** button is clicked.

Table 32–2 Budget Revisions Window Description, Line Item Entries Tab

Field Name	Type	Features	Description
Line Items or Positions Revise Projections Pop-Up Window			
Parameter Name	required	list of values	parameter used to recalculate budget revision amounts
OK		button	confirms action and closes window or accepts selected data
Cancel		button	closes window without saving; returns to Budget Revisions window

Budget Revisions Window, Position Entries Tab

Figure 32–6 Budget Revisions Window, Position Entries Tab

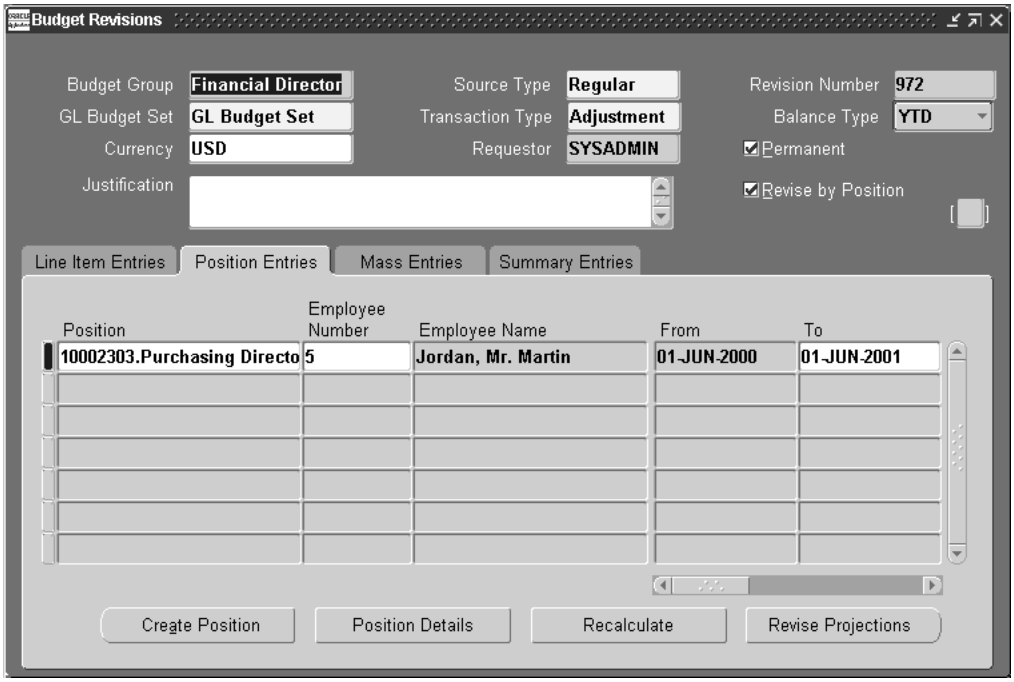
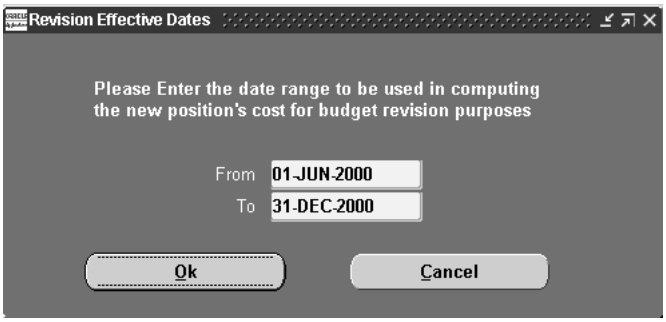


Figure 32–7 Revision Effective Dates Window



Budget Revisions Window Description, Position Entries Tab

Table 32–3 describes the Budget Revisions window, Position Entries tab. For information on the header region, see Table 32–2.

Table 32–3 Budget Revisions Window Description, Position Entries Tab

Field Name	Type	Features	Description
Position Details Header Region			
Position	optional	list of values	position key flexfield
Employee Number	optional	list of values	number for employee assigned to position
Employee Name	optional, display only	list of values	name of employee assigned to position
From	required	pop-up calendar	any calendar date
To	required	pop-up calendar	any calendar date
Original FTE	default		original FTE of position budget uploaded to Position Control Interface Table
Current FTE	default		original FTE with accumulated approved budget revisions **Note:** only available after Mass Entries is used
Increase / Decrease	required if change FTE	list of values	Increase, Decrease; indicates whether revision is increase or decrease FTE
%	requiredif change FTE and FTE not indicated		indicates percent of increase or decrease
FTE	required if change FTE and % not indicated		amount of FTE to be increased or decreased
Revised FTE	default		Current FTE with revised FTE
Create Positions		button	opens Positions window

Table 32–3 Budget Revisions Window Description, Position Entries Tab

Field Name	Type	Features	Description
Position Details		button	opens Positions Details window for revisions beyond changing FTE **Note:** If detailed position revisions are made, increase / decrease, %, and FTE above are computed and must not be entered.
Recalculate		button	computes line-item effect from position entries **Note:** Result is displayed in the Line Item Entries tab.
Revise Projections		button	opens Revise Projections window **Note:** Use to perform mass revisions on position revisions already entered.
Revision Effective Dates Window			
From [Revision Effective Date]	required		beginning date to compute revision amount
To [Revision Effective Date]	required		end date to compute revision amount
OK		button	confirms action and closes window or accepts selected data
Cancel		button	closes window without saving
Positions Window Header			
From [Effective Date]	required		effective start date for position
To [Effective Date]	required		effective end date for position; can be open-ended for active positions
Name	required		position identification key from Public Sector Budgeting position key flexfield; can consist of multiple segments
Descriptive Flexfield	optional		field for user customization
New Position	required		if selected, indicates new position; if deselected, indicates that position information is from HRMS

Positions Window

Figure 32–8 Positions Window, Salary Tab

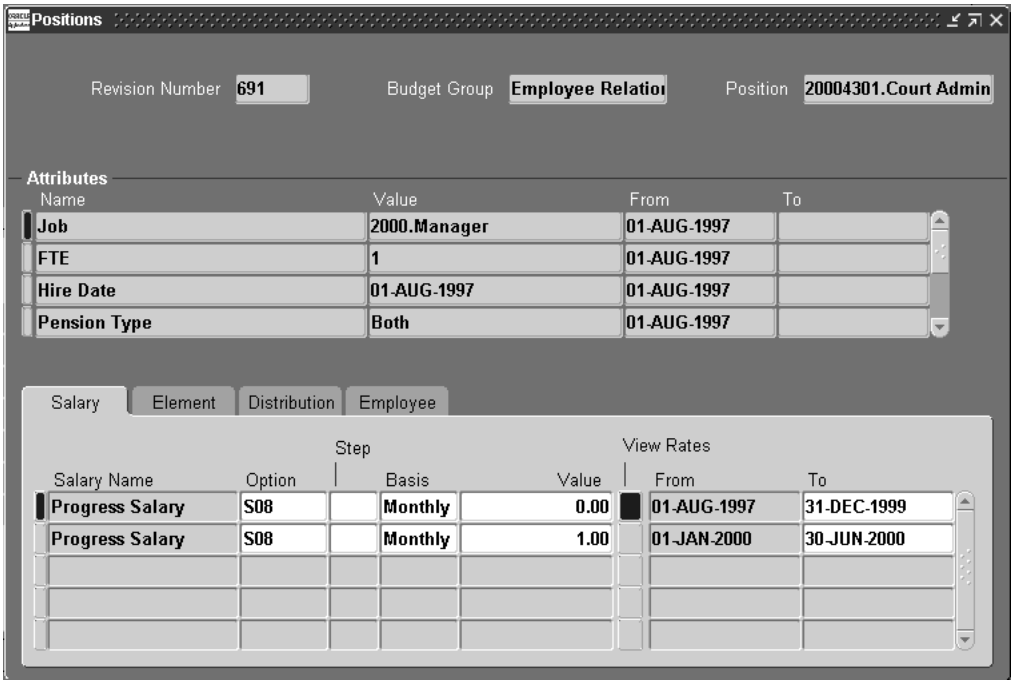


Figure 32–9 Positions Window, Element Tab

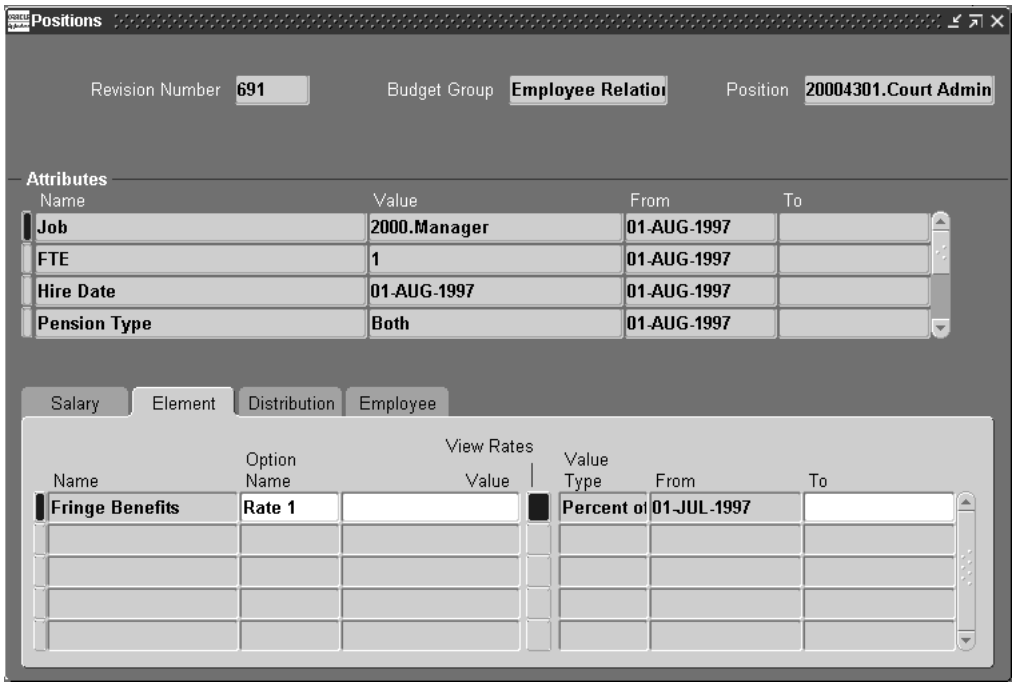


Figure 32–10 Positions Window, Distribution Tab

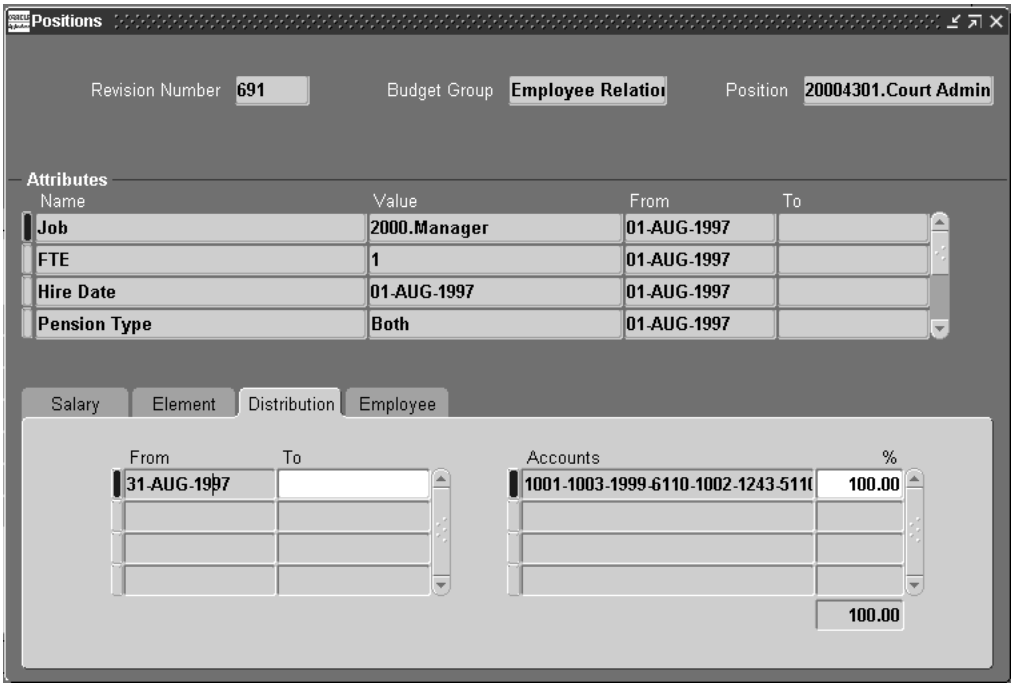
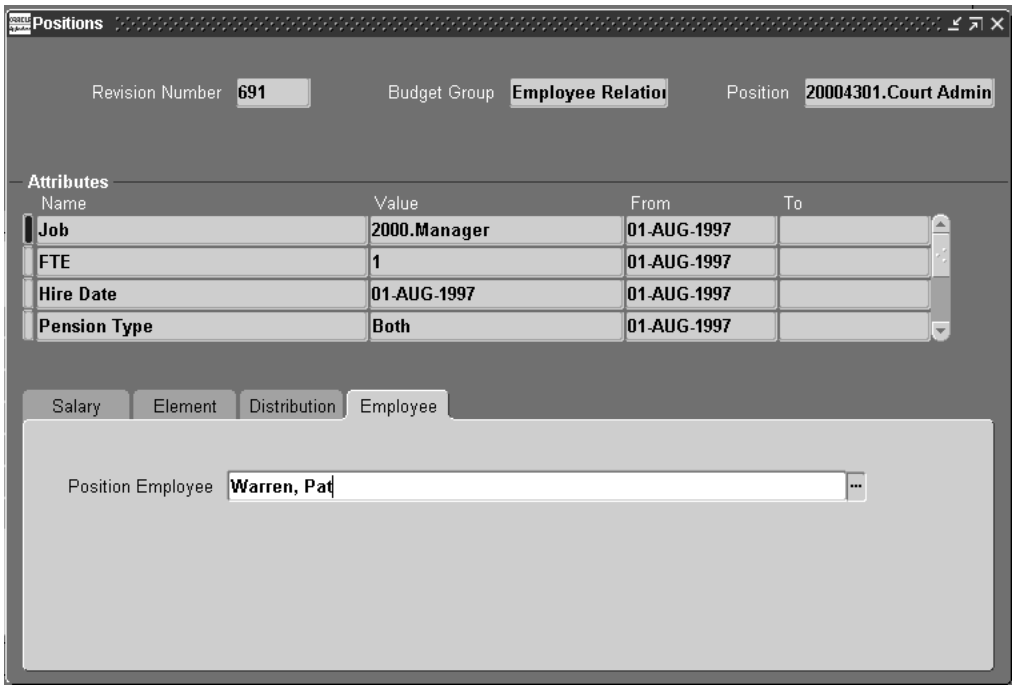


Figure 32–11 Positions Window, Employee Tab



Positions Window Description

Table 32–4 Positions Window Description

Field Name	Type	Features	Description
Revision Number	default		system-assigned number created when revision request is saved
Budget Group	default		budget group for budget revision request
Position	default		position key flexfield
Attributes Region			
Name	default		attribute name applicable to position
Value	default		position attribute value
From	default		effective start date for position attribute value **Note:** Start and end date for position attribute must be within the start and end date for the position.
To	default		effective end date for position attribute value **Note:** Start and end date for position attribute must be within the start and end date for the position.
Salary Tab			
Salary Name	required	list of values	salary element name for position
Option	required	list of values	salary option name **Note:** option not required for positions that do not follow grade rate or grade step
Step	default	list of values	step for grade scale salary **Note:** field available for grade step only
Basis	required	list of values	salary basis: Annual, Hourly, Monthly, Period

Table 32–4 Positions Window Description

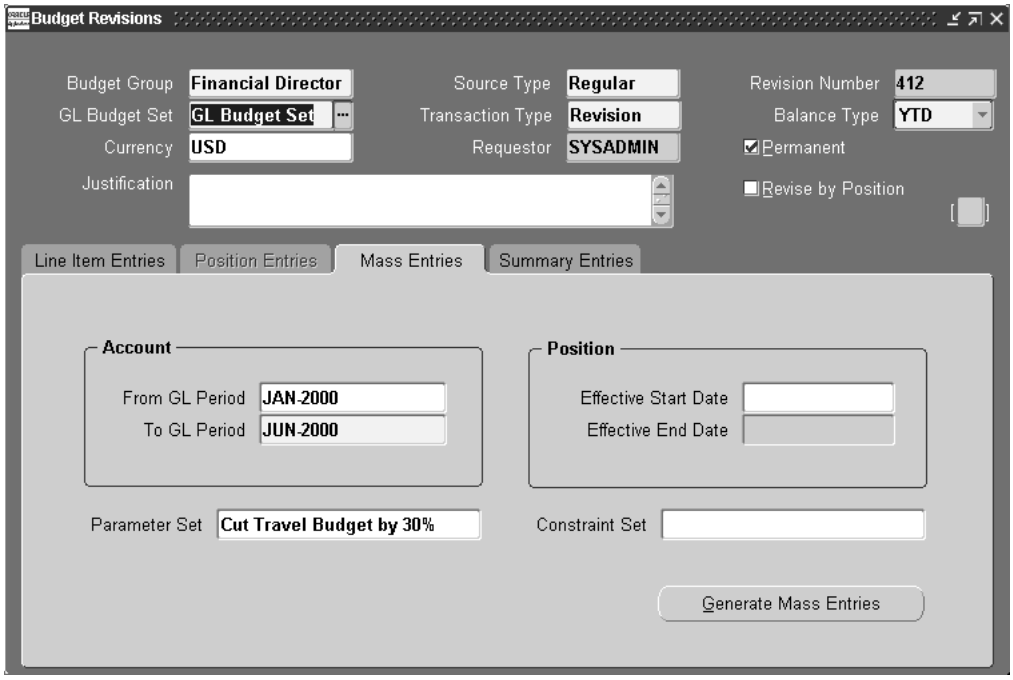
Field Name	Type	Features	Description
Value	required		salary option value **Note:** The value can be edited if the salary element is defined to allow overwriting. **Note:** If the salary amount is equal to the corresponding amount for the salary grade scale or grade step, the value field is not extracted. The position salary cost is derived from the salary grade scale or grade step according to the corresponding value in the salary administration table. **Note:** If there is no value, users can check the values for the corresponding salary grade scale or grade step by double clicking the field or clicking the **View Rates** button.
View Rates	optional		click to view rates
From	required	list of values: pop-up calendar	start date for value or step **Note:** Start and end date for salary element must be within the start and end date for the position.
To	optional	list of values: pop-up calendar	end date for value or step **Note:** Start and end date for salary element must be within the start and end date for the position.
Element Tab			
Name	required	list of values	benefits or tax element name for position
Option Name	optional	list of values	element option name
Value	optional		element option value **Note:** If there is no value, users can check the values for the corresponding element by double-clicking the values field or by clicking the **View Rates** button.
View Rates	optional		click to view rates
Value Type	default, display only		element value type: Amount, Percent of Salary, Formula
From	required	list of values: pop-up calendar	start date for element **Note:** Start and end date for element must be within the start and end date for position.

Table 32–4 Positions Window Description

Field Name	Type	Features	Description
To	optional	list of values: pop-up calendar	end date for element **Note:** Start and end date for element must be within the start and end date for the position.
Distribution Tab			
From	required	list of values: pop-up calendar	start date for salary account distribution **Note:** Start and end date for salary account distribution must be within the start and end date for the position.
To	optional	list of values: pop-up calendar	end date for salary account distribution **Note:** Start and end date for salary account distribution must be within the start and end date for the position.
Accounts	required	list of values: accounting flexfield pop-up window	account to which salary cost is charged
%	required		distribution percentage
Total	default, display only		total percentage of salary account distribution; total must equal 100%
Employee Tab			
Employee Name	default		employee name can be updated

Budget Revisions Window, Mass Entries Tab

Figure 32–12 Budget Revisions Window, Mass Entries Tab



Budget Revisions Window Description, Mass Entries Tab

Table 32–5 describes the Budget Revisions window, Mass Entries tab. For information on the header region, see Table 32–2.

Table 32–5 Budget Revisions Window Description, Mass Entries Tab

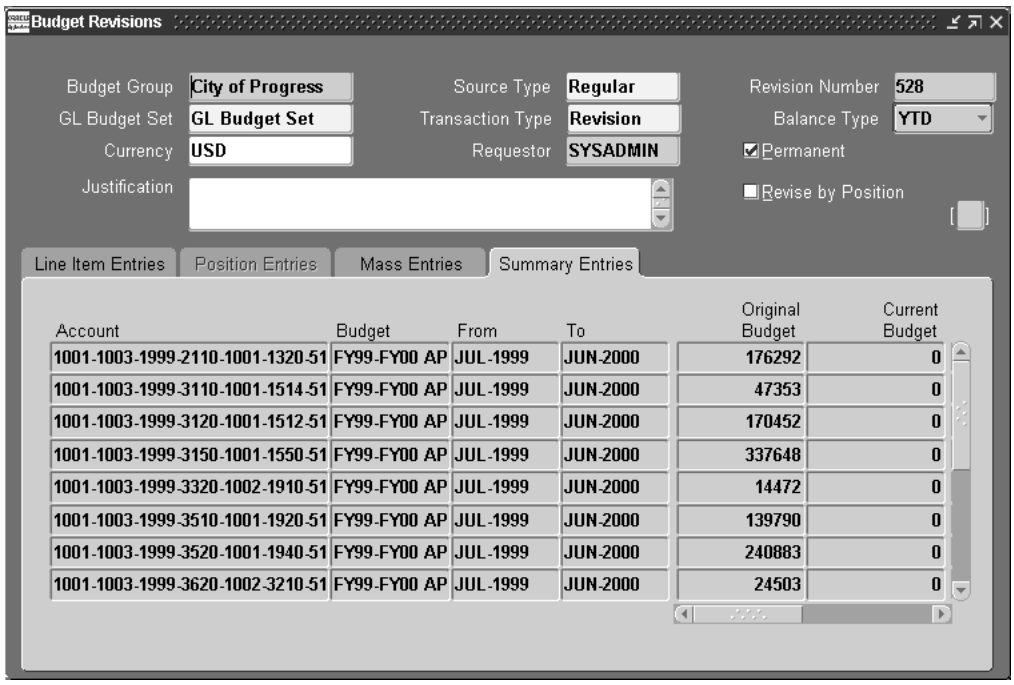
Field Name	Type	Features	Description
Account Region			
From GL Period	required for account sets	list of values	beginning General Ledger accounting period **Note:** entered only if parameter set contains account-type parameters
To GL Period	required for account sets	list of values	ending General Ledger accounting period **Note:** entered only if parameter set contains account-type parameters
Position Region			
Effective Start Date	required for position sets	list of values	beginning effective date **Note:** entered only if parameter set contains element- or position-type parameters
Effective End Date	required for position sets	list of values	ending effective date **Note:** entered only if parameter set contains element- or position-type parameters
Main Region			
Parameter Set	optional	list of values	select parameter set to apply To define parameter sets for Mass Entries, double-click Parameter Set field to invoke Parameter Set window. **Note:** Users must not navigate using **Worksheet - Parameter** path.
Constraint Set	default, optional	list of values	select constraint set to apply; If profile option is set up, default constraint set appears. **Note:** This validation is not restricted to Budget Revisions entered through the Mass Entries tab. To define constraint sets for Mass Entries, double-click Constraint Set field to invoke Constraint Set window. **Note:** Users should not navigate using **Worksheet - Constraint**.

Table 32–5 Budget Revisions Window Description, Mass Entries Tab

Field Name	Type	Features	Description
Generate Mass Entries		button	generates line-item and position entries from parameter set

Budget Revisions Window, Summary Entries Tab

Figure 32–13 Budget Revisions Window, Summary Entries Tab



Budget Revisions Window Description, Summary Entries Tab

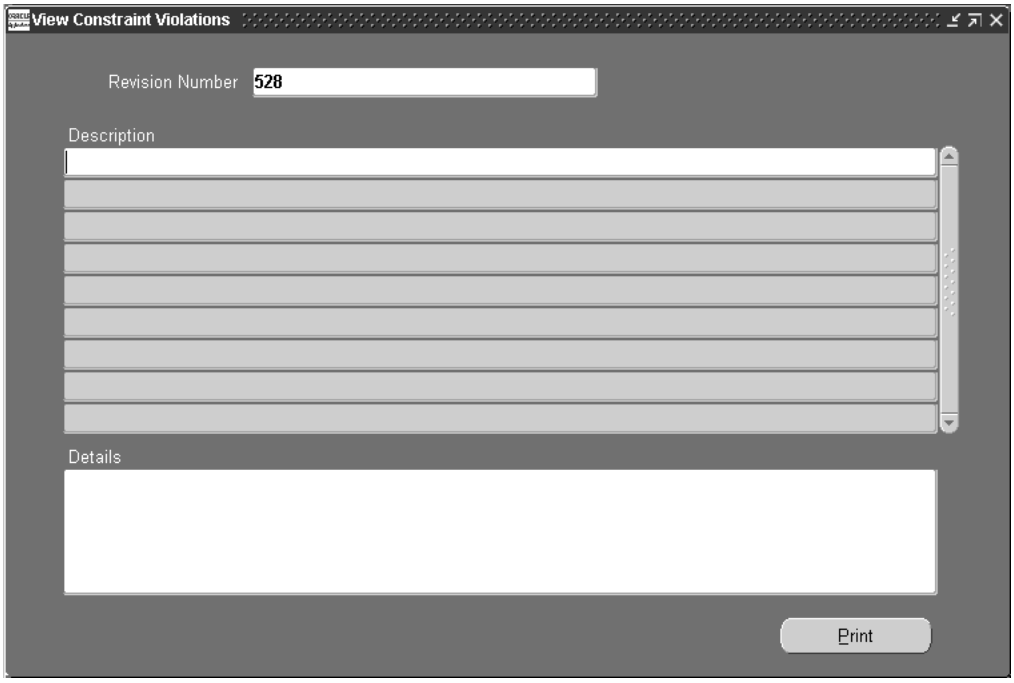
Table 32–6 describes the Budget Revisions window, Summary Entries tab. For information on the header region, see Table 32–2.

Table 32–6 Budget Revisions Window Description, Summary Entries Tab

Field Name	Type	Features	Description
Account	default, display only		account code combination
Budget	default, display only		budget specified in budget set; derived from period and account in line-item entries
From	default, display only		beginning General Ledger accounting period for budget as defined in General Ledger
To	default, display only		ending General Ledger accounting period for budget as defined in General Ledger
Original Budget	default, display only		budget before revision request; see Table 32–2; aggregated by the budget and its period range
Current Budget	default, display only		original budget with all accumulated changes; see Table 32–2; aggregated by the budget and its period range
Revised Budget	default, display only		budget after revision request; see Table 32–2; aggregated by the budget and its period range
Change	default, display only		amount of change in budget, aggregated by the budget and its period range
%	default, display only		percent of change in budget, computed based on aggregated change and aggregated Current Budget amount

View Constraint Violations Window

Figure 32–14 View Constraint Violations Window



View Constraint Violations Window Description

Table 32–7 describes the View Constraint Violations window.

Table 32–7 Budget Revisions Window Description, View Validations Tab

Field Name	Type	Features	Description
Revision Number	default, display only		system-assigned number
Description	default, display only		description of violation
Details	default, display only		details of violation
Print		button	prints constraint violations

Part VII

Worksheet Operations

33

Worksheet Operations Procedures

This chapter describes how to run worksheet operations. The following sections are in this chapter:

- Definition
- Overview
- Prerequisites
- Worksheet Operations Procedure
- Worksheet Operations Window
- Worksheet Operations Window Description
- Select Service Packages Window
- Select Service Packages Window Description

Definition

Worksheet Operations is used to validate worksheet constraints, freeze or unfreeze a worksheet, move a worksheet to the next budget stage, submit a budget for approval, and copy or merge a worksheet.

A predefined Workflow process is used to run each process and to route the worksheet to the appropriate level.

Overview

The Worksheet Operations window and Select Service Packages window allow users to perform the following tasks:

- validate worksheet constraints
- freeze a worksheet
- unfreeze a worksheet
- move a worksheet to next budget stage
- submit a budget for approval
- copy a worksheet
- merge a worksheet
- select the service packages to include in a worksheet when moving the worksheet to the next stage or submitting the worksheet for approval

When users initiate a worksheet operation, Oracle Public Sector Budgeting automatically runs a concurrent process to apply constraints to worksheet lines. The concurrent process does not run when copying or merging a worksheet.

Process

Worksheet Operations consists of the following processes. All processes use Workflow to route the worksheet to the appropriate level.

Validate Worksheet Constraints

Users can manually validate worksheet constraints. Public Sector Budgeting automatically validates worksheet constraints when the user initiates a worksheet operation to freeze or unfreeze a worksheet, move a worksheet to the next budget stage, or submit a budget for approval. Constraints are also automatically checked

when users create a global or local worksheet. Constraints are not checked when copying or merging worksheets.

Constraints are defined to provide notice of specific conditions in the worksheet. The validation process applies constraints to worksheet lines for current and proposed years.

Freeze or Unfreeze Worksheet

Users have the option to freeze a worksheet without actually submitting it. The freeze worksheet process prevents any further modification of a worksheet. Users can unfreeze a worksheet to make changes to the worksheet.

The freeze worksheet process freezes the selected worksheet and all child worksheets.

The unfreeze worksheet process only unfreezes the selected worksheet. Child worksheets are not unfrozen.

Move Worksheet to Next Budget Stage

Users can move a worksheet to the next stage in the budget approval process to create a snapshot of the worksheet at that particular point in time. This process can only be initiated by specified responsibilities in Public Sector Budgeting. Users can select the service packages to include in the worksheet.

When a parent budget group moves a worksheet to the next budget stage, both the parent and child worksheets are frozen. The parent budget group must unfreeze its own worksheet before making any modifications to the worksheet. The parent budget group can unfreeze the child worksheets by redistributing the worksheet.

Submit Budget for Approval

Users can submit a budget for approval to the appropriate parent budget group. Public Sector Budgeting automatically freezes the worksheet before submitting the worksheet. Users can select the service packages to include in the worksheet.

Users cannot submit global worksheets.

Copy and Merge Worksheet

Users can make a copy of a worksheet to manipulate data and test various options. Users can then merge the copy of the worksheet into the original worksheet.

Status

Users can check the status of any Worksheet Operations process.

For information on checking the status of a process, see Monitoring Processes Procedure, Using Oracle Workflow in Public Sector Budgeting Procedures, page 46-1.

Reports

To generate the Worksheet Submission Status Report, see Reports Procedures, page 47-1.

Reference

To view constraint violations, see Modify Line Item Worksheet Procedures, page 29-1.

To post an approved budget to General Ledger, see Post Budgets to General Ledger Procedures, page 37-1.

Prerequisites

- ❑ At least one worksheet must be created.

  To create a worksheet, see Create Worksheet Procedures, page 25-1.

- ❑ The worksheet must be distributed.

  To distribute a worksheet, see Worksheet Distribution Procedures, page 28-1.

Worksheet Operations Procedure

To validate worksheet constraints, freeze or unfreeze a worksheet, move a worksheet to the next stage of the budget approval process, submit a budget for approval, and copy or merge a worksheet, perform the following steps.

1. In Public Sector Budgeting, navigate to the Worksheet Operations window as follows:

   Worksheet - Operations

2. Enter data in each field of the Worksheet Operations window as described in Table 33–1.

3. If the Move Worksheet Stage or Submit Worksheet process type is selected, click **Select Service Packages** to select the service packages to include in the worksheet.

   Note: If no service package is specified, all service packages are selected.

4. Click **Start Process** to initiate the selected process.

5. Close the window.

Worksheet Operations Window

Figure 33–1 Worksheet Operations Window

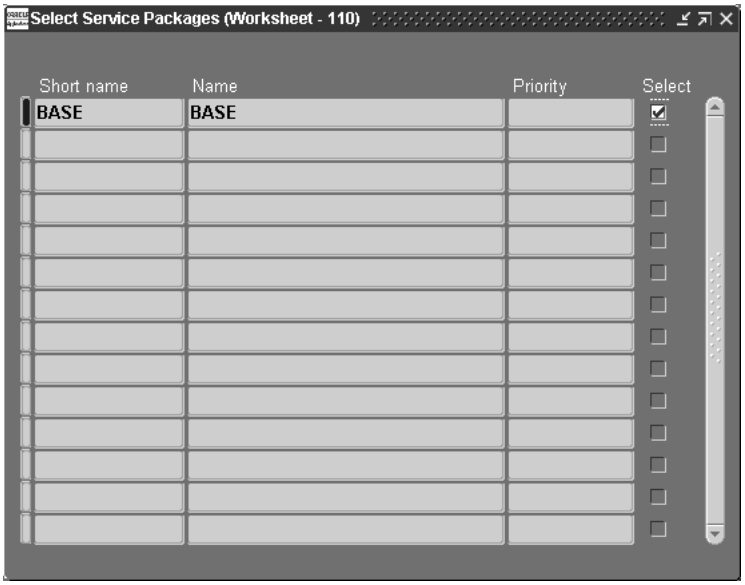
Worksheet Operations Window Description

Table 33–1 Worksheet Operations Window Description

Field Name	Type	Features	Description
Worksheet Region			
Worksheet ID	required	list of values	worksheet ID number
Name	default, display only		worksheet name
Override Review Group	default, required	radio button	Default selection is No to indicate no override of review group. **Note:** The ability to override a review group is restricted by responsibility.
Process Type	default, required	radio button	worksheet operation types: Validate Worksheet Constraints, Freeze Worksheet, Unfreeze Worksheet, Move Worksheet Stage, Copy Worksheet, Merge Worksheet, Submit Worksheet **Note:** Access to all worksheet operations is restricted by responsibility. Submit Worksheet option is not available for global worksheets. **Note:** If Validate Worksheet Constraints is selected, select a constraint set from the list of values. **Note:** If Move Worksheet Stage or Submit Worksheet is selected, select the service packages to include in the worksheet in the Select Service Packages window. **Note:** If Submit Worksheet is selected and the worksheet is subject to review group approval, enter comments for the review group.
Select Service Packages		button	opens Select Service Packages window
Start Process		button	initiates selected process

Select Service Packages Window

Figure 33–2 Select Service Packages Window



Select Service Packages Window Description

Table 33–2 Select Service Packages Window Description

Field Name	Type	Features	Description
Short name	default, display only		short name for service package
Name	default, display only		service package name
Priority	default, display only		priority number for service package
Select	optional	check box	if selected, service package included in worksheet

Part VIII

Concurrent Processes

34

Validate Budget Group Hierarchy Procedures

This chapter describes how to validate a budget group hierarchy. The following sections are in this chapter:

- Definition
- Overview
- Prerequisites
- Validate Budget Group Hierarchy Procedure

Definition

The Validate Budget Group Hierarchy concurrent process is used to validate a budget group hierarchy prior to using it in a worksheet.

Overview

The Validate Budget Group Hierarchy concurrent process validates a budget group hierarchy by checking the following:

- Effective dates for child budget group fall within effective dates for parent budget group.
- No duplicate accounts exist in different budget groups with the same effective date.
- Accounts belong to a set of books for the top-level budget group.
- Data for the top-level budget group is complete.
- Start and end dates for the budget group fall on the first and last days of a month.
- No overlap exists in position and non-position account ranges.
- All accounts that allow detail budgeting in General Ledger are included in the budget group hierarchy.
- The range of accounts for the budget group belongs to the aggregation of the position and non-position account set.

Users can specify that the Validate Budget Group Hierarchy concurrent process be resubmitted at periodic intervals.

Process

The Validate Budget Group Hierarchy concurrent process checks a budget group hierarchy for errors and generates an error file that lists the errors.

Automatic Processing

This concurrent process runs automatically when users freeze a top-level budget group in the Budget Group window.

Manual Processing

Users can run the concurrent process manually by using the Submit Request window to periodically check validation as the budget group hierarchy is being constructed.

Reference

For information on submitting and viewing concurrent requests, see Overview of Concurrent Processing, *Oracle Applications System Administrator's Guide.*

Prerequisites

- ❑ Budget groups must be defined.

  To define budget groups, see Budget Groups and Security Setup, page 12-1.

Validate Budget Group Hierarchy Procedure

To run the Validate Budget Group Hierarchy concurrent process, perform the following steps.

1. In Public Sector Budgeting, navigate to the Submit Request window as follows:

   Reports - Run

   The Submit a New Request window appears.

2. Select the Single Request radio button.

3. Click **OK**.

   The Submit Request window appears.

4. In the Name field, select Validate Budget Group Hierarchy from the list of values.

5. Click **OK**.

   The Parameters window appears.

6. In the Budget Group Name field, select a budget group name from the list of values.

7. In the Force Freeze field, select Yes or No from the list of values. Yes forces a freeze of the budget group hierarchy, even if the validation process returns an error, to prevent modifications while the potential error condition is corrected.

8. To apply the parameters, click **OK**.

9. To send the request to the concurrent manager, click **Submit**.

   The Requests window appears.

10. To view the log file, select the appropriate Request ID and click **View Log**.

11. If there are any errors, make corrections to the budget group hierarchy and run the Validate Budget Group Hierarchy concurrent process again.

12. Close the window.

35

Account Overlap Validation Procedures

This chapter describes how to validate account code combinations for a budget group hierarchy. The following sections are in this chapter:

- Definition
- Overview
- Prerequisites
- Account Overlap Validation Procedure

Definition

The Account Overlap Validation concurrent process is used to check the budget group hierarchy for overlapping account code combinations.

Overview

Users should periodically run the Account Overlap Validation concurrent process after validating a budget group hierarchy to ensure that there are no overlapping account code combinations.

The Account Overlap Validation concurrent process performs the following task:

- checks the budget group hierarchy for overlapping account code combinations

Users can specify that the Account Overlap Validation concurrent process be resubmitted at periodic intervals.

Process

The Account Overlap Validation concurrent process checks for new accounting flexfields that have been entered by dynamic insertion or by direct creation in General Ledger and are mistakenly associated with more than one budget group from different budget group hierarchies.

Note: Parent budget groups inherit the account code combinations of all child budget groups.

Automatic Processing

This concurrent process runs automatically when users freeze a top-level budget group in the Budget Group window, and as part of the Validate Budget Group Hierarchy concurrent process.

Manual Processing

Users can run the concurrent process manually by using the Submit Request window.

Reference

For information on submitting and viewing concurrent requests, see Overview of Concurrent Processing, *Oracle Applications System Administrator's Guide.*

Prerequisites

- ❑ The budget group hierarchy must be validated.

  To validate a budget group hierarchy, see Validate Budget Group Hierarchy Procedures, page 34-1.

Account Overlap Validation Procedure

To run the Account Overlap Validation concurrent process, perform the following steps.

1. In Public Sector Budgeting, navigate to the Submit Request window as follows:

   Reports - Run

   The Submit a New Request window appears.

2. Select the Single Request radio button.
3. Click **OK**.

   The Submit Request window appears.

4. In the Name field, select Account Overlap Validation from the list of values.
5. Click **OK**.

   The Parameters window appears.

6. In the Budget Group Name field, select a top-level budget group from the list of values.
7. To apply the parameters, click **OK**.
8. To send the request to the concurrent manager, click **Submit**.

   The Requests window appears.

9. To view the log file, select the appropriate Request ID and click **View Log.**
10. Close the window.

36

Maintain Budget Account Codes Procedures

This chapter describes how to update the account code combinations in each account set. The following sections are in this chapter:

- Definition
- Overview
- Maintain Budget Account Codes Procedure

Definition

The Maintain Budget Account Codes concurrent process assigns General Ledger account code combinations to Oracle Public Sector Budgeting account sets.

Overview

Users can run the Maintain Budget Account Codes concurrent process for a specific account set or for all account sets.

Account sets are defined for the following features in Public Sector Budgeting:

- Global Account Sets
- Budget Groups and Security
- Budget Review Group Rules
- Projection Parameters
- Period Allocation Rules
- Constraints

The Maintain Budget Account Codes concurrent process performs the following task:

- assigns new General Ledger account code combinations to Public Sector Budgeting account sets

Users can specify that the Maintain Budget Account Codes concurrent process be resubmitted at periodic intervals.

Process

The Maintain Budget Account Codes concurrent process updates new account code combinations that are created by dynamic insertion or directly in General Ledger, and assigns them to account sets in Public Sector Budgeting.

Valid General Ledger account code combinations are associated with the account codes defined for a specified account range in Public Sector Budgeting.

Automatic Processing

The concurrent process runs automatically when users create, update, or delete account sets, or when creating a worksheet.

Manual Processing

Users can run the concurrent process manually at any time by using the Submit Request window.

Reference

For information on submitting and viewing concurrent requests, see Overview of Concurrent Processing, *Oracle Applications System Administrator's Guide.*

Maintain Budget Account Codes Procedure

To run the Maintain Budget Account Codes concurrent process, perform the following steps.

1. In Public Sector Budgeting, navigate to the Submit Request window as follows:

   Reports - Run

   The Submit a New Request window appears.

2. Select the Single Request radio button.

3. Click **OK**.

   The Submit Request window appears.

4. In the Name field, select Maintain Budget Account Codes from the list of values.

5. Click **OK**.

   The Parameters window appears.

6. In the Set of Books field, select a set of books from the list of values.

7. To update all account code combinations prior to creating a worksheet, leave the Account Set Name field blank to use a null parameter.

   Go to Step 8.

8. To update the account code combinations for a particular account set, select an account set from the list of values in the Account Set Name field.

9. To apply the parameters, click **OK**.

10. To send the request to the concurrent manager, click **Submit**.

    The Requests window appears.

11. To view the log file, select the appropriate Request ID and click **View Log**.

12. Close the window.

Note: Use the concurrent manager to set up the Maintain Budget Account Codes concurrent process so that it runs automatically at periodic intervals.

37

Post Budgets to General Ledger Procedures

This chapter describes how to post budgets in Oracle Public Sector Budgeting to General Ledger. The following sections are in this chapter:

- Definition
- Overview
- Prerequisites
- Create GL Budget Journals Procedure
- Transfer Budget Journals to GL Procedure

Definition

Organizations can post approved budgets that are created in Public Sector Budgeting to General Ledger.

Overview

The Create GL Budget Journals concurrent process automatically creates budget journals and posts them to General Ledger. Public Sector Budgeting supports the following:

- summary or detailed budget journal entries
- use of worksheet line item descriptions in General Ledger
- use of fund balance accounts for balanced journal entries
- trial run or final run option for the Create GL Budget Journals process

The Budget Journal Edit Report is used to provide information about budget journals created by the Create GL Budget Journals concurrent process.

Process

Users must specify the following when posting budgets:

- select worksheet, approval stage, and budget year
- create single year or period journals
- create summary or detailed journals
- create balanced journal entries
- enter target General Ledger budget name
- specify trial run or final run

If trial run is selected as an option, Public Sector Budgeting produces the Budget Journal Edit Report showing details of the journal. Users can review the report, make adjustments to the budget worksheet, and rerun the procedure as a final run to post the budget entries.

Alternatively, if no adjustments are needed and budgetary control is enabled in General Ledger, users can run the Transfer Budget Journals to GL concurrent process to post budget journal entries to General Ledger. This process is quicker than running the Create GL Budget Journals concurrent process as a final run.

If the Balance Journal option is selected, Public Sector Budgeting creates the balanced budget journal entries. Fund balancing accounts selected by the user in the GL Interfaces Setup window are used to create the balancing entries.

General Ledger budget periods to which the journals will be posted need to be defined in General Ledger, should have open status and should not be an adjusting period.

The GL Journal Import program is called to automatically create journals from the worksheets posted.

Note: General Ledger users must post the journal. The budget journal batch name created contains the concurrent request number.

Archive Original Budget

Archiving the original budget is important when users employ the budget revision functions. The original budget consists of the budget amounts that are adopted or certified and sent to General Ledger. When the Create GL Budget Journals concurrent process succeeds with a Final Run, besides creating and sending the budget journal to General Ledger, the process also creates and archives the same budget amounts in Public Sector Budgeting. This archived original budget can be used in constraints and parameters.

Users who need to use the original budget amount in the budget revision process will be required to successfully complete theCreate GL Budget Journals concurrent process. Failure to do so will result in not having the original budget amounts.

Reports

The Budget Journal Edit Report allows users to view the data to be posted to General Ledger prior to running the Transfer Budget Journals to GL concurrent process, or prior to running the Create GL Budget Journals concurrent process as a final run.

Users can also automatically generate the Budget Journal Edit Report by running the Create GL Budget Journals concurrent process.

To manually generate the Budget Journal Edit Report, see Reports Procedures, page 47-1.

Reference

For information on submitting and viewing concurrent requests, see Overview of Concurrent Processing, *Oracle Applications System Administrator's Guide*.

Prerequisites

- ❑ The General Ledger budget periods to which the journals will be posted need to be defined in General Ledger.

  For information on assigning budget periods, seeAssigning Budget Periods, *Oracle Public Sector General Ledger User's Guide.*

- ❑ The General Ledger funding budget year must be open for the period to be posted.

  For information on opening and closing General Ledger accounting periods, see Opening and Closing Accounting Periods, *Oracle Public Sector General Ledger User's Guide*.

- ❑ The General Ledger budget period to which the journals will be posted must not be in an adjusting period.

  For information on defining calendars, see Defining Calendars, *Oracle Public Sector General Ledger User's Guide.*

- ❑ Fund balance accounts must be selected for each fund to balance budget journals.

  To select fund balance accounts for each fund, see General Ledger Interfaces Setup, page 7-1.

Create GL Budget Journals Procedure

To run the Create GL Budget Journals concurrent process, perform the following steps.

1. In Public Sector Budgeting, navigate to the Submit Request window as follows:

   Reports - Run

   The Submit a New Request window appears.
2. Select the Single Request radio button.
3. Click **OK**.

   The Submit Request window appears.
4. In the Name field, select Create GL Budget Journals from the list of values.
5. Click **OK**.

   The Parameters window appears.
6. In the Worksheet field, select a worksheet from the list of values.
7. In the Worksheet Stage field, select a stage from the list of values.
8. In the Budget Year field, select a budget year from the list of values.
9. In the Year or Period field, select Period or Year from the list of values.
10. In the Summary or Detail field, select Summary or Detail from the list of values.
11. In the Balance Journal field, select No or Yes from the list of values.
12. In the GL Budget Set field, select a General Ledger budget set from the list of values.
13. In the Run Mode field, select Final or Trial from the list of values.

    Note: If Trial run is selected, the Budget Journal Edit Report is automatically generated.
14. In the Order Report by fields, select the flexfield segment from the list of values.
15. To apply the parameters, click **OK**.
16. To send the request to the concurrent manager, click **Submit**.

    The Requests window appears.
17. To view the log file, select the appropriate Request ID, and click **View Log**.

18. Close the window.

Transfer Budget Journals to GL Procedure

Note: Review the Budget Journal Edit Report prior to running the Transfer Budget Journals to GL concurrent process.

To run the Transfer Budget Journals to GL concurrent process, perform the following steps.

1. In Public Sector Budgeting, navigate to the Submit a New Request window as follows:

   Reports - Run

2. Select the Single Request radio button.
3. Click **OK**.

   The Submit Request window appears.

4. In the Request Name field, select Transfer Budget Journals to GL from the list of values.

   The Parameters window appears.

5. In the Worksheet field, select a worksheet from the list of values.
6. In the Summary or Detail field, select Summary or Detail from the list of values.
7. In the Order Report by field, select the flexfield segment from the list of values.
8. Click **OK** to apply the parameters.
9. Click **Submit** to send the request to the concurrent manager.
10. View the request in the concurrent manager as follows:

    View - Requests

11. Close the window.

38

Delete Budget Group Hierarchy Procedures

This chapter describes how to delete a budget group hierarchy. The following sections are in this chapter:

- Definition
- Overview
- Delete Budget Group Hierarchy Procedure

Definition

The Delete Budget Group Hierarchy concurrent process is used to delete a budget group hierarchy.

Overview

The Delete Budget Group Hierarchy concurrent process allows users to delete budget group hierarchies.

Note: Users cannot delete a budget group hierarchy that is currently being used by a worksheet.

References

For information on submitting and viewing concurrent requests, see Overview of Concurrent Processing, *Oracle Applications System Administrator's Guide*.

For information on budget groups, see Budget Groups and Security Setup, page 12-1.

Delete Budget Group Hierarchy Procedure

To delete a budget group hierarchy, perform the following steps.

1. In Public Sector Budgeting, navigate to the Submit Request window as follows:

   Reports - Run

   The Submit a New Request window appears.
2. Select the Single Request radio button.
3. Click **OK**.

   The Submit Request window appears.
4. In the Name field, select Delete Budget Group Hierarchy from the list of values.
5. Click **OK**.

   The Parameters window appears.
6. In the Budget Group Name field, select a budget group from the list of values, or leave the field blank to select all budget groups.
7. Click **OK** to apply the parameters.
8. To send the request to the concurrent manager, click **Submit**.

   The Requests window appears.
9. To view the log file, select the appropriate Request ID, and click **View Log**.
10. Close the window.

39

Purge Worksheet Procedures

This chapter describes how to delete a worksheet. The following sections are in this chapter:

- Definition
- Overview
- Purge Worksheet Procedure

Definition

The Purge Worksheet concurrent process is used to delete a worksheet from Oracle Public Sector Budgeting.

Overview

The Purge Worksheet concurrent process allows users to delete worksheets.

Users have the option of deleting a global worksheet and all child worksheets, or deleting just the global worksheet.

References

For information on submitting and viewing concurrent requests, see Overview of Concurrent Processing, *Oracle Applications System Administrator's Guide.*

For information on creating a worksheet, see Create Worksheet Procedures, page 25-1.

Purge Worksheet Procedure

To delete a worksheet from Public Sector Budgeting, perform the following steps.

1. In Public Sector Budgeting, navigate to the Submit Request window as follows:

   Reports - Run

   The Submit a New Request window appears.
2. Select the Single Request radio button.
3. Click **OK**.

   The Submit Request window appears.
4. In the Name field, select Purge Worksheet from the list of values.
5. Click **OK**.

   The Parameters window appears.
6. In the Worksheet field, select a worksheet from the list of values.
7. In the Keep Local Copy field, select Yes or No from the list of values.

   If Yes is selected, the source worksheet and all local copies of the worksheet are deleted.

   If No is selected, the source worksheet is deleted, but all local copies are saved.
8. To apply the parameters, click **OK**.
9. To send the request to the concurrent manager, click **Submit**.

   The Requests window appears.
10. To view the log file, select the appropriate Request ID and click **View Log**.
11. Close the window.

40

Maintain Budget Positions Procedures

This chapter describes how to update the positions in each position set. The following sections are in this chapter:

- Definition
- Overview
- Maintain Budget Positions Procedure

Definition

The Maintain Budget Positions concurrent process assigns positions in Public Sector Budgeting to position sets.

Overview

Users can run the Maintain Budget Positions concurrent process for a specific position set or for all position sets.

Position sets are defined for the following features in Public Sector Budgeting:

- Budget Review Group Rules
- Global Position Sets
- Element Cost Distribution
- Position Default Rules
- Projection Parameters
- Constraints

The Maintain Budget Positions concurrent process performs the following task:

- assigns new positions in Public Sector Budgeting to position sets

Users can specify that the Maintain Budget Positions concurrent process be resubmitted at periodic intervals.

Process

The Maintain Budget Positions concurrent process updates new positions that are created in the Positions window and assigns them to position sets.

Automatic Processing

The concurrent process runs automatically when users create, update, or delete a position set, or when creating a worksheet.

Manual Processing

Users can run the concurrent process manually at any time by using the Submit Request window.

Note: Users should create an automatic process to run the Maintain Budget Positions concurrent process frequently.

For example, during the budget proposal period when budget preparers propose new positions often, the Maintain Budget Positions concurrent process should be run for all position sets in the current extract at least once a day, if not several times a day.

Reference

For information on submitting and viewing concurrent requests, see Overview of Concurrent Processing, *Oracle Applications System Administrator's Guide.*

Maintain Budget Positions Procedure

To run the Maintain Budget Positions concurrent process, perform the following steps.

1. In Public Sector Budgeting, navigate to the Submit Request window as follows:

   Reports - Run

   The Submit a New Request window appears.

2. Select the Single Request radio button.

3. Click **OK**.

   The Submit Request window appears.

4. In the Name field, select Maintain Budget Positions from the list of values.

5. Click **OK**.

   The Parameters window appears.

6. In the Data Extract name field, select a data extract from the list of values.

7. To update positions for all position sets, leave the Position Set Name field blank to use a null parameter.

   Go to Step 9.

8. To update positions for a particular position set, select the position set from the list of values in the Position Set Name field.

9. To apply the parameters, click **OK**.

10. To send the request to the concurrent manager, click **Submit**.

    The Requests window appears.

11. To view the log file, select the appropriate Request ID, and click **View Log**.

12. Close the window.

41

Assign Position Defaults Procedures

This chapter describes how to apply the position default rules for a particular data extract to position sets in Oracle Public Sector Budgeting. The following sections are in this chapter:

- Definition
- Overview
- Assign Position Defaults Procedure

Definition

The Assign Position Defaults concurrent process is used to apply the position default rules for a particular data extract to position sets in Public Sector Budgeting.

Overview

Users must run the Assign Position Defaults concurrent process after defining new position default rules or after each data extract to ensure that position default rules are properly assigned to position sets.

The Assign Position Defaults concurrent process allows users to perform the following tasks:

- overwrite HRMS position assignments with position assignments that are created in Public Sector Budgeting

  Note: Position assignments are comprised of element and attribute assignments and cost distributions.

- apply position default rules in order of processing sequence

Position default rules are created for position sets. The position default rules and position sets are associated with a particular data extract.

Process

The Assign Position Defaults concurrent process applies the position default rules for a particular data extract to position sets in Public Sector Budgeting.

Automatic Processing

The concurrent process runs automatically when the Apply Defaults check box is selected in the Extract Data From Human Resources window.

Manual Processing

Users can run the concurrent process manually at any time by using the Submit Request window.

Reference

For information on submitting and viewing concurrent requests, see Overview of Concurrent Processing, *Oracle Applications System Administrator's Guide*.

For information on the data extract process, see Extract Data From HRMS Setup, page 15-1.

For information on position default rules, see Position Default Rules Setup, page 18-1.

Assign Position Defaults Procedure

To run the Assign Position Defaults concurrent process, perform the following steps.

1. In Public Sector Budgeting, navigate to the Submit a New Request window as follows:

   Reports - Run

   The Submit a New Request window appears.

2. Select the Single Request radio button.
3. Click **OK**.

   The Submit Request window appears.

4. In the Name field, select Assign Position Defaults from the list of values.
5. Click **OK**.

   The Parameters window appears.

6. In the Data Extract field, select a data extract from the list of values.
7. To apply the parameters, click **OK**.
8. To send the request to the concurrent manager, click **Submit**.

   The Requests window appears.

9. To view the log file, select the appropriate Request ID, and click **View Log**.
10. Close the window.

42

Purge Data Extract Procedures

This chapter describes how to delete a data extract. The following sections are in this chapter:

- Definition
- Overview
- Purge Data Extract Procedure

Definition

The Purge Data Extract concurrent process is used to delete a data extract from Oracle Public Sector Budgeting.

Overview

The Purge Data Extract concurrent process allows users to delete a data extract.

The following information related to the data extract is also deleted:

- position attribute values
- position sets
- elements
- position default rules
- positions

References

For information on submitting and viewing concurrent requests, see Overview of Concurrent Processing, *Oracle Applications System Administrator's Guide.*

For information on defining and running a data extract, see Extract Data From HRMS Setup, page 15-1.

Purge Data Extract Procedure

To delete a data extract from Public Sector Budgeting, perform the following steps.

1. In Public Sector Budgeting, navigate to the Submit Request window as follows:

   Reports - Run

   The Submit a New Request window appears.
2. Select the Single Request radio button.
3. Click **OK**.

   The Submit Request window appears.
4. In the Name field, select Purge Data Extract from the list of values.
5. Click **OK**.

   The Parameters window appears.
6. In the Data Extract Name field, select a data extract name from the list of values.
7. To apply the parameters, click **OK**.
8. To send the request to the concurrent manager, click **Submit**.

   The Requests window appears.
9. To view the log file, select the appropriate Request ID, and click **View Log**.
10. Close the window.

43

Purge Budget Revisions Procedures

This chapter describes how to delete a budget revision. The following sections are in this chapter:

- Definition
- Overview
- Purge Budget Revisions Procedure

Definition

The Purge Budget Revisions concurrent process is used to delete a budget revision from Oracle Public Sector Budgeting.

Overview

The Purge Budget Revisions concurrent process allows users to delete budget revisions.

References

For information on submitting and viewing concurrent requests, see Overview of Concurrent Processing, *Oracle Applications System Administrator's Guide*.

For information on budget revisions, see Budget Revisions Procedures, page 32-1.

Purge Budget Revisions Procedure

To delete a budget revision from Public Sector Budgeting, perform the following steps.

1. In Public Sector Budgeting, navigate to the Submit Request window as follows:

   Reports - Run

   The Submit a New Request window appears.

2. Select the Single Request radio button.

3. Click **OK**.

   The Submit Request window appears.

4. In the Name field, select Purge Budget Revisions from the list of values.

5. Click **OK**.

   The Parameters window appears.

6. In the From Revision Number field, select a revision number from the list of values.

7. In the To Revision Number field, select a revision number from the list of values.

8. Optionally, in the Submission Status field, select Approved or Rejected from the list of values.

9. To apply the parameters, click **OK**.

10. To send the request to the concurrent manager, click **Submit**.

    The Requests window appears.

11. To view the log file, select the appropriate Request ID and click **View Log**.

12. Close the window.

44

Upload Worksheet to Position Control Procedures

This chapter describes how to upload worksheet information to position control tables. The following sections are in this chapter:

- Definition
- Overview
- Upload Worksheet to Position Control Procedure

Definition

The Upload Worksheet to Position Control concurrent process stores information about changes to existing positions imported from Oracle Human Resource Management Systems and about new positions in Oracle Public Sector Budgeting.

Overview

Once users determine the final worksheet to be used for the budgeting process, they should run the Upload Worksheet to Position Control process. The process records information on position FTE, cost and distribution in position control tables. For positions imported from HRMS, the process records the differences between the values extracted from HRMS and the values in the final worksheet. For new positions, the process stores the worksheet values.

The stored values represent the net changes between the data extracted from HRMS and the data used in the Public Sector Budgeting worksheet. The stored values are not associated with any particular worksheet.

Ultimately, users will be able to use the stored values to import information back into HRMS.

Users should upload the final worksheet to position control before making budget revisions and before purging the final worksheet.

References

For information on extracting data from HRMS, see Extract Data From HRMS Setup, page 15-1.

For information on budget revisions, see Budget Revisions Procedures, page 32-1.

For information on purging worksheets, see Purge Worksheet Procedures, page 39-1.

For information on submitting and viewing concurrent requests, see Overview of Concurrent Processing, *Oracle Applications System Administrator's Guide.*

Upload Worksheet to Position Control Procedure

To upload worksheet information to position control, perform the following steps.

1. In Public Sector Budgeting, navigate to the Submit Request window as follows:

   Reports - Run

   The Submit a New Request window appears.

2. Select the Single Request radio button.

3. Click **OK**.

   The Submit Request window appears.

4. In the Name field, select Upload Worksheet to Position Control from the list of values.

5. Click **OK**.

   The Parameters window appears.

6. In the Worksheet field, select a worksheet from the list of values.

7. In the Mode field, select Final or Trial from the list of values.

   Note: Choosing Trial allows users to upload values from various worksheets. Choosing Final indicates that the worksheet uploaded will be the worksheet used for the final budget.

8. To apply the parameters, click **OK**.

9. To send the request to the concurrent manager, click **Submit**.

   The Requests window appears.

10. To view the log files, select the appropriate Request ID, and click **View Log**.

11. Close the window.

45

Validate GL Budget Sets Procedures

This chapter describes how to validate Oracle General Ledger budget sets. The following sections are in this chapter:

- Definition
- Overview
- Validate GL Budget Sets Procedure

Definition

The Validate GL Budget Sets concurrent process is used to validate General Ledger budget sets created in Oracle Public Sector Budgeting.

Overview

The Validate GL Budget Sets concurrent process checks that an account code belongs to one and only one General Ledger budget for a given period for the given General Ledger budget set. If account codes belong to more than one General Ledger budget for the same period, the process fails and prints all the violating account codes.

References

For information on creating General Ledger budget sets, see General Ledger Budget Sets Setup, page 9-1.

For information on submitting and viewing concurrent requests, see Overview of Concurrent Processing, *Oracle Applications System Administrator's Guide.*

Validate GL Budget Sets Procedure

To validate General Ledger budget sets created in Public Sector Budgeting, perform the following steps.

1. In Public Sector Budgeting, navigate to the Submit Request window as follows:

   Reports - Run

   The Submit a New Request window appears.
2. Select the Single Request radio button.
3. Click **OK**.

   The Submit Request window appears.
4. In the Name field, select Validate GL Budget Sets from the list of values.
5. Click **OK**.

   The Parameters window appears.
6. In the GL Budget Set field, select a budget set name from the list of values.
7. To apply the parameters, click **OK**.
8. To send the request to the concurrent manager, click **Submit**.

   The Requests window appears.
9. To view the log files, select the appropriate Request ID, and click **View Log**.
10. Close the window.

Part IX

Workflow

46

Using Oracle Workflow in Public Sector Budgeting Procedures

This chapter describes how to use Oracle Workflow in Oracle Public Sector Budgeting. The following sections are in this chapter:

- Definition
- Overview
- Prerequisites
- Viewing Notifications Procedure
- Monitoring Processes Procedure
- Processes Monitoring Window
- Processes Monitoring Window Description

Definition

Public Sector Budgeting uses Workflow to allow users to distribute, monitor, and route worksheets through the approval process.

Note: Use the *Oracle Workflow Guide* with this guide to understand and use Workflow.

Overview

The Notifications Summary window and Notifications window allow users to view notifications sent to them. Users can review their notifications and modify worksheets as needed.

The Processes Monitoring window and Work Item window allow users to monitor instances of a workflow process for a worksheet.

Reference

For information on using the Notifications Summary window and Notifications window, see Overview of Notification Handling, *Oracle Workflow Guide*.

For information on using the Work Item window, see Overview of Workflow Monitoring, *Oracle Workflow Guide*.

For setup of Workflow, see Setting Up an Oracle Workflow Directory, *Oracle Workflow Guide*.

For information on the workflow processes provided in Public Sector Budgeting, see Workflow Processes, page A-1.

Prerequisites

- ❑ Setup of Workflow is required.

  To set up Workflow, see Oracle Public Sector Budgeting Setup Overview, page 3-1.

Viewing Notifications Procedure

To review notifications in Public Sector Budgeting, perform the following steps.

1. In Public Sector Budgeting, navigate to the Worklist window as follows:

   Workflow - Notifications

   A browser launches and displays the Worklist page.

2. Click a notification record to view details in the Notification Details window.

3. To modify a worksheet, go to the Select Worksheet window as follows:

   Worksheet - Modify

   Note: For information on modifying a worksheet, see Modify Line Item Worksheet Procedures, page 29-1 and Modify Position Worksheet Procedures, page 30-1.

4. Exit the window using the browser commands.

For information on using the Worklist window and Notification Details windows, see Overview of Notification Handling, *Oracle Workflow Guide*.

Monitoring Processes Procedure

To monitor processes in Public Sector Budgeting, perform the following steps.

1. In Public Sector Budgeting, navigate to the Processes Monitoring window as follows:

   Workflow - Workflow Processes

2. In the Document Type field, select Budget Revision or Worksheet from the list of values.

3. In the Document Id field, select a document ID from the list of values.

   The Document Name, Process Names and Date fields populate automatically.

4. Select a process and click **Show Process**.

   A browser launches and displays the View Diagram page.

5. Review the activities for the process.

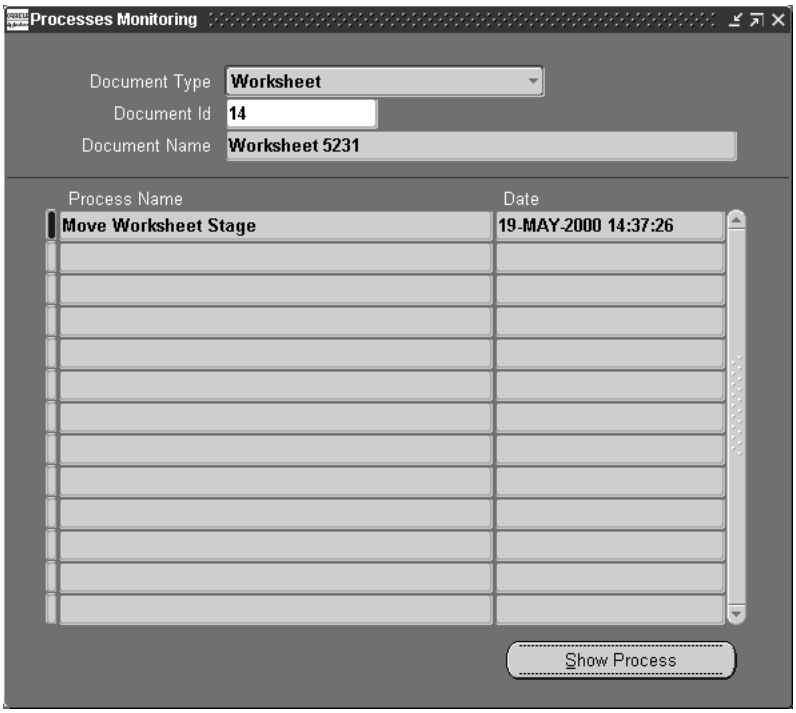
6. Close the View Diagram window using the browser commands

7. Close the Processes Monitoring window.

For information on using the View Diagram window, see Overview of Notification Handling, *Oracle Workflow Guide*.

Processes Monitoring Window

Figure 46–1 Processes Monitoring Window



Processes Monitoring Window Description

Table 46–1 Processes Monitoring Window Description

Field Name	Type	Features	Description
Document Type	required	list of values	Worksheet, Budget Revision
Document Id	required	list of values	identification number for document
Document Name	default, display only		worksheet name or budget revision justification
Main Region			
Process Name	default, display only		process name
Date	default, display only		process date
Show Process		button	opens View Diagram window

Part X

Reports

47

Reports Procedures

This chapter describes how to generate reports. The following sections are in this chapter:

- Definition
- Overview
- Account Set Listing Report Procedure
- Allocation Rules Listing Report Procedure
- Budget Calendar Listing Report Procedure
- Budget Group Account Ranges Listing Report Procedure
- Budget Group Hierarchy Listing Report Procedure
- Budget Journal Edit Report Procedure
- Budget Revision Summary Report Procedure
- Budget Revisions Transaction Listing Procedure
- Constraints Listing Report Procedure
- Detailed FTE and Headcount by Position Report Procedure
- Distribution Rule Listing Report Procedure
- Flexfield Mapping Details Report Procedure
- Parameter Listing Report Procedure
- Pooled Position Report for Worksheet Procedure
- Position Adjustment Report Procedure
- Position Set Listing Report Procedure

- Service Package Description Report Procedure
- Service Package Utilization Report Procedure
- Standard Budget Items Listing Report Procedure
- Vacant Position Report Procedure
- Validation Results Report Procedure
- Worksheet Account Costing Report Procedure
- Worksheet Position Costing Report Procedure
- Worksheet Submission Status Report Procedure

Definition

Oracle Public Sector Budgeting provides listing and summary reports for preparation and analysis of budgets.

Overview

The following reports are defined in this section:

- Account Set Listing
- Allocation Rules Listing
- Budget Calendar Listing
- Budget Group Account Ranges Listing
- Budget Group Hierarchy Listing
- Budget Journal Edit Report
- Budget Revision Summary Report
- Budget Revisions Transaction Listing
- Constraints Listing
- Detailed FTE and Headcount by Position Report
- Distribution Rule Listing
- Flexfield Mapping Details Report
- Parameter Listing
- Pooled Position Report for Worksheet
- Position Adjustment Report
- Position Set Listing Report
- Service Package Description Report
- Service Package Utilization Report
- Standard Budget Items Listing
- Vacant Position Report
- Validation Results Report
- Worksheet Account Costing Report

- Worksheet Position Costing Report
- Worksheet Submission Status Report

Account Set Listing

The Account Set Listing report lists the global account sets that are created in Public Sector Budgeting.

Allocation Rules Listing

The Allocation Rules Listing report lists the allocation rules that are created in Public Sector Budgeting by allocation rule set.

Budget Calendar Listing

The Budget Calendar Listing report lists the budget calendars that are created in Public Sector Budgeting.

Budget Group Account Ranges Listing

The Budget Group Account Ranges Listing report lists the account ranges for a budget group hierarchy by budget group.

Budget Group Hierarchy Listing

The Budget Group Hierarchy Listing report lists the budget group hierarchies in Public Sector Budgeting.

Budget Journal Edit Report

The Budget Journal Edit Report allows users to view the budget journal entries to be posted to General Ledger.

The Budget Journal Edit Report sorts by funding budgets. For worksheets with multiple funding budgets, the report sorts by budget periods.

Users can also automatically generate the Budget Journal Edit Report by running the Create GL Budget Journals concurrent process in trial run.

Constraints Listing

The Constraints Listing report lists the constraints that are created in Public Sector Budgeting by constraint set.

Detailed FTE and Headcount by Position Report

The Detailed FTE and Headcount by Position Report lists FTE positions and supplies headcount using incumbent names for each budget group. Department heads can determine total headcount for individual departments.

Distribution Rule Listing

The Distribution Rule Listing report lists the distribution rules that are created in Public Sector Budgeting.

Flexfield Mapping Details Report

The Flexfield Mapping Details Report lists flexfield segment values and amounts that have changed.

Parameter Listing

The Parameter Listing report lists the account projection parameters that are created in Public Sector Budgeting by parameter set.

Pooled Position Report for Worksheet

The Pooled Position Report for Worksheet lists all the positions assigned to each Job and imported into Public Sector Budgeting through a data extract.

Position Adjustment Report

The Position Adjustment Report shows changes to a position from the time the position is extracted from HRMS until it is entered in the position worksheet.

Note: The Position Adjustment Report uses the most current stage. A position that exists in the interface table but not the worksheet will be displayed.

Only positions that undergo changes will appear, and only those attributes, elements and other components that change will appear.

Newly added attributes, salaries, and elements will appear separately from the changed attributes, salaries, and elements.

Position Set Listing Report

The Position Set Listing Report lists the position sets and their definitions.

Budget Revision Summary Report

The Budget Revision Summary Report provides summary entries for individual budget revision requests.

Budget Revisions Transaction Listing

The Budget Revisions Transaction Listing report provides a periodic statement that shows the beginning budget balance, itemized revision activities during the period, and the ending budget balance for a particular departmental budgetary unit.

Service Package Description Report

The Service Package Description Report describes the proposal for selected service packages.

Service Package Utilization Report

The Service Package Utilization Report shows the proposed amounts for each budget group in a service package. The report also shows the total proposed amounts for all budget groups in a service package.

Note: If users try to run this report against a worksheet that has no user-defined Service Packages, an error will occur. Users should not run the Service Package Utilization Report against worksheets with no Service Packages.

Standard Budget Items Listing

The Standard Budget Items Listing report lists the standard budget items that are created in Public Sector Budgeting.

Vacant Position Report

The Vacant Position Report for Data Extract lists the vacant positions for a selected data extract from HRMS.

Validation Results Report

The Validation Results Report report lists the results of the following:

- budget group validation
- data extract validation or data extract failure errors
- worksheet constraint validation

Worksheet Account Costing Report

The Worksheet Account Costing Report provides summary costing information for detailed accounts for departmental budgetary units.

The budget group is used as the departmental budgetary unit. When users create the report for current or proposed years, the report returns an estimated cost.

Worksheet Position Costing Report

The Worksheet Position Costing Report provides summary costing information for positions or pay elements for departmental budgetary units.

The budget group is used as the departmental budgetary unit. When users create the report for current or proposed years, the report returns an estimated cost.

Worksheet Submission Status Report

The Worksheet Submission Status Report lists worksheets that have been submitted and worksheets that have not been submitted.

Worksheets are submitted by child budget groups for a specified budget group hierarchy. Organizations use the report to analyze and review the submission status for worksheets.

Account Set Listing Report Procedure

To print the Account Set Listing report, perform the following steps.

1. In Public Sector Budgeting, navigate to the Submit a New Request window as follows:

   Reports - Run

   The Submit a New Request window appears.

2. Select the Single Request radio button.

3. Click **OK**.

   The Submit Request window appears.

4. In the Request Name field, select Account Set Listing from the list of values.

   The Parameters window appears.

5. In the Set of Books Name field, select a set of books from the list of values, or leave the field blank to select all sets of books.

6. In the Account Set Name field, select a global account set from the list of values, or leave the field blank to select all global account sets.

7. To apply the parameters, click **OK**.

8. To send the print request to the concurrent manager, click **Submit**.

   The Requests window appears.

9. To view the log file, select the appropriate Request ID and click **View Log**.

10. Close the window.

Allocation Rules Listing Report Procedure

To print the Allocation Rules Listing report, perform the following steps.

1. In Public Sector Budgeting, navigate to the Submit Request window as follows:

   Reports - Run

   The Submit a New Request window appears.

2. Select the Single Request radio button.
3. Click **OK**.

   The Submit Request window appears.

4. In the Name field, select Allocation Rules Listing from the list of values.
5. Click **OK**.

   The Parameters window appears.

6. In the Set of Books field, select a set of books from the list of values, or leave the field blank to select all sets of books.
7. In the Budget Groups field, select a budget group from the list of values, or leave the field blank to select all budget groups.
8. In the Allocation Rule Sets field, select an allocation rule set from the list of values, or leave the field blank to select all allocation rule sets.
9. To apply the parameters, click **OK**.
10. To send the print request to the concurrent manager, click **Submit**.

    The Requests window appears.

11. To view the log file, select the appropriate Request ID, and click **View Log**.
12. Close the window.

Budget Calendar Listing Report Procedure

To print the Budget Calendar Listing report, perform the following steps.

1. In Public Sector Budgeting, navigate to the Submit Request window as follows:

   Reports - Run

   The Submit a New Request window appears.
2. Select the Single Request radio button.
3. Click **OK**.

   The Submit Request window appears.
4. In the Name field, select Budget Calendar Listing from the list of values.
5. Click **OK**.

   The Parameters window appears.
6. In the Calendar Name field, select a calendar from the list of values, or leave the field blank to select all calendars.
7. To apply the parameters, click **OK**.
8. To send the print request to the concurrent manager, click **Submit**.

   The Requests window appears.
9. To view the log file, select the appropriate Request ID, and click **View Log**.
10. Close the window.

Budget Group Account Ranges Listing Report Procedure

To print the Budget Group Account Ranges Listing report, perform the following steps.

1. In Public Sector Budgeting, navigate to the Submit Request window as follows:

   Reports - Run

   The Submit a New Request window appears.

2. Select the Single Request radio button.

3. Click **OK**.

   The Submit Request window appears.

4. In the Name field, select Budget Group Account Ranges Listing from the list of values.

5. Click **OK**.

   The Parameters window appears.

6. In the Set of Books field, select a set of books from the list of values.

7. In the Budget Group Name field, select a budget group from the list of values, or leave the field blank to select all budget groups.

8. In the Print Subgroups field, select Yes or No from the list of values.

   Select Yes to print the account ranges for each child budget group separately.

   Note: The account ranges for the parent budget group include both the account range directly associated with the parent budget group and the account ranges that the parent inherits from the child budget groups.

9. To apply the parameters, click **OK**.

10. To send the print request to the concurrent manager, click **Submit**.

    The Requests window appears.

11. To view the log file, select the appropriate Request ID, and click **View Log**.

12. Close the window.

Budget Group Hierarchy Listing Report Procedure

To print the Budget Group Hierarchy Listing report, perform the following steps.

1. In Public Sector Budgeting, navigate to the Submit Request window as follows:

   Reports - Run

   The Submit a New Request window appears.
2. Select the Single Request radio button.
3. Click **OK**.

   The Submit Request window appears.
4. In the Name field, select Budget Group Hierarchy Listing from the list of values.
5. Click **OK**.

   The Parameters window appears.
6. In the Set of Books field, select a set of books from the list of values, or leave the field blank to select all sets of books.

   If the field is left blank, the Budget Group Name field is not available.
7. In the Budget Group Name field, select a budget group from the list of values.
8. In the Effective Date field, enter an effective date for the report or leave the field blank to use the current date.
9. To apply the parameters, click **OK**.
10. To send the print request to the concurrent manager, click **Submit**.

    The Requests window appears.
11. To view the log file, select the appropriate Request ID and click **View Log**.
12. Close the window.

Budget Journal Edit Report Procedure

To print the Budget Journal Edit Report, perform the following steps.

1. In Public Sector Budgeting, navigate to the Submit Request window as follows:

   Reports - Run

   The Submit a New Request window appears.
2. Select the Single Request radio button.
3. Click **OK**.

   The Submit Request window appears.
4. In the Name field, select Budget Journal Edit Report from the list of values.
5. Click **OK**.

   The Parameters window appears.
6. In the Budget Source field, select Budget Preparation or Budget Revision from the list of values.
7. In the Worksheet field, select a worksheet from the list of values.
8. In the Report Order by fields, select the appropriate flexfield from the list of values.
9. To apply the parameters, click **OK**.
10. To send the print request to the concurrent manager, click **Submit**.

    The Requests window appears.
11. To view the log file, select the appropriate Request ID and click **View Log**.
12. Close the window.

Budget Revision Summary Report Procedure

To print the Budget Revision Summary Report, perform the following steps.

1. In Public Sector Budgeting, navigate to the Submit Request window as follows:

   Reports - Run

   The Submit a New Request window appears.

2. Select the Single Request radio button.
3. Click **OK**.

   The Submit Request window appears.

4. In the Name field, select Budget Revision Summary Report from the list of values.
5. Click **OK**.

   The Parameters window appears.

6. In the Budget Revision Batch Number field, select a batch number from the list of values.
7. To apply the parameters, click **OK**.
8. To send the print request to the concurrent manager, click **Submit**.

   The Requests window appears.

9. To view the log file, select the appropriate Request ID and click **View Log**.
10. Close the window.

Budget Revisions Transaction Listing Procedure

To print the Budget Revisions Transaction Listing, perform the following steps.

1. In Public Sector Budgeting, navigate to the Submit Request window as follows:

   Reports - Run

   The Submit a New Request window appears.

2. Select the Single Request radio button.

3. Click **OK**.

   The Submit Request window appears.

4. In the Name field, select Budget Revisions Transaction Listing from the list of values.

5. Click **OK**.

   The Parameters window appears.

6. In the Set of Books field, select a set of books from the list of values.

7. In the Budget Group Name field, select a budget group from the list of values.

8. In the Beginning Accounting Period field, select the beginning accounting period from the list of values.

9. In the Ending Accounting Period field, select the ending accounting period from the list of values.

10. To apply the parameters, click **OK**.

11. To send the print request to the concurrent manager, click **Submit**.

    The Requests window appears.

12. To view the log file, select the appropriate Request ID and click **View Log**.

13. Close the window.

Constraints Listing Report Procedure

To print the Constraints Listing report, perform the following steps.

1. In Public Sector Budgeting, navigate to the Submit Request window as follows:

   Reports - Run

   The Submit a New Request window appears.

2. Select the Single Request radio button.
3. Click **OK**.

   The Submit Request window appears.

4. In the Name field, select Constraints Listing from the list of values.
5. Click **OK**.

   The Parameters window appears.

6. In the Set of Books field, select a set of books from the list of values, or leave the field blank to select all sets of books.
7. In the Budget Groups field, select a budget group from the list of values, or leave the field blank to select all budget groups.
8. In the Constraint Sets field, select a constraint set from the list of values, or leave the field blank to select all constraint sets.
9. To apply the parameters, click **OK**.
10. To send the print request to the concurrent manager, click **Submit**.

    The Requests window appears.

11. To view the log file, select the appropriate Request ID and click **View Log.**
12. Close the window.

Detailed FTE and Headcount by Position Report Procedure

To print the Detailed FTE and Headcount by Position Report, perform the following steps.

1. In Public Sector Budgeting, navigate to the Submit Request window as follows:

   Reports - Run

   The Submit a New Request window appears.

2. Select the Single Request radio button.

3. Click **OK**.

   The Submit Request window appears.

4. In the Name field, select Detailed FTE and Headcount by Position Report from the list of values.

   The Parameters window appears.

5. In the Worksheet field, select a worksheet from the list of values.

6. Optionally, in the Budget Year field, select a budget year from the list of values.

7. To apply the parameters, click **OK**.

8. To send the print request to the concurrent manager, click **Submit**.

   The Requests window appears.

9. To view the log file, select the appropriate Request ID and click **View Log**.

10. Close the window.

Distribution Rule Listing Report Procedure

To print the Distribution Rule Listing report, perform the following steps.

1. In Public Sector Budgeting, navigate to the Submit Request window as follows:

   Reports - Run

   The Submit a New Request window appears.

2. Select the Single Request radio button.

3. Click **OK**.

   The Submit Request window appears.

4. In the Name field, select Distribution Rule Listing from the list of values.

5. Click **OK**.

   The Parameters window appears.

6. In the Set of Books field, select a set of books from the list of values, or leave the field blank to select all sets of books.

   If the field is left blank, the Budget Group Name field and Distribution Rule Name field are not available.

7. In the Budget Group Name field, select a budget group from the list of values, or leave the field blank to select all budget groups.

   If the field is left blank, the Distribution Rule Name field is not available.

8. In the Distribution Rule Name field, select a distribution rule from the list of values, or leave the field blank to select all distribution rules.

   If a budget group name is entered, a distribution rule must be entered.

9. To apply the parameters, click **OK**.

10. To send the print request to the concurrent manager, click **Submit**.

    The Requests window appears.

11. To view the log file, select the appropriate Request ID and click **View Log**.

12. Close the window.

Flexfield Mapping Details Report Procedure

To view the Flexfield Mapping Details Report report, perform the following steps.

1. In Public Sector Budgeting, navigate to the Submit Request window as follows:

   Reports - Run

   The Submit a New Request window appears.

2. Select the Single Request radio button.

3. Click **OK**.

   The Submit Request window appears.

4. In the Name field, select Flexfield Mapping Details Report from the list of values.

5. Click **OK**.

   The Parameters window appears.

6. In the Worksheet field, select a worksheet from the list of values.

7. To apply the parameters, click **OK**.

8. To send the print request to the concurrent manager, click **Submit**.

   The Requests window appears.

9. To view the log file, select the appropriate Request ID, and click **View Log**.

10. Close the window.

Parameter Listing Report Procedure

To print the Parameter Listing report, perform the following steps.

1. In Public Sector Budgeting, navigate to the Submit Request window as follows:

   Reports - Run

   The Submit a New Request window appears.

2. Select the Single Request radio button.
3. Click **OK**.

   The Submit Request window appears.

4. In the Name field, select Parameter Listing from the list of values.
5. Click **OK**.

   The Parameters window appears.

6. In the Set of Books field, select a set of books from the list of values, or leave the field blank to select all sets of books.
7. In the Budget Groups field, select a budget group from the list of values, or leave the field blank to select all budget groups.
8. In the Parameter Sets field, select a parameter set from the list of values, or leave the field blank to select all parameter sets.
9. To apply the parameters, click **OK**.
10. To send the print request to the concurrent manager, click **Submit**.

    The Requests window appears.

11. To view the log file, select the appropriate Request ID, and click **View Log**.
12. Close the window.

Pooled Position Report for Worksheet Procedure

To print the Pooled Position Report for Worksheet, perform the following steps.

1. In Public Sector Budgeting, navigate to the Submit Request window as follows:

   Reports - Run

   The Submit a New Request window appears.
2. Select the Single Request radio button.
3. Click **OK**.

   The Submit Request window appears.
4. In the Name field, select Pooled Position Report for Worksheet from the list of values.
5. Click **OK**.

   The Parameters window appears.
6. In the Worksheet field, select a worksheet from the list of values.
7. In the Budget Year field, select a budget year from the list of values.
8. To apply the parameters, click **OK**.
9. To send the print request to the concurrent manager, click **Submit**.

   The Requests window appears.
10. To view the log file, select the appropriate Request ID, and click **View Log**.
11. Close the window.

Position Adjustment Report Procedure

To print the Position Adjustment Report, perform the following steps.

1. In Public Sector Budgeting, navigate to the Submit Request window as follows:

   Reports - Run

   The Submit a New Request window appears.
2. Select the Single Request radio button.
3. Click **OK**.

   The Submit Request window appears.
4. In the Name field, select Position Adjustment Report from the list of values.
5. Click **OK**.

   The Parameters window appears.
6. In the Global Worksheet Id field, select a global worksheet ID from the list of values.
7. To apply the parameters, click **OK**.
8. To send the print request to the concurrent manager, click **Submit**.

   The Requests window appears.
9. To view the log file, select the appropriate Request ID, and click **View Log**.
10. Close the window.

Position Set Listing Report Procedure

To print the Position Set Listing Report, perform the following steps.

1. In Public Sector Budgeting, navigate to the Submit Request window as follows:

   Reports - Run

   The Submit a New Request window appears.
2. Select the Single Request radio button.
3. Click **OK**.

   The Submit Request window appears.
4. In the Name field, select Position Set Listing Report from the list of values.
5. Click **OK**.

   The Parameters window appears.
6. In the Data Extract Name field, select the data extract name from the list of values.
7. In the Position Set Name field, select the position set from the list of values.
8. To send the print request to the concurrent manager, Click **Submit**.

   The Requests window appears.
9. To view the log file, select the appropriate Request ID, and click **View Log**.
10. Close the window.

Service Package Description Report Procedure

To print the Service Package Description Report, perform the following steps.

1. In Public Sector Budgeting, navigate to the Submit Request window as follows:

   Reports - Run

   The Submit a New Request window appears.

2. Select the Single Request radio button.

3. Click **OK**.

   The Submit Request window appears.

4. In the Name field, select Service Package Description Report from the list of values.

5. Click **OK**.

   The Parameters window appears.

6. In the Worksheet field, select a worksheet from the list of values.

7. In the Budget Stage field, select a budget stage from the list of values.

   If no budget stage is selected, the current budget stage is used.

8. In the Service Package field, select a service package from the list of values, or leave the field blank to select all service packages.

9. In the Sort By field, select Priority or Service Package Short Name from the list of values.

10. To apply the parameters, click **OK**.

11. To send the print request to the concurrent manager, Click **Submit**.

12. To view the log file, select the appropriate Request ID, and click **View Log**.

13. Close the window.

Service Package Utilization Report Procedure

To print the Service Package Utilization Report, perform the following steps.

1. In Public Sector Budgeting, navigate to the Submit Request window as follows:

   Reports - Run

   The Submit a New Request window appears.

2. Select the Single Request radio button.

3. Click **OK**.

   The Submit Request window appears.

4. In the Name field, select Service Package Utilization Report from the list of values.

5. Click **OK**.

   The Parameters window appears.

6. In the Worksheet field, select a worksheet from the list of values.

7. In the Budget Stage field, select a budget stage from the list of values.

   If no budget stage is selected, the current budget stage is used.

8. In the Service Package field, select a service package from the list of values, or leave the field blank to select all service packages.

9. In the Sort By field, select Priority or Service Package Short Name from the list of values.

10. To apply the parameters, click **OK**.

11. To send the print request to the concurrent manager, click **Submit**.

    The Requests window appears.

12. To view the log file, select the appropriate Request ID, and click **View Log**.

13. Close the window.

Standard Budget Items Listing Report Procedure

To print the Standard Budget Items Listing report, perform the following steps.

1. In Public Sector Budgeting, navigate to the Submit Request window as follows:

   Reports - Run

   The Submit a New Request window appears.
2. Select the Single Request radio button.
3. Click **OK**.

   The Submit Request window appears.
4. In the Name field, select Standard Budget Items Listing from the list of values.
5. Click **OK**.

   The Parameters window appears.
6. In the Set of Books Name field, select a set of books from the list of values, or leave the field blank to select all sets of books.
7. In the Item Name field, select a standard budget item from the list of values, or leave the field blank to select all standard budget items.
8. To apply the parameters, click **OK**.
9. To send the print request to the concurrent manager, click **Submit**.

   The Requests window appears.
10. To view the log files, select the appropriate Request ID, and click **View Log**.
11. Close the window.

Vacant Position Report Procedure

To print the Vacant Position Report, perform the following steps.

1. In Public Sector Budgeting, navigate to the Submit Request window as follows:

   Reports - Run

   The Submit a New Request window appears.
2. Select the Single Request radio button.
3. Click **OK**.

   The Submit Request window appears.
4. In the Name field, select Vacant Position Report from the list of values.
5. Click **OK**.

   The Parameters window appears.
6. In the Data Extract Name field, select a data extract name from the list of values.
7. In the Worksheet field, select a worksheet name from the list of values.
8. In the Budget Year field, select a budget year from the list of values.

   Note: To query a data extract, users must enter the data extract name. To query a worksheet, users must enter the worksheet name and budget year. If both the data extract and worksheet are present, the report queries the data extract.
9. To apply the parameters, click **OK**.
10. To send the print request to the concurrent manager, click **Submit**.

    The Requests window appears.
11. To view the log file, select the appropriate Request ID, and click **View Log**.
12. Close the window.

Validation Results Report Procedure

To print the Validation Results Report for the budget group validation, data extract validation or data extract failure, or worksheet constraint validation concurrent processes, perform the following steps.

1. In Public Sector Budgeting, navigate to the Submit Request window as follows:

   Reports - Run

   The Submit a New Request window appears.

2. Select the Single Request radio button.

3. Click **OK**.

4. In the Name field, select Validation Results Report from the list of values.

5. Click **OK**.

   The Parameters window appears.

6. In the Source Process field, select Data Extract Validation, Move Worksheet to Interface, Move Worksheet to PSB, Validate Budget Hierarchy, or Worksheet Creation from the list of values.

   Note: If selecting a source process, select a process name.

7. In the Process Name field, select a process name from the list of values.

   Note: If the selected process has a single concurrent request, the report returns the results of that concurrent request.

   If the selected process has more than one concurrent request, the report returns the results of the most recent concurrent request.

   Note: Users do not have to enter a concurrent request ID if using the source process and process name.

8. In the Concurrent Request Id field, select a concurrent request ID number from the list of values, or leave the field blank to select all concurrent request IDs.

   Note: Users may search using only the concurrent request ID. The report will return the results for that specific concurrent request.

   If users enter all three parameters, the system will check whether the concurrent request and the process belong to the same source process. If so, the report returns the results for that specific concurrent process.

If the process name and the concurrent request do not belong to the same process, the report returns an error.

9. To apply the parameters, click **OK**.

   Entering no parameters results in a report with no data.

10. To send the print request to the concurrent manager, click **Submit**.

    The Requests window appears.

11. To view the log file, select the appropriate Request ID, and click **View Log**.

12. Close the window.

Worksheet Account Costing Report Procedure

To print the Worksheet Account Costing Report, perform the following steps.

1. In Public Sector Budgeting, navigate to the Submit Request window as follows:

   Reports - Run

   The Submit a New Request window appears.

2. Select the Single Request radio button.

3. Click **OK**.

   The Submit Request window appears.

4. In the Name field, select Worksheet Account Costing Report from the list of values.

5. Click **OK**.

   The Parameters window appears.

6. In the Worksheet field, select a worksheet from the list of values.

7. In the Budget Stage field, select a budget stage from the list of values.

8. Optionally, in the Service Package field, select a service package from the list of values.

   Note: If no service package is selected, the costs for all service packages are printed.

9. In the First Year field, select the appropriate year from the list of values.

10. Optionally, in the Second Year, Third Year and Fourth Year fields, select the appropriate years from the list of values.

11. To apply the parameters, click **OK**.

12. To send the print request to the concurrent manager, click **Submit**.

    The Requests window appears.

13. To view the log file, select the appropriate Request ID, and click **View Log**.

14. Close the window.

Worksheet Position Costing Report Procedure

To print the Worksheet Account Costing Report, perform the following steps.

1. In Public Sector Budgeting, navigate to the Submit Request window as follows:

   Reports - Run

   The Submit a New Request window appears.

2. Select the Single Request radio button.

3. Click **OK**.

   The Submit Request window appears.

4. In the Name field, select Worksheet Position Costing Report from the list of values.

5. Click **OK**.

   The Parameters window appears.

6. In the Worksheet field, select a worksheet from the list of values.

7. In the Budget Stage field, select a budget stage from the list of values.

8. Optionally, in the Service Package field, select a service package from the list of values.

   Note: If no service package is selected, the costs for all service packages are printed.

9. In the First Year field, select the appropriate year from the list of values.

10. Optionally, in the Second Year, Third Year and Fourth Year fields, select the appropriate years from the list of values.

11. To apply the parameters, click **OK**.

12. To send the print request to the concurrent manager, click **Submit**.

    The Requests window appears.

13. To view the log file, select the appropriate Request ID, and click **View Log**.

14. Close the window.

Worksheet Submission Status Report Procedure

To print the Worksheet Submission Status Report, perform the following steps.

1. In Public Sector Budgeting, navigate to the Submit Request window as follows:

   Reports - Run

   The Submit a New Request window appears.

2. Select the Single Request radio button.
3. Click **OK**.

   The Submit Request window appears.

4. In the Name field, select Worksheet Submission Status Report from the list of values.
5. Click **OK**.

   The Parameters window appears.

6. In the Budget Group Name field, select a budget group from the list of values.
7. In the Worksheet field, select a worksheet from the list of values.
8. In the Print Not Submitted Only field, select Yes or No from the list of values.

   If Yes is selected, only budget groups that have not submitted their budgets are included in the report.

9. To apply the parameters, click **OK**.
10. To send the print request to the concurrent manager, click **Submit**.

    The Requests window appears.

11. To view the log file, select the appropriate Request ID, and click **View Log**.
12. Close the window.

Part XI

Reporting and Analysis

48

Using Oracle Discoverer to Generate Reports Procedures

This chapter describes how to generate reports in Oracle Public Sector Budgeting using Oracle Discoverer. The following sections are in this chapter:

- Definition
- Overview
- Configure Discoverer for Public Sector Budgeting
- Prerequisites
- Sample Budget Stage Variance Report

Definition

Public Sector Budgeting provides predefined business views to allow public sector organizations to easily retrieve data to generate reports. Users generate reports using the Workbook Wizard in Discoverer.

Overview

A business area is a set of related data that consists of tables and business views that relate to the user's specific data requirements. For example, the business area for an Accounting Department consists of data relating to budgets and finance. A business area has the following properties:

- meets the specific data needs of users
- usually contains data from several different tables or views
- enables users to easily access data without having to understand the database structure

A business view is a set of related data within a business area. Business views are in folders. For example, a typical business view for an Accounting Department consists of data relating to budgets. The data relating to budgets resides in the Budgets folder.

A column is a specific category of data within a business view folder. An example of a column within the Budgets folder is a category entitled Capital Equipment.

Features

Public Sector Budgeting provides the following predefined business areas:

- Public Sector Budgeting - Core
- Public Sector Budgeting - Functional

Public Sector Budgeting - Core Business Area

Predefined business views are provided in the Public Sector Budgeting - Core business area. These are base business views that are used as building blocks to create the functional business views.

Note: The Public Sector Budgeting - Core business area is only visible to the System Administrator.

Public Sector Budgeting - Functional Business Area

The following predefined business views are provided in Public Sector Budgeting - Functional business area. Organizations can create their own customized functional business views. To create new business views or folders, see *Oracle Discoverer Administrator's Guide*.

- Worksheets

  The Worksheets business view provides basic information about a worksheet such as the worksheet name, budget calendar name, and budget group name.

- Summary Account Lines

  The Summary Account Lines business view provides information about summary account lines.

- Detail Account Lines for Summary -> Detail Drill

  The Detail Account Lines for Summary -> Detail Drill business view is used to view drill down information for summary account lines.

- Line Item Worksheet

  The Line Item Worksheet business view provides actual line items with detail account information.

- Positions in Worksheet

  The Positions in Worksheet business view provides information about all positions for a worksheet.

  Note: The Positions in Worksheet business view can be used to obtain a list of positions and to drill down to position cost distribution or position cost by pay element information.

- Position Cost Distributions

  The Position Cost Distributions business view provides information regarding the account codes to which positions and position costs are charged.

- Position Costs by Pay Elements

  The Position Costs by Pay Elements business view provides information about position costs for each pay element.

Users can select one or more functional business views.

Discoverer Workbook Wizard

The Discoverer Workbook Wizard guides users through each step of the report generating process by asking users to select a report format, a business area, a business view, and columns.

Configure Discoverer for Public Sector Budgeting

Users must configure Discoverer for use with Public Sector Budgeting. Table 48–1 shows the configuration steps.

Table 48–1 Discoverer Setup for Public Sector Budgeting Checklist

Step Number	Setup Step	New Installation	Upgrade
Configure Discoverer			
1.	Add Columns and Item Classes to Complex Folders in Functional Business Area	required	required
2.	Add Columns and Item Classes to Complex Folders in User Defined Business Areas		conditionally required
3.	Replace Any Missing Columns with New Columns in User Defined Workbooks; Replace Any Missing Views with New Views in User Defined Workbooks		conditionally required

1. Add Columns and Item Classes to Complex Folders in the Functional Business Area

Copy columns from the Public Sector Budgeting - Core business area to folders in the Public Sector Budgeting - Functional business area as shown in Table 48–2.

Table 48–2 Columns to Add to Public Sector Budgeting - Functional Business Area

Copy To Functional Business Area	Copy From Core Business Area	Column Name
Summary Account Lines	WS Account Lines	Balance Type Account Type GL Account [Account Segments for Set of Books]

Table 48–2 Columns to Add to Public Sector Budgeting - Functional Business Area

Copy To Functional Business Area	Copy From Core Business Area	Column Name
Detail Account Lines For Summary -> Detail Drill	WS Account Lines	Balance Type Account Type GL Account **Note:** Rename column to Detail GL Account [Account Segments for Set of Books]
	GL Account Hierarchies	GL Account **Note:** Rename column to Summary GL Account
Line Item Worksheet	WS Account Lines	Balance Type Account Type GL Account [Account Segments for Set of Books]
Positions in Worksheet	WS Position Lines	Position Name
Position Costs by Pay Elements	WS Position Lines	Position Name
Position Cost Distributions	WS Position Lines	Position Name
	WS Account Lines	Balance Type Account Type GL Account [Account Segments for Set of Books]

Create drill to detail item classes for the Public Sector Budgeting - Functional business area. Use the Item Class Wizard to select folders and columns for the item class as shown in Table 48–3.

Table 48–3 Drill to Detail Item Classes

Drill to Detail Item Class Name	Folder	Column
Balance Type - F	Summary Account Lines	Balance Type
	Detail Account Lines for Summary -> Detail Drill	Balance Type
	Line Item Worksheet	Balance Type
	Position Cost Distributions	Balance Type
Account Type - F	Detail Account Lines for Summary -> Detail Drill	Account Type
	Line Item Worksheet	Account Type
	Position Cost Distributions	Account Type
GL Account - F	Detail Account Lines for Summary -> Detail Drill	GL Account
	Line Item Worksheet	GL Account
	Position Cost Distributions	GL Account
Summary GL Account - F	Summary Account Lines	GL Account
	Detail Account Lines for Summary -> Detail Drill	GL Account
Position Name - F	Position in Worksheet	Position Name
	Position Cost Distributions	Position Name
	Position Costs by Pay Elements	Position Name

2. Add Columns and Item Classes to Complex Folders in User Defined Business Areas (Conditionally Required for Upgrades)

If upgrading, add columns from the Public Sector Budgeting - Core business area to complex folders in the user defined business areas. Create item classes for the folders.

3. Replace Any Missing Columns and Views with New Columns and Views in User Defined Workbooks (Conditionally Required for Upgrades from 10.7 only)

If upgrading, replace old columns and views that are missing with new columns and views. Some columns are renamed in this version of Public Sector Budgeting.

Table 48–4 lists the old and new column names by folder.

Table 48–4 Column Names That Have Changed

Old Column Name	New Column Name
Public Sector Budgeting - Core Business Area	
Budget Worksheets Folder	
Worksheet Type Meaning	Worksheet Type
WS Account Lines Folder	
Balance Type Name	Balance Type
Account Type Name	Account Type
WS Position Lines Folder	
Position Number	Position Name
Positions Folder	
Position Number	Position Name
GL Account Hierarchies Folder	
Concatenated Segments	GL Account
Public Sector Budgeting - Functional Business Area	
Budget Worksheets	Worksheets

Table 48–5 lists the old and new views.

Table 48–5 View Names That Have Changed

Old View Name	New View Name
PSBBG_ACCOUNT_SET ALLOCATIONS	PSBBG_ALLOC_RULE_ACCT_SET_LIST
PSBFG_ACCOUNT_SET_ALLOCATIONS	PSBFG_ALLOC_RULE_ACCT_SET_LIST

Table 48–5 View Names That Have Changed

Old View Name	New View Name
PSBBG_ACCOUNT_SET_CONSTRAINTS	PSBBG_CONSTRAINT_ACCT_SET_LIST
PSBFG_ACCOUNT_SET_CONSTRAINTS	PSBFG_CONSTRAINT_ACCT_SET_LIST
PSBBG_ACCOUNT_SET_PARAMETERS	PSBBG_PARAMETER_ACCT_SET_LISTS
PSBFG_ACCOUNT_SET_PARAMETERS	PSBFG_PARAMETER_ACCT_SET_LISTS
PSBBG_ALLOCATION_ASSIGNMENTS	PSBBG_ALLOC_RULE_SET_LISTS
PSBFG_ALLOCATION_ASSIGNMENTS	PSBFG_ALLOC_RULE_SET_LISTS
PSBBG_ALLOCATION_SETS	PSBBG_ALLOCATION_RULE_SETS
PSBFG_ALLOCATION_SETS	PSBFG_ALLOCATION_RULE_SETS
PSBBG_CONSTRAINT_ASSIGNMENTS	PSBBG_CONSTRAINT_SET_LISTS
PSBFG_CONSTRAINT_ASSIGNMENTS	PSBFG_CONSTRAINT_SET_LISTS
PSBBG_PARAMETER_ASSIGNMENTS	PSBBG_PARAMETER_SET_LISTS
PSBFG_PARAMETER_ASSIGNMENTS	PSBFG_PARAMETER_SET_LISTS
PSBBG_POSITION_SET_CONSTRAINTS	PSBBG_CONSTRAINT_POS_SET_LISTS
PSBFG_POSITION_SET_CONSTRAINTS	PSBFG_CONSTRAINT_POS_SET_LISTS
PSBBG_POSITION_SET_PARAMETERS	PSBBG_PARAMETER_POS_SET_LISTS
PSBFG_POSITION_SET_PARAMETERS	PSBFG_PARAMETER_POS_SET_LISTS
PSBBG_WORKSHEETS	PSBBG_BUDGET_WORKSHEETS
PSBFG_WORKSHEETS	PSBFG_BUDGET_WORKSHEETS

Table 48–6 lists the business views that have been added.

Table 48–6 New Business Views

New Business View Name	New Full View Name
PSBBV_BUDGET_REVISIONS	PSBFV_BUDGET_REVISIONS
PSBBV_BUDGET_REVISION_ACCOUNTS	PSBFV_BUDGET_REVISION_ACCOUNTS
PSBBV_POSITION_ACCOUNTS	PSBFV_POSITION_ACCOUNTS
PSBBV_POSITION_COSTS	PSBFV_POSITION_COSTS
PSBBV_POSITION_FTE	PSBFV_POSITION_FTE

Reference

For information on Discoverer, see the *Oracle Discoverer Administrator's Guide* and the *Oracle Discoverer User Guide*.

Prerequisites

- Oracle Business Intelligence System is required. Users who only have Discoverer should contact Oracle Support.

  To install Business Intelligence System, see *Oracle Business Intelligence System Installation Guide*.

Sample Budget Stage Variance Report

The following information provides a sample of how users can define parameters and calculations for a report to determine the variance between two stages of a budget worksheet. Users can create a variance report using any of the following folders in the Public Sector Budgeting - Functional business area:

- Line Item Worksheet
- Position Cost by Pay Elements
- Position Cost Distributions

Users must de-select the End Stage Sequence is Null condition in Discoverer User Edition to run this report.

To define the parameters and calculation, perform the following tasks:

1. Create a new report.
2. Navigate to the New Parameter window as follows:

   Tools - Parameters
3. Create a new parameter named From Stage for Item <None>.
4. Click **OK**.
5. Navigate to the Edit Calculation window as follows:

   Tools - Calculations
6. Select the **Functions** radio button.
7. In the Calculation Box, enter the WS_GET_AMOUNT function.
8. Select the **Items** radio button.
9. In the Calculation Box, enter the following parameters for the WS_GET_ AMOUNT function: From Stage, Start Stage Sequence, Current Stage Sequence, and YEAR_AMOUNT.

   Note: The parameters entered are the columns for the view the user is working on.

   For example, the calculation column should be as follows:

   WS_GET_AMOUNT (:From Stage, Start Stage Sequence, Current Stage Sequence, Year Amount)

Note: These calculation conditions apply for year amounts, and the period amount should not be included in the query.

To query by period, users must define a similar calculation for each period, replacing the Year Amount with the Period Amount.

10. Click **OK**.
11. Create a second parameter named To Stage following the process outlined in steps 2-8.
12. Create a new calculation column, subtracting the calculation column for the To Stage from the calculation column for the From Stage.
13. Apply the calculation and run the query by clicking **Finish**.

49

Using Spreadsheets with Public Sector Budgeting Procedures

This chapter describes how to import data from the database into Excel, view or modify the data, and export the data to the interface tables. The following sections are in this chapter:

- Definition
- Overview
- Prerequisites
- Setting Up the Excel Interface
- Move Worksheet from PSB to Interface Procedure
- Import Worksheet from PSB Interface Procedure
- Connect to Oracle Pop-Up Window
- Select Responsibility Pop-Up Window
- Import Worksheet Pop-Up Window
- Excel Line Item Spreadsheet Example
- Excel Position Spreadsheet Example
- Modify Spreadsheet
- Export Worksheet to PSB Interface Procedure
- Export Excel Worksheet Pop-Up Window
- Move Worksheet from Interface to PSB Procedure
- Delete Worksheet from Interface

Definition

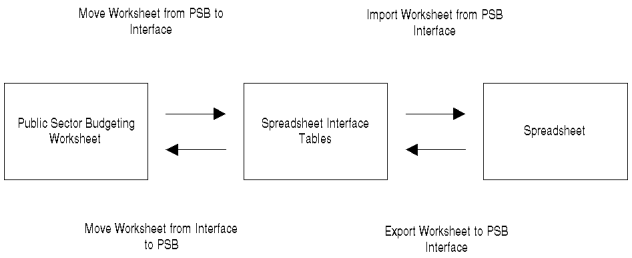
Oracle Public Sector Budgeting provides an interface to transfer data between Public Sector Budgeting and Excel. This allows users to modify line item and position worksheets in a spreadsheet.

Overview

Public Sector Budgeting allows users to import data for line item and position worksheets into Excel for viewing, modifying, formatting, analyzing, or printing. Data that is modified in the spreadsheet can be transferred back to Public Sector Budgeting.

Figure 49–1 shows the flow of data when using Excel with Public Sector Budgeting. Data from Public Sector Budgeting is moved to a worksheet to the spreadsheet interface table and then to the spreadsheet. The process can be reversed to move data from the spreadsheet through the interface to Public Sector Budgeting. The concurrent processes described in this chapter are used to move the data.

Figure 49–1 Importing and Exporting Data to a Spreadsheet Diagram



Line Item and Position Worksheets

Line item worksheets and position worksheets in Public Sector Budgeting are imported into two separate Excel spreadsheets that are in a single workbook.

Process

The following process describes how to use the Excel interface in Public Sector Budgeting:

1. If using the Excel interface with Public Sector Budgeting for the first time, the PSB menu must be added to the spreadsheet application menu.
2. The Move Worksheet from PSB to Interface concurrent process is run in Public Sector Budgeting to move a pre-existing worksheet from Public Sector Budgeting to the interface tables.
3. The worksheet is transferred from the interface tables to Excel using the Import Worksheet from Interface process in the spreadsheet application.
4. Users can modify line item and position worksheets in a spreadsheet.
5. The worksheet is transferred from Excel to the interface tables using the Export Worksheet to Interface process in the spreadsheet application.
6. The Move Worksheet from Interface to PSB concurrent process is run in Public Sector Budgeting to move a previously imported worksheet from the interface tables back to Public Sector Budgeting.

References

For information on how to use Excel, refer to its documentation.

Prerequisites

- Oracle Objects for OLE must be installed. To install Objects for OLE, see Install Objects for OLE.
- A script must be run to create users and grant access to each user. To run this script, see Run Script for Each User.
- Before using Excel with Public Sector Budgeting, the user must select a specific add-in file to enable the spreadsheet application to access Public Sector Budgeting. Selecting the add-in file adds a PSB menu to the spreadsheet application. To add the PSB menu to the spreadsheet application, see Add the PSB Menu to Excel Menu.

Setting Up the Excel Interface

Setup of the Excel interface consists of the following:

- Install Objects for OLE
- Run Script for Each User
- Add the PSB Menu to Excel Menu

Install Objects for OLE

Objects for OLE must be installed if the local client cannot access the database.

To install Objects for OLE, see the Objects for OLE online documentation.

Run Script for Each User

Run the PSBCRUSR.sql script to create users for Excel and to grant access to each user.

Note: The system administrator must know the System and APPS passwords.

Note: Security for budget groups in Public Sector Budgeting is enforced by using the Oracle Applications username and password. The username restricts access to budget groups and worksheets.

1. From the server, enter the following:

   ```
   cd $PSB_TOP/sql
   ```

2. To run the script for each user, enter the following:

   ```
   sqlplus <APPS username>/<APPS password> @PSBCRUSR.sql
   ```

Add the PSB Menu to Excel Menu

To add the PSB menu to Excel, perform the following steps.

1. In Excel, navigate to the Add-Ins pop-up window as follows:

   Tools - Add-Ins...

2. Click **Browse...** to open the Browse pop-up window.

3. Navigate to the folder containing the PSBVEXCL.xla file as advised by the System Administrator.

   Note: To find the file, see Upgrading Oracle Applications and related system notes.

4. Select the PSBVEXCL.xla file.
5. Click **OK**.

   The Add-Ins pop-up window appears.
6. Select the Psbvexcl check box.
7. Click **OK**.

   The PSB menu appears in the Excel menu.

Move Worksheet from PSB to Interface Procedure

To move a pre-existing worksheet from Public Sector Budgeting to the interface tables, perform the following steps.

1. In Public Sector Budgeting, navigate to the Submit Request window as follows:

   Reports - Run

   The Submit a New Request window appears.

2. Select the Single Request radio button.

3. Click **OK**.

   The Submit Request window appears.

4. In the Name field, select Move Worksheet from PSB to Interface from the list of values.

5. Click **OK**.

   The Parameters window appears.

6. In the Export Name field, enter an export name to identify the worksheet in the interface tables.

7. In the Worksheet Id field, select a worksheet from the list of values.

8. In the Budget Stage field, select a budget stage from the list of values. If the field is left blank, the current budget stage is used.

   WARNING: Do not enter a budget stage if data in Excel must be modified. If a budget stage is selected, the information transferred to Excel can be viewed only. Any modifications made in the spreadsheet are not transferred to Public Sector Budgeting.

9. In the Worksheet Type field, select Line Item, Both, or Position from the list of values.

10. Click **OK** to apply the parameters.

11. Click **Submit** to send the request to the concurrent manager.

12. Close the window.

13. View the request in the concurrent manager as follows:

    View - Requests

14. Close the window.

Import Worksheet from PSB Interface Procedure

To import a pre-existing Public Sector Budgeting worksheet from the database to Excel, perform the following steps.

Note: See Modify Spreadsheet in this chapter for restrictions when importing worksheets.

1. In Excel, navigate to the Connect to Oracle pop-up window as follows:

   PSB - Connect to Database

2. In the Connect to Oracle pop-up window, enter the username, password, and data source name.

   Entering this information connects the user to the database.

3. Click **OK**.

4. In the Select Responsibility pop-up window, select the user's responsibility, and click **OK**.

5. In Excel, navigate to the Import Worksheet pop-up window as follows:

   PSB - Import Worksheet from PSB Interface

6. Select a Public Sector Budgeting worksheet to import into Excel.

7. In the Worksheet Type region, select the Line Item, Position, or Both radio button to identify what type of worksheet to import.

8. If Line Item or Both is selected as the Worksheet Type, enter a name in the Line Item Sheet field.

   The Line Item Sheet name is used to name the exported line item spreadsheet.

9. If Position or Both is selected as the Worksheet Type, enter a name in the Position Sheet field.

   The Position Sheet name is used to name the exported position spreadsheet.

10. Click **OK**.

11. Click **OK** to create the line item spreadsheet.

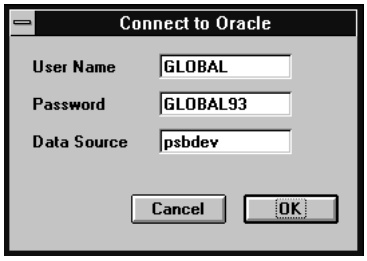
    The amount of time this process takes is determined by the size of the worksheet the user is importing.

12. Click **OK** to create the position spreadsheet.

The amount of time this process takes is determined by the size of the worksheet the user is importing.

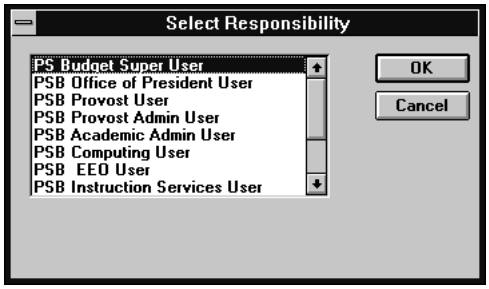
Connect to Oracle Pop-Up Window

Figure 49–2 Connect to Oracle Pop-Up Window



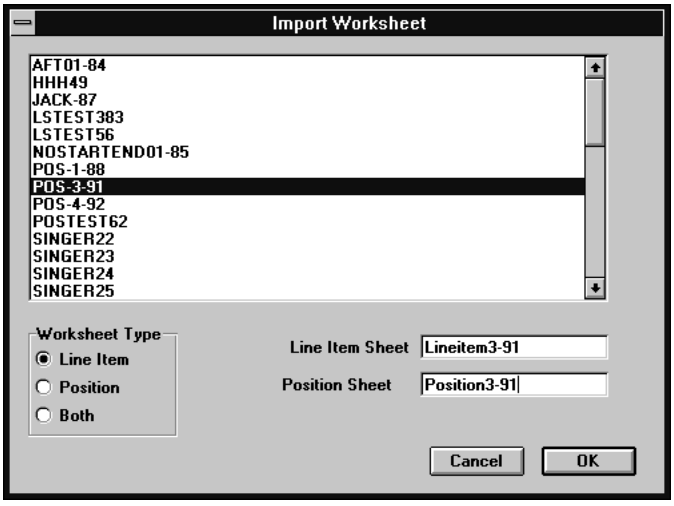
Select Responsibility Pop-Up Window

Figure 49–3 Select Responsibility Pop-Up Window



Import Worksheet Pop-Up Window

Figure 49–4 Import Worksheet Pop-Up Window



Excel Line Item Spreadsheet Example

Figure 49–5 Excel Line Item Spreadsheet Example

Worksheet Name : Academic Comp - 379
Budget Group : Academic Computing
Current Stage : President - Proposed

Fund	Location	Organization	Program Account	Object Code	Description	Service Package	1997-98 Budget	1997-98 Actual	1997-98 Estimate	1998-99 Estimate
11	10	2110	0000	6205		BASE	0.00	0.00	222,000.00	222,600.00
11	10	2110	0000	6205		BASE	183,404.00	90,000.00	489,494.00	0.00
11	10	2110	0000	6310		BASE	95,344.00	46,800.00	254,480.00	0.00
11	10	2110	0000	6340		BASE	14,658.00	7,206.00	39,135.00	0.00
11	10	2110	0000	6398		BASE	10,135.00	5,010.00	27,087.00	22,077.00
11	10	2110	0000	6405		BASE	88,037.00	40,230.00	66,600.00	77,910.00
11	10	2110	0000	7005		PROPOSAL	164,885.00	81,000.00	0.00	0.00
11	10	2110	0000	7010		BASE	7,157.00	3,210.00	0.00	0.00
11	10	2110	0000	7030		BASE	14,900.00	7,350.00	0.00	0.00
11	10	2110	0000	7145		BASE	5,108.00	2,466.00	0.00	0.00
11	10	2110	0000	7400		BASE	30,833.00	15,000.00	0.00	0.00
11	10	2110	0000	7704		BASE	33,250.00	16,122.00	0.00	0.00
11	10	2110	0000	8010		BASE	11,526.00	5,700.00	0.00	0.00
						base	0.00	0.00	0.00	10.00
11	10	2110	0000	8020		BASE	5,527.00	2,730.00	0.00	0.00
12	10	2110	0000	6205		BASE	0.00	0.00	15,000.00	15,000.00
12	10	2110	0000	6405		BASE	0.00	0.00	4,500.00	5,250.00

Excel Position Spreadsheet Example

Figure 49–6 Excel Position Spreadsheet Example

Worksheet Name : Acctg & Tax - 554
Budget Group : Accounting & Tax
Current Stage : President - Proposed

Position	Service Package	Element	Account	Description	1997-98 Estimate	1997-98 Estimate	Jul 97-98 Estimate	Aug 97-98 Estimate	Sep 97-98 Estimate
1021.TA - Accounting and Tax					29,760.00		2,481.00	2,481.00	2,481.00
		PS Element1			0.00	0.00	10.00	10.00	10.00
		PS Element2			0.00	0.00	20.00	20.00	20.00
	BASE								
		Monthly Salary Scale			18,600.00	100.00	1,550.00	1,550.00	1,550.00
			11.10.2520.0000.6205	(U) Educatior	9,300.00	50.00	775.00	775.00	775.00
			12.10.2520.0000.6205	(U) Auxiliary	9,300.00	50.00	775.00	775.00	775.00
		Fringe Benefits			5,580.00	100.00	466.00	466.00	466.00
			11.10.2520.0000.6405	(U) Educatior	2,790.00	50.00	233.00	233.00	233.00
			12.10.2520.0000.6405	(U) Auxiliary	2,790.00	50.00	233.00	233.00	233.00
		PS Element1			1,860.00	100.00	155.00	155.00	155.00
			11.10.2520.0000.6205	(U) Educatior	1,860.00	100.00	155.00	155.00	155.00
		PS Element2			3,720.00	100.00	310.00	310.00	310.00
			12.10.2520.0000.6205	(U) Auxiliary	3,720.00	100.00	310.00	310.00	310.00
1022.Pooled TA - Accounting & Tax					57,600.00		4,800.00	4,800.00	4,800.00
	BASE								
		Non Grade Salary			48,000.00	100.00	4,000.00	4,000.00	4,000.00
			11.10.2520.0000.6340	(U) Educatior	48,000.00	100.00	4,000.00	4,000.00	4,000.00
		Fringe Benefits			9,600.00	100.00	800.00	800.00	800.00
			11.10.2520.0000.6405	(U) Educatior	9,600.00	100.00	800.00	800.00	800.00
1023.Asst Prof - Accounting & Tax					62,400.00		5,200.00	5,200.00	5,200.00
	BASE								
		Monthly Salary Rates			48,000.00	100.00	4,000.00	4,000.00	4,000.00
			11.10.2520.0000.6205	(U) Educatior	48,000.00	100.00	4,000.00	4,000.00	4,000.00
		Fringe Benefits			14,400.00	100.00	1,200.00	1,200.00	1,200.00
			11.10.2520.0000.6405	(U) Educatior	14,400.00	100.00	1,200.00	1,200.00	1,200.00
1024.Prof - Accounting					70,200.00		5,850.00	5,850.00	5,850.00
	BASE								
		MinMax Salary Rates			54,000.00	100.00	4,500.00	4,500.00	4,500.00
			11.10.2520.0000.6205	(U) Educatior	54,000.00	100.00	4,500.00	4,500.00	4,500.00
		Fringe Benefits			16,200.00	100.00	1,350.00	1,350.00	1,350.00
			11.10.2520.0000.6405	(U) Educatior	16,200.00	100.00	1,350.00	1,350.00	1,350.00

Modify Spreadsheet

Public Sector Budgeting allows users to modify line item and position worksheets in Excel.

Modifying a spreadsheet consists of the following:

- Color Scheme in Spreadsheets
- Modify Data
- Modify Format

Color Scheme in Spreadsheets

Spreadsheets use shading to identify different types of information in line item and position worksheets and to designate what information in the spreadsheet can be modified and transferred to Public Sector Budgeting. Only information in white cells can be edited. Information in shaded cells is for display only.

Table 49–1 describes the color scheme for line item spreadsheets.

Table 49–1 Color Scheme for Line Item Spreadsheets

Color	Information Type
blue	position accounts
yellow	non-position accounts
white	estimate amounts that can be edited

Table 49–2 describes the color scheme for position worksheets.

Table 49–2 Color Scheme for Position Spreadsheets

Color	Information Type
dark blue	positions
lavender	element rates
light blue	service packages
gray	element cost
yellow	account lines
white	worksheet amounts that can be edited

Modify Data

Users can modify data in the spreadsheet.

Line Item Spreadsheets

The following edits made to a line item spreadsheet in Excel can be transferred to Public Sector Budgeting:

- change or add service packages
- create new account lines

  Note: Use **Insert - Row** to create new account lines in line item spreadsheets.
- modify estimate amounts
- copy or cut and paste data

  Select the appropriate cells rather than using the row heading to select the entire row.

The following changes cannot be made to line item spreadsheets in Excel because they are not transferred back to Public Sector Budgeting:

- changes to data in Description, Budget, or Actual columns
- deletion of accounts

Position Spreadsheets

The following changes made to a position spreadsheet in Excel can be transferred back to Public Sector Budgeting:

- change position cost estimates

Table 49–3 Changing Position Cost Estimates

Modify element costs for individual elements only.
Modify element costs by period, not by year.
Modify period element costs directly for salary and benefits and tax elements that are amounts.
Modify the element rate for benefits and tax element costs that are percentages of salary.

- allocate position costs among different accounts by modifying account distribution percentages

  Period and total estimates for the accounts are reallocated according to the percentage.

- charge salary or benefits and tax elements to an additional account by creating account lines for an element and specifying the account distribution

  Period and annual estimates for the new account are calculated according to the allocation percentage.

  Note: Use **PSB - Add Account Line in Position Sheet** to create new account lines in position spreadsheets.

- copy or cut and paste data

  Select the appropriate cells rather than using the row heading to select the entire row.

The following changes made to position spreadsheets in Excel are not transferred to Public Sector Budgeting:

- changes to data in Description, Budget, or Actual columns
- changes to element totals, service packages, account totals, or total position costs
- deletion of accounts

WARNING: Deleting accounts from a position spreadsheet causes errors in calculations.

- for elements that have two element options with the same value in Public Sector Budgeting, users should not change the element to this value in Excel.

Modify Format

Users can modify the format of line item and position spreadsheets.

Rows

To sort rows in line item or position spreadsheets, use row headers to select the rows, rather than selecting the applicable cells.

Columns

If the order of columns in a spreadsheet is changed, data in line item or position spreadsheets cannot be transferred back to Public Sector Budgeting.

Restrictions

Under the following circumstances, a worksheet that was imported into Excel cannot be exported back to Public Sector Budgeting:

- A budget stage is specified in the Parameters pop-up window for the Move Worksheet from PSB to Interface concurrent process.
- A summary template was specified in the Data Selection window when the Move Worksheet from PSB to Interface concurrent process is run; this applies to line item worksheets only.
- A budget stage was moved in Public Sector Budgeting after the Move Worksheet from PSB to Interface concurrent process has been run.
- The budget period type is a subset of the element period type for benefits and tax elements that are defined as a percentage of salary; for example, budget period type of monthly and benefits element type of quarterly.

Export Worksheet to PSB Interface Procedure

To export a pre-existing worksheet from Excel to the interface tables for resubmission to Public Sector Budgeting, perform the following steps.

Note: See Modify Spreadsheet in this chapter for restrictions when exporting worksheets.

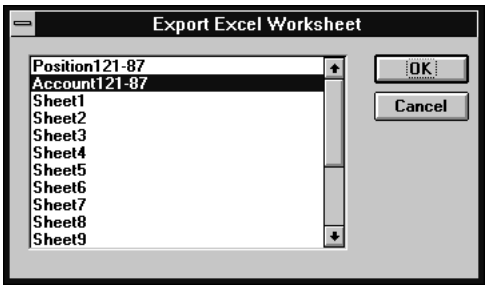
1. In Excel, open the spreadsheet.
2. Navigate to the Export Excel Worksheet pop-up window as follows:

   PSB - Export Worksheet to PSB Interface
3. Select the spreadsheet.
4. Click **OK**.
5. Repeat Steps 2 to 4 for additional spreadsheets in the spreadsheet workbook.

Note: Users cannot create a new spreadsheet in Excel and export it to the interface tables and Public Sector Budgeting.

Export Excel Worksheet Pop-Up Window

Figure 49–7 Export Excel Worksheet Pop-Up Window



Move Worksheet from Interface to PSB Procedure

To move a pre-existing worksheet from the interface tables to Public Sector Budgeting, perform the following steps.

1. In Public Sector Budgeting, navigate to the Submit Request window as follows:

   Reports - Run

   The Submit a New Request window appears.

2. Select the Single Request radio button.

3. Click **OK**.

   The Submit Request window appears.

4. In the Name field, select Move Worksheet from Interface to PSB from the list of values.

5. Click **OK**.

   The Parameters window appears.

6. In the Export Name field, select the export name that identifies the worksheet in the interface tables from the list of values.

   Note: The export name for a worksheet only appears in the list of values if the worksheet was previously exported from Excel to the interface tables.

7. In the Worksheet Type field, select Line Item, Both, or Position from the list of values.

8. In the Tolerance Amount Value Type field, select Amount or Percent from the list of values.

   The tolerance amount value type and tolerance amount value are used for elements that are defined as a flat dollar amount such as salary or medical benefit elements.

   For element amounts that are modified in Excel, the value type and value are used to match the element amount to the closest value in the element options table.

Table 49–4 shows how Public Sector Budgeting matches a Medical Benefit element entered in a Excel spreadsheet to the appropriate element option in Oracle Public Sector Budgeting.

Table 49–4 Medical Benefit Element Examples

Process	Example 1	Example 2
Medical Benefit Element in Spreadsheet	Medical Benefit - $31.00	Medical Benefit - $31.00
Tolerance Amount Value Type	Amount	Percent
Tolerance Amount Value	1	3
Medical Benefit Element Options in Public Sector Budgeting	Medical Benefit Plan A - $30.15 Medical Benefit Plan B - $32.75	Medical Benefit Plan A - $30.15 Medical Benefit Plan B - $32.75
Public Sector Budgeting **Matches Element Amount to Value in Element Options Table**	Public Sector Budgeting uses the value type and value to calculate the range for the element amount entered in the spreadsheet. Range = Element Amount ($31.00) + / - Tolerance Amount Value ($1) Public Sector Budgeting uses Medical Plan A for the Medical Benefit element since Medical Plan A ($30.15) is in the range $30.00 to $32.00.	Public Sector Budgeting uses the value type and value to calculate the range for the element amount entered in the spreadsheet. Range = Element Amount ($31.00) + / - Tolerance Amount Value (3%) Public Sector Budgeting uses Medical Plan A for the Medical Benefit element since Medical Plan A ($30.15) is in the range $30.07 to $31.93.

9. In the Tolerance Amount Value field, enter a tolerance amount value.
10. In the Tolerance % Salary Value Type field, select Amount or Percent from the list of values.

    The tolerance percent of salary value type and tolerance percent of salary value are used for elements that are defined as a percentage of salary such as payroll tax elements.

For element amounts that are modified in Excel, the value type and value are used to match the element amount to the closest value in the element options table.

Table 49–5 shows how Public Sector Budgeting matches a Payroll Tax element entered in a Excel spreadsheet to the appropriate element option in Public Sector Budgeting.

Table 49–5 Payroll Tax Element Examples

Process	Example 1	Example 2
Payroll Tax Element in Spreadsheet	Payroll Tax - 9.9%	Payroll Tax - 9.9%
Tolerance Percent of Salary Value Type	Percent	Amount
Tolerance Percent of Salary Value	2	2
Payroll Tax Element Options in Public Sector Budgeting	Payroll Tax A - 10% Payroll Tax B - 15%	Payroll Tax A - 10% Payroll Tax B - 15%
Public Sector Budgeting **Matches Element Amount to Value in Element Options Table**	Public Sector Budgeting uses the value type and value to calculate the range for the element amount entered in the spreadsheet. Range = Element Amount (9.9%) + / - Tolerance % Salary Value (2%) Public Sector Budgeting uses Payroll Tax A for the Payroll Tax element since Payroll Tax A (10%) is in the range 9.720% to 10.098%.	Public Sector Budgeting uses the value type and value to calculate the range for the element amount entered in the spreadsheet. Range = Element Amount (9.9%) + / - Tolerance % Salary Value (2) Public Sector Budgeting uses Payroll Tax A for the Payroll Tax element since Payroll Tax A (10%) is in the range 7.9% to 11.9%.

11. In the Tolerance % Salary Value field, enter a tolerance percent of salary value.
12. Click **OK** to apply the parameters.
13. Click **Submit** to send the request to the concurrent manager.
14. Close the window.

15. View the request in the concurrent manager as follows:

    View - Requests

16. Close the window.

Delete Worksheet from Interface

To delete a worksheet from the interface tables, perform the following steps:

1. In Public Sector Budgeting, navigate to the Submit Request window as follows:

   Reports - Run

   The Submit a New Request window appears.

2. Select the Single Request radio button.
3. Click **OK**.

   The Submit Request window appears.

4. In the Name field, select Delete Worksheet from Interface from the list of values.
5. Click **OK**.

   The Parameters window appears.

6. In the Export field, select the export name that identifies the worksheet in the interface tables from the list of values.
7. Click **OK** to apply the parameters.
8. Click **Submit** to send the request to the concurrent manager.
9. Close the window.

50

Financial Analyzer and Public Sector Budgeting Procedures

This chapter describes how to analyze data in Oracle Public Sector Budgeting using Oracle Financial Analyzer. The following sections are in this chapter:

- Definition
- Overview
- Prerequisites
- Analyze Public Sector Budgeting Data in Financial Analyzer Procedure
- Filter Window
- Filter Window Description
- Dimension Window
- Dimension Window Description
- Financial Data Item Window
- Financial Data Item Window Description
- Financial Data Set Window
- Financial Data Set Window Description
- Link Window
- Link Window Description
- Configuring Financial Analyzer Procedure

Definition

Organizations can employ Financial Analyzer's online analytical processing capabilities for complex multidimensional analyses of Public Sector Budgeting data.

Overview

Public Sector Budgeting provides detailed, transaction-based budgeting information stored in a relational database. Financial Analyzer uses the Express multidimensional database to support comprehensive analysis and planning.

With Financial Analyzer, users can accomplish a variety of complex analyses, including the following:

- define models in Financial Analyzer that can then be interactively applied to the Public Sector Budgeting data
- perform what-if analysis of Public Sector Budgeting data
- forecast based on historical data that also takes into account past trends and other factors

Users must map Public Sector Budgeting data to create meta data items for use in Financial Analyzer. Users load the meta data items and data into Financial Analyzer. The meta data items include filters, dimensions, financial data items and financial data sets, and links. The meta data items allow users to easily identify and select data for analysis.

Process

Users create financial data items by defining dimensions and filters. Financial data items are combined into financial data sets. Each financial data set is linked to a Public Sector Budgeting worksheet. The financial data set defines the structure used in Financial Analyzer, and the worksheet provides the data for analysis.

Filters

Users limit the segment and attribute values that Financial Analyzer uses to create dimension values by defining filters.

Account Segment filters limit the number of segment values imported into Financial Analyzer from all account segments in the sets of books. Position Attribute filters limit either the segment values for position segments or the attribute values imported into Financial Analyzer.

If no filters are assigned, Financial Analyzer uses all segment and attribute values to create dimension values.

Dimensions

Users determine which specific data subsets are used for analysis. Dimensions are Financial Analyzer database objects that organize the data found in financial data items. Dimensions identify what data will be used, and when, and where. Each dimension consists of dimension values. Dimensions and dimension values are created by mapping Public Sector Budgeting segments and segment values to dimensions. Users can apply filters to dimensions.

Financial Data Items

Users create financial data items by grouping dimensions. Financial data items store financial data values. Optionally, users may apply filters to include or exclude specific dimension values.

Users may create financial data items for Actual Balances, Budget Balances, or Estimate Balances.

Financial Data Sets

Users define financial data sets by grouping financial data items created for either a given business group or set of books, or for both.

Links

Users link a Public Sector Budgeting worksheet to financial data sets. Only linked worksheets are imported into Financial Analyzer.

Reference

For information on Financial Analyzer, see *Oracle Financial Analyzer User's Guide*.

Prerequisites

- ❑ A worksheet must be created in Public Sector Budgeting.

  To create a worksheet, see Create Worksheet Procedures, page 25-1.

- ❑ Financial Analyzer must be installed and configured for a super administrator's workstation.

  For information on installation steps required for Public Sector Budgeting, see Configuring Financial Analyzer Procedure in this chapter.

Analyze Public Sector Budgeting Data in Financial Analyzer Procedure

The following procedures are used to analyze Public Sector Budgeting data in Financial Analyzer:

- Define Filters
- Define Dimensions
- Define Financial Data Items
- Define Financial Data Sets
- Define Links
- Freeze Link
- Unfreeze Link
- Load Data to Financial Analyzer
- Reload Data to Financial Analyzer

Define Filters

To define filters, perform the following steps.

1. In Public Sector Budgeting, navigate to the Filter window as follows:

   Setup - Analyzer - Filters

2. Enter data in each field of the Filter window as described in Table 50–1.

   Note: Filters may be either Account Segment or Position Attribute filters.

3. To save filters, save or save and continue as follows:

   File - Save or **Save and Proceed**

Define Dimensions

To define dimensions, perform the following steps.

1. In Public Sector Budgeting, navigate to the Dimension window as follows:

   Setup - Analyzer - Dimensions

2. Enter data in each field of the Dimension window as described in Table 50–2.

3. To save dimensions, save or save and continue as follows:

File - Save or **Save and Proceed**

Note: The combined total length of the segments and the number of segments in each dimension may not exceed 50 characters.

All non alpha-numeric characters in segment values and description are translated to underscore (_).

All segments are concatenated with a period (.) operator.

All dimensions are converted to uppercase when data is uploaded to Financial Analyzer.

Define Financial Data Items

To define financial data items, perform the following steps.

1. In Public Sector Budgeting, navigate to the Financial Data Item window as follows:

   Setup - Analyzer - Financial Data Items

2. Enter data in each field of the Financial Data Item window as described in Table 50–3.

3. To save the financial data item, save or save and continue as follows:

   File - Save or **Save and Proceed**

   Note: Use financial data item filters only if at least one account dimension is part of the financial data item.

Define Financial Data Sets

To define financial data sets, perform the following steps.

1. In Public Sector Budgeting, navigate to the Financial Data Set window as follows:

   Setup - Analyzer - Financial Data Sets

2. Enter data in each field of the Financial Data Set window as described in Table 50–4.

3. To save the financial data set, save or save and continue as follows:

   File - Save or **Save and Proceed**

Define Links

To define links, perform the following steps.

1. In Public Sector Budgeting, navigate to the Link window as follows:

   Setup - Analyzer - Links

2. Enter data in each field of the Link window as described in Table 50–5.

3. To save the financial data set, save or save and continue as follows:

   File - Save or **Save and Proceed**

   Note: If a position dimension is part of a financial data item related to a link, users must associate a position worksheet to the link.

Freeze Link

Before uploading data to Financial Analyzer, users must freeze the link. To freeze the link, perform the following steps:

- In Public Sector Budgeting, navigate to the Link window as follows:

  Setup - Analyzer - Links

- Click the **Freeze** button.

  The Frozen checkbox is selected.

  Note: Once the link is frozen, related dimensions, financial data items, and financial data sets may not be modified.

Unfreeze Link

To unfreeze the link, perform the following steps. Users must unfreeze the link to allow modifications to the dimensions, financial data items and financial data sets related to the link.

- In Public Sector Budgeting, navigate to the Link window as follows:

  Setup - Analyzer - Links

- Click the **Unfreeze** button.

Load Data to Financial Analyzer

To upload data to Financial Analyzer, perform the following steps. A saved or queried record must be available before users can load data.

1. In Public Sector Budgeting, navigate to the Link window as follows:

   Setup - Analyzer - Links

2. Click the **Load** button.

   A browser launches.

3. Enter user name, password and host string for the new user created by running the PSBCRUSR.sql script as described in Configuring Financial Analyzer Procedure.

   Note: The database name, or host string, should be the connect string entry created for the Oracle database using SQL*Net8 Easy Config as specified in Configuring Financial Analyzer Procedure.

4. Press **Submit Task**.

New objects are created in Financial Analyzer prefixed with the link prefix.

Reload Data to Financial Analyzer

To refresh data from Public Sector Budgeting for existing objects for a specific link in Financial Analyzer, perform the following steps.

1. In Public Sector Budgeting, navigate to the Link window as follows:

   Setup - Analyzer -Links

2. Click the **Reload** button.

   A browser launches.

3. Enter user name and password for Oracle Applications.

4. Press **Submit Task**.

WARNING: When data are reloaded, existing data in the objects for the specific link are erased, and new data are loaded from Public Sector Budgeting.

Note: If users click the **Reload** button to refresh data in Financial Analyzer, the structure of objects related to a link must not be modified after loading data in Financial Analyzer. Changing the structure of objects related to the link while loading can lead to unexpected results.

Usage Notes:

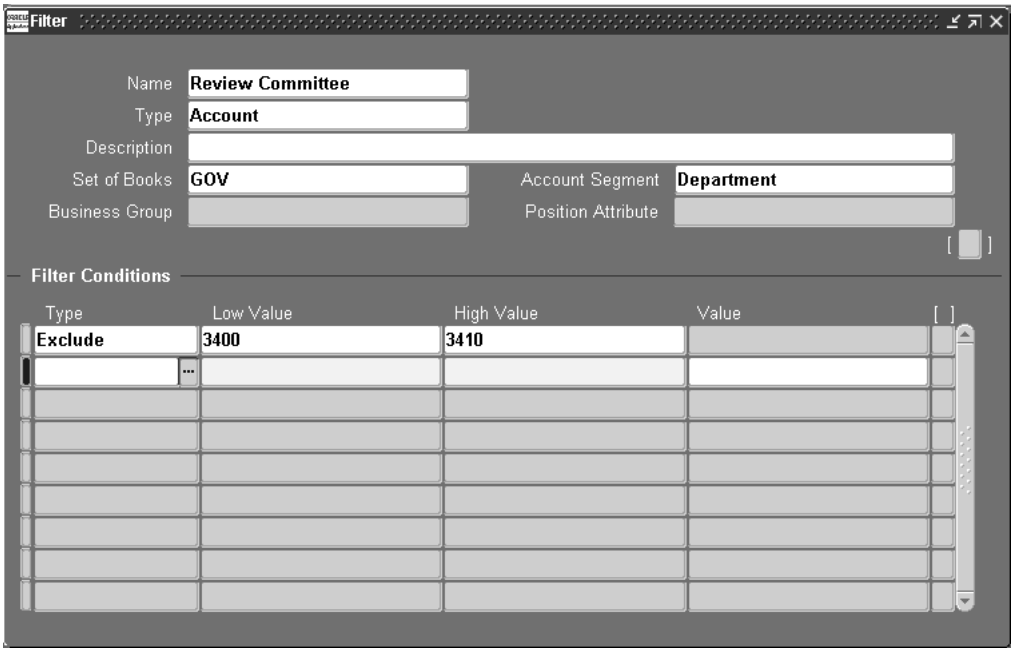
- When loading or reloading to Financial Analyzer, if the task processor is running while the task is submitted from the web browser, the task is

immediately processed. Otherwise, the task is processed when the task processor is started.

- All objects are created in the super administrator's shared database. To see Public Sector Budgeting data in a Financial Analyzer worksheet, the Financial Analyzer super administrator must refresh structures and data to the super administrator's personal database.

Filter Window

Figure 50–1 Filter Window



Filter Window Description

Table 50–1 Filter Window Description

Field Name	Type	Features	Description
Name	required		filter name
Type	required	list of values	filter type; Account or Position
Description	optional		brief description of filter
Set of Books	required for Account	list of values	set of books the segment is associated with; used with Account filter
Account Segment	required for Account	list of values	account segment to which filter applies; used with Account filter
Business Group	required for Position	list of values	business group associated with position segment or attribute; used with Position filter
Position Attribute	required for Position	list of values	position attribute or segment to which filter applies; used with Position filter
Descriptive Flexfield	optional		field for user customization
Filter Conditions Region			
Type	required		Include or Exclude **Note:** Users must first include all segment values desired, then exclude the segments they do not want. There must be at least one Include.
Low Value	optional	list of values	value associated with low range of segment
High Value	optional	list of values	value associated with high end of segment
Value	optional		value to be included or excluded **Note:** Users must define Low Value and High Value or Value.
Descriptive Flexfield	optional		field for user customization

Dimension Window

Figure 50–2 Dimension Window, Account Type

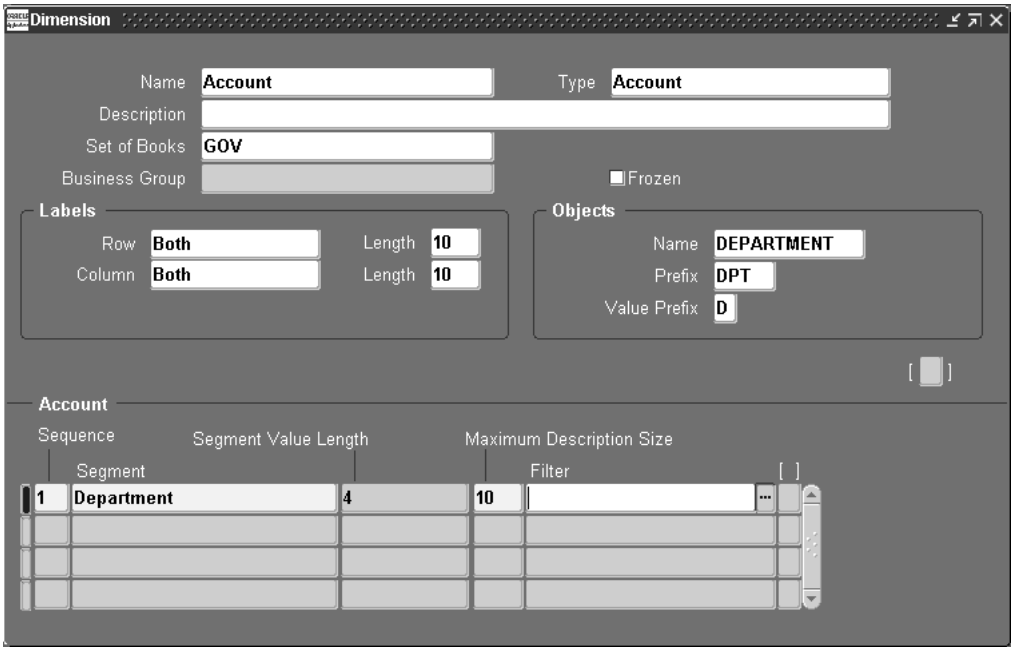
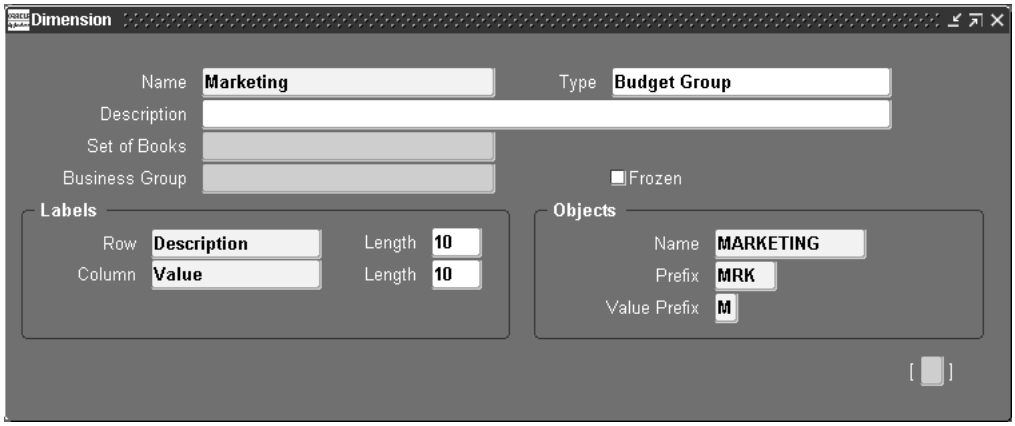


Figure 50–3 Dimension Window, Position Type

Figure 50–4 Dimension Window, Default Dimension Type



Dimension Window Description

Table 50–2 Dimension Window Description

Field Name	Type	Features	Description
Name	required		dimension name
Type	required	list of values	values: either Account or Position, or default dimension types: Budget Group, Budget Year, Pay Element, Position, or Service Package **Note:** Budget Group, Budget Year, Pay Element, and Service Package are default dimensions and do not require users to specify segments or position attributes.
Description	optional		dimension description
Set of Books	required for Account	list of values	set of books associated with dimension; used with Account dimensions
Business Group	required for Position	list of values	business group associated with dimension; used with Position dimensions
Frozen	display only	check box	if selected, indicates that dimension is frozen and cannot be modified
Labels Region			
Row	required	list of values	determines how dimension values display in rows in Financial Analyzer: Description, Value, or Both **Note:** If Value is chosen, the segment or attribute values display for Position or Account dimensions. For the default dimensions, the short name appears. **Note:** If Description is chosen, the segment description is displayed for Account types. For the default dimensions, the long names display. Descriptions are not applicable for Position Segments and Attribute dimensions. **Note:** If Both is chosen, the Value and Description values, names and descriptions display for Account and default dimensions.
Length	optional		row label length, cannot exceed 50 characters
Column	required	list of values	determines how dimension values display in columns in Financial Analyzer: Description, Value, or Both
Length	optional		column label length, cannot exceed 50 characters

Table 50–2 Dimension Window Description

Field Name	Type	Features	Description
Objects Region			
Name	required		internal identifier for the dimension in Financial Analyzer **Note:** May be up to 12 characters in length, each of which must be a letter (A-Z) or number (0-9). The initial character must be a letter.
Prefix	required		unique identifier used to identify this object in Financial Analyzer **Note:** May be up to three characters, each of which must be a letter (A-Z), number (0-9), underscore (_) or period (.). The initial character must be a letter.
Value Prefix	required		single character used as prefix for dimension values in Financial Analyzer; initial character must be a letter
Descriptive Flexfield	optional		field for user customization
Account Region			
Sequence	required		sequence number for segment; used to determine order of segments when creating concatenated segment value
Segment	required	list of values	segment name assigned to dimension **Note:** Each Account or Position dimension must have at least one segment or attribute
Segment Value Length	default		Value length associated with segment. Combined sum of the individual segment value lengths and the number of segments cannot exceed 50.

Table 50–2 Dimension Window Description

Field Name	Type	Features	Description
Maximum Description Size	required		maximum number of characters allowed to display values and descriptions **Note:** combined sum of individual segment description size and the number of segments cannot exceed 50 **Note:** Financial Analyzer handles descriptions of 50 characters or fewer. If the combined length of the segment values and number of segments exceeds 50 characters, users may not receive the expected results. The description length specified should result in unique values for the segment or attribute, or else the balances against the segment values will be consolidated.
Filter	optional	list of values	name of filter defined in Filter window for this segment; if no filter defined, all values for the segment are used
Descriptive Flexfield	optional		field for user customization
Position Region			
Sequence	required		sequence number for segment; used to determine order of segments when creating concatenated segment values
Position Attribute	required	list of values	name of position component, Adjustment Date, Default Weekly Hours, FTE, Hire Date, or Job
Segment Value Length	default		value length associated with Position Attribute
Maximum Description Size	required		maximum number of characters allowed to display values and descriptions
Filter	optional	list of values	name of filter defined in Filter window for this component; if no filter defined, all values for the position attribute are used
Descriptive Flexfield	optional		field for user customization

Financial Data Item Window

Figure 50–5 Financial Data Item Window, Dimensions Region

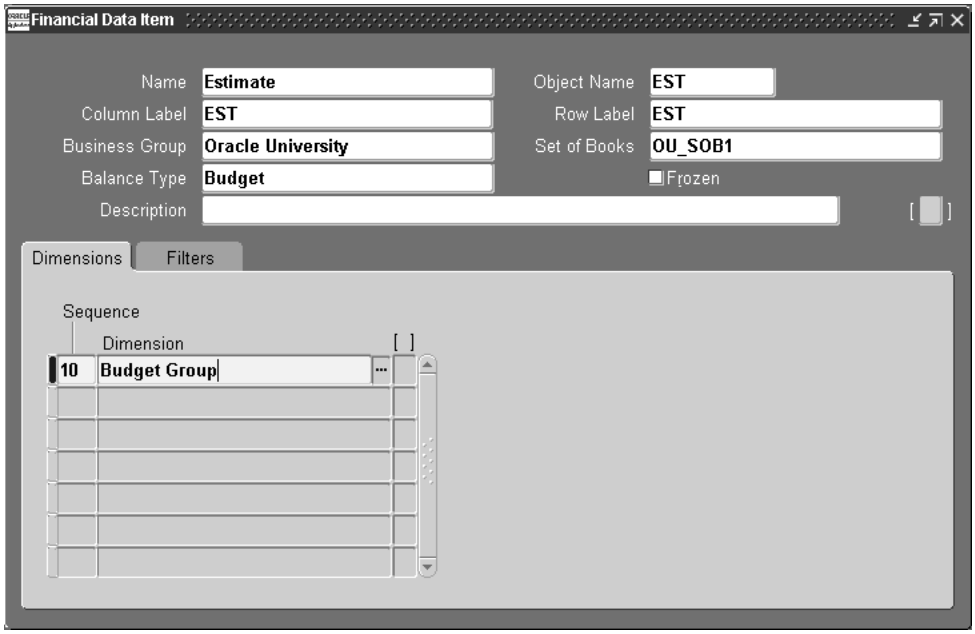
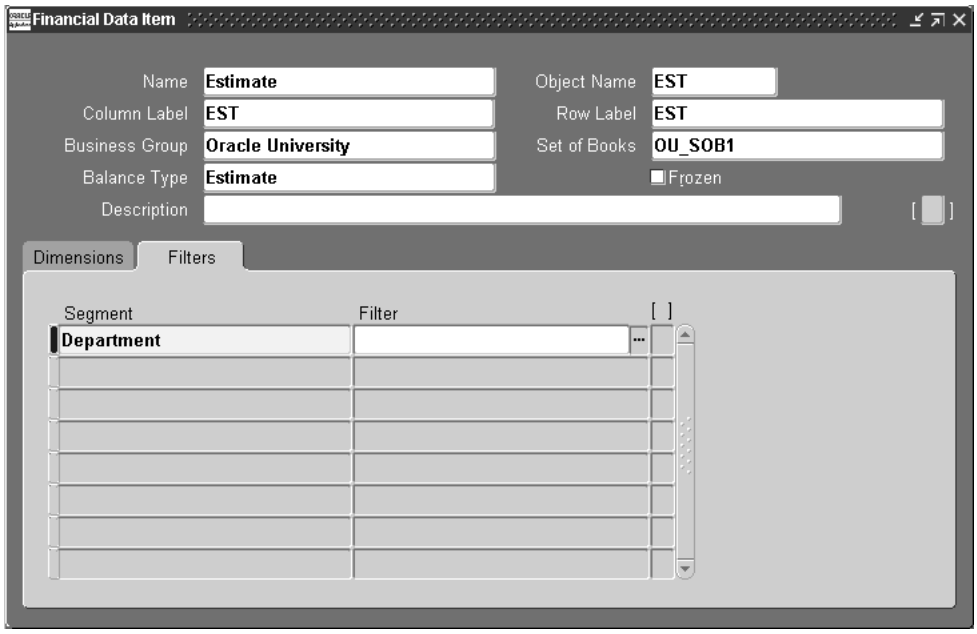


Figure 50–6 Financial Data Item Window, Filters Region



Financial Data Item Window Description

Table 50–3 Financial Data Item Window Description

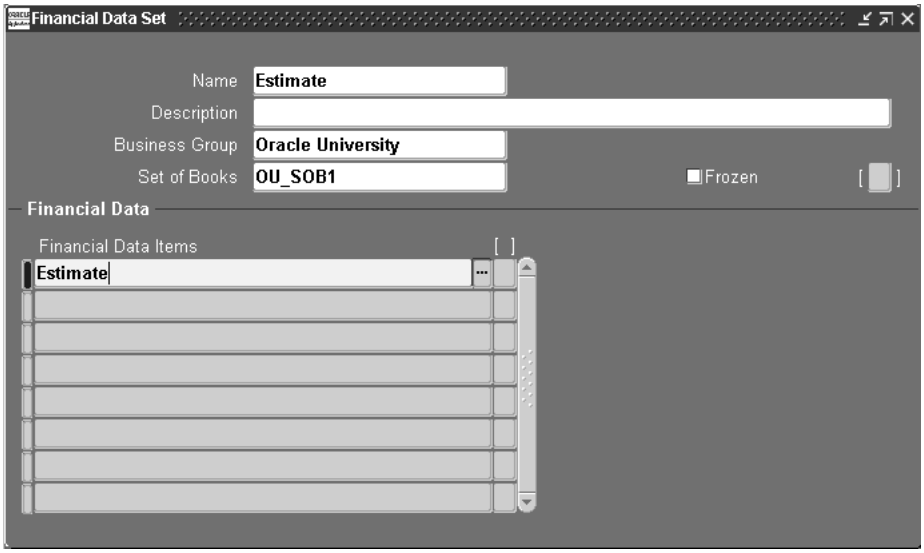
Field Name	Type	Features	Description
Name	required		financial data item name
Object Name	required		internal identifier for financial data item name in Financial Analyzer **Note:** may be up to 12 characters in length, each of which must be a letter (A-Z) or number (0-9). The initial character must be a letter.
Column Label	required		used to define how Financial Analyzer organizes output when the Financial Data Item is displayed in a column
Row Label	required		used to define how Financial Analyzer organizes output when the Financial Data Item is displayed in a row
Business Group	required	list of values	business group to be associated with financial data item
Set of Books	required	list of values	set of books to be associated with financial data item
Balance Type	required	list of values	balance type; Actual, Budget, or Estimate
Frozen	display only	check box	if selected, indicates financial data item is frozen and cannot be modified
Description	optional		description of financial data item
Descriptive Flexfield	optional		field for user customization
Dimensions Tab			
Sequence	required		sequence number for dimension
Dimension	required	list of values	dimensions for financial data item, maximum is 10 **Note:** The list of values includes all dimensions defined for the set of books and business group. Default dimensions for Budget Group, Budget Year, and Service Package are included. **Note:** a dimension of type Budget Year and at least one other dimension must be selected.
Descriptive Flexfield	optional		field for user customization

Table 50–3 Financial Data Item Window Description

Field Name	Type	Features	Description
Filters Tab			
Segment	required	list of values	name of segments to which filter is applied
Filter	optional		name of filter for the segment that is not mapped to a dimension
Descriptive Flexfield	optional		field for user customization

Financial Data Set Window

Figure 50–7 Financial Data Set Window



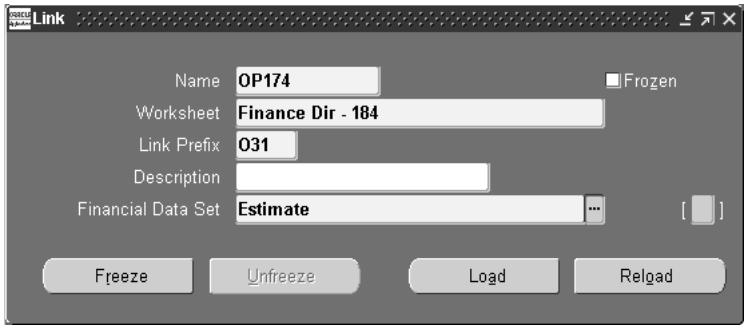
Financial Data Set Window Description

Table 50–4 Financial Data Set Window Description

Field Name	Type	Features	Description
Name	required		financial data set name
Description	optional		description of financial data set
Business Group	required	list of values	business group associated with financial data set
Set of Books	required	list of values	set of books associated with financial data set
Frozen	display only	check box	if selected, indicates that financial data set is frozen and cannot be modified
Descriptive Flexfield	optional		field for user customization
Financial Data Region			
Financial Data Items	required	list of values	financial data items that comprise set **Note:** Each financial data set should have at least one financial data item.
Descriptive Flexfield	optional		field for user customization

Link Window

Figure 50–8 Link Window



Link Window Description

Table 50–5 Link Window Description

Field Name	Type	Features	Description
Name	required		link name
Frozen	display only	check box	if selected, indicates that link is frozen **Note:** Users should freeze a link before loading or reloading.
Worksheet	required	list of values	worksheet to be enabled for Financial Analyzer access
Link Prefix	required		unique three character prefix used to identify objects from a given link **Note:** May be up to three characters, each of which must be a letter (A-Z), number (0-9), underscore (_) or period (.). The initial character must be a letter.
Description	optional		description used to refer to the link objects in Financial Analyzer
Financial Data Set	required	list of values	financial data set to be associated with the worksheet **Note:** Set of books for financial data set should be the same as set of books for worksheet.
Descriptive Flexfield	optional		field for user customization
Freeze		button	freezes link **Note:** Link must be frozen before upload to Financial Analyzer.
Unfreeze		button	unfreezes link **Note:** Unfreeze to allow modifications.
Load		button	uploads to Financial Analyzer
Reload		button	refreshes data from Public Sector Budgeting for existing objects for a specific link in Financial Analyzer.

Configuring Financial Analyzer Procedure

To configure Financial Analyzer for use with Public Sector Budgeting, perform the following steps.

Complete Installation Steps

Users must complete the Financial Analyzer installation steps before configuring Financial Analyzer.

To install Financial Analyzer, see *Upgrading Oracle Applications* and any associated release notes.

Create User On Super Administrator's Workstation

1. From the super administrator workstation, navigate to the Users window as follows:

   Manage - Users

2. Select Create New User.
3. Create a new user, psb_external_user, and set Type to External.
4. Add the user name OESguest.
5. Save and close the dialog box.
6. Run the task processor to distribute the users to the shared database.

Configure Express Server

1. Open Express Instance Manager.
2. In the Discoverer Nodes dialog window, enter the server name, for example, industry4-NT.us.oracle.com.
3. Click **OK**.
4. To supply the user name, password, and domain identifier for Express Service access, perform the following steps:
   1. In the Instance Manager window, expand the following nodes:

      Network - Express Servers - <servername.ExpSrv630>

      An Authenticate window appears.

2. Enter the super administrator's userid, password, and domain.
3. Click **OK**.

5. Add the super administrator's code component and shared component directories to the ServerDB Path as follows:
   1. Expand the Parameters node.
   2. Double-click on I/O Management.
   3. Click on the Value field for the ServerDB Path parameter.
   4. Add the complete paths for the code component and the shared component directories, separated by a semicolon.
   5. Click **Apply**.
6. Click on the Instance node.
7. Shut down and restart the Express Instance.

Create Users On Oracle Applications System

1. Run the script PSBCRUSR.sql from $PSB_TOP/sql for each user to create users for Financial Analyzer.
2. Log in to Oracle Applications using the System Administrator responsibility.
3. Navigate to the System form as follows:

   Profiles - System
4. In the Find System Profile Values window, select the Application check box and select Oracle Public Sector Budgeting from the list of values.
5. Click **Find**.
6. Set the PSB: Express Web URL to http://host_name/listener_interface/express_service_name/DBXWDEVKIT/XWD_INIT?/.

   For example, if the hostname is industry.us.oracle.com, and the listener interface is oowa, the URL is http://industry.us.oracle.com/oowa/EXPSRV630/DBXWDEVKIT/XWD_INIT?/.

URL Syntax

Table 50–6 describes the URL syntax for the Express Web URL.

Table 50–6 URL Syntax

Syntax Element	Description
http	protocol used for communications
host_name	fully qualified name of the server where the listener that is configured for use with Express server is installed
listener_interface	Identifier for either the CGI or the Web Request Broker cartridge. Oracle Web Application Server can be configured to use either interface. Specify the interface for a Web session using the information in Table 50–7.
express_service_name	Name of the Express instance to be used.
	Note: Element is case-sensitive; if a single instance of Express Server is installed on the host, a default name will be used, for example, ExpSrv630.
DBXWDEVKIT	attaches the xwdevkit database; passed as argument to listener
XWD_INIT	executes program in the xwdevkit database to initialize a new Express Web session

With Oracle Web Application Server, users may choose which interface to use. Typically, with a third-party listener, users must employ CGI.

Table 50–7 describes the listener_interface syntax.

Table 50–7 Specifying listener_interface

Interface	Syntax

CGI	Windows NT:
	`oowa_virtual_dir/oowa.exe`
	UNIX:
	`oowa_virtual_dir/xsoowaro`

Web Request Broker	`oowa`

Table 50–8 describes the syntax elements for the listener interface.

Table 50–8 Description of listener_interface syntax

Syntax	Description
`oowa_virtual_dir`	name of the virtual directory that is defined to the listener that identifies the physical directory where the CGI program is installed
	Note: If Oracle Web Application Server was installed following the instructions in the Oracle Express Web Products Installation Guide, the virtual directory is named `ows-bin`. For third-party listeners, look in the `index.html` of the Samples application.
`oowa.exe or xsoowaro`	name of Express Web Agent CGI executable
`oowa`	Name of Web Request Broker cartridge that is configured for use with Express Server; name could differ if not typical

For information on Oracle Express, see *Oracle Express Web Agent User's Guide Release 3.0.*

Part XII

Topical Essays

A

Workflow Processes

This appendix contains a detailed discussion of the workflow processes in Oracle Public Sector Budgeting. The following sections are in this appendix:

- Overview
- PSB Worksheet Item Type
- Distribute Worksheet Workflow Diagram
- Distribute Worksheet Workflow Process
- Customizing Distribute Worksheet Workflow
- Submit Worksheet Workflow Diagram
- Submit Worksheet Workflow Process
- Customizing Submit Worksheet Workflow
- PSB Budget Revision Item Type
- Distribute Budget Revision Workflow Diagram
- Distribute Budget Revision Workflow Process
- Customizing Distribute Budget Revision Workflow
- Submit Budget Revision Workflow Diagram
- Submit Budget Revision Workflow Process
- Customizing Submit Budget Revision Workflow
- PSB Account Generator for OLD Integration Item Type

Overview

Oracle Public Sector Budgeting uses Oracle Workflow to define and implement several budget business processes.

Workflow features include the following:

- Oracle Workflow Builder, a graphical tool that lets users create business process definitions
- Workflow Engine, which implements process definitions at runtime
- Notification System, which sends notifications and processes responses in a workflow

Workflow functionality in Public Sector Budgeting allows users to automatically route information and worksheets to budget users throughout the organization, and to deliver notifications to users regarding budget issues needing their attention or processes that have been completed.

The following Workflow processes are in Public Sector Budgeting:

- Distribute Worksheet
- Submit Worksheet
- Distribute Budget Revision
- Submit Budget Revision
- PSB Account Generator for OLD Integration

Use Oracle Workflow Builder to customize these workflow processes or to create new workflow processes. For information on Workflow, see the *Oracle Workflow Guide*.

Distribute Worksheet Workflow

The Distribute Worksheet workflow process is initiated at the following points in Public Sector Budgeting:

- when distributing a worksheet

Notification is sent to recipients of the worksheet.

Submit Worksheet Workflow

The Submit Worksheet workflow process is initiated at the following points in Public Sector Budgeting:

- when validating a worksheet constraint
- when freezing a worksheet
- when unfreezing a worksheet
- when moving a worksheet to the next stage
- when copying a worksheet
- when merging a worksheet
- when submitting a worksheet

Notification is sent to the submitters of each of these processes. Approval-related notifications are also sent to approvers.

Distribute Budget Revision Workflow

The Distribute Budget Revision workflow process is initiated at the following points in Public Sector Budgeting:

- when distributing a budget revision

Notification is sent to recipients of the budget worksheet.

Submit Worksheet Workflow

The Submit Budget Revision workflow process is initiated at the following points in Public Sector Budgeting:

- when validating a budget revision constraint
- when freezing a budget revision
- when unfreezing a budget revision
- when submitting a budget revision

Notification is sent to the submitters of each of these processes. Approval-related notifications are also sent to approvers.

PSB Account Generator for OLD Integration

The PSB Account Generator for OLD Integration is used to manage positions extracted from Oracle Labor Distribution with Oracle Grants Accounting charging instructions.

For information on this workflow process, see Managing Salary for Positions Extracted from Labor Distribution Process, page A-1.

PSB Worksheet Item Type

The PSB Worksheet item type is associated with several Workflow attributes that reference information in the Public Sector Budgeting application tables. These attributes are used and maintained by function activities as well as notification activities throughout the processes.

Table 50–9 describes the attributes associated with the PSB Worksheet item type.

Table 50–9 Attributes Associated with the PSB Worksheet Item Type

Display Name	Description	Type	Length, Format, or Lookup Type
Approval Option	Approval Option	Text	
Approver ID	Approver ID	Number	
Approver Name	Approver Name	Text	
Budget Group Name	Budget Group Name	Text	
Comments	Comments	Text	
Constraint Set ID	Constraint Set ID	Number	
Copy Worksheet ID	Copy Worksheet ID	Number	
Distribution Instructions	Distribution Instructions	Text	
Loop Set Counter	Loop Set Counter	Number	
Loop Visited Counter	Loop Visited Counter	Number	
Merge to Worksheet ID	Merge to Worksheet ID	Number	
New Worksheet ID	New Worksheet ID	Number	
New Worksheet Name	New Worksheet Name	Text	
Operation ID	Operation ID	Number	
Operation Type	Operation Type	Text	
Original System	Original System	Text	
Recipient Id	Recipient Id	Number	
Recipient Name	Recipient Name	Text	
Review Group Approver Name	Review Group Approver Name	Text	

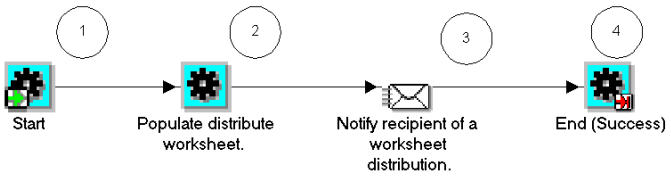
Table 50–9 Attributes Associated with the PSB Worksheet Item Type

Display Name	Description	Type	Length, Format, or Lookup Type
Review Group Flag	Review Group Flag	Text	
Review Group Name	Review Group Name	Text	
Reviewed Flag	Reviewed Flag	Text	
Submitter ID	Submitter ID	Number	
Submitter Name	Submitter Name	Text	
Test	Test	Text	
Worksheet ID	Worksheet ID	Number	
Worksheet Name	Worksheet Name	Text	

Distribute Worksheet Workflow Diagram

Figure A–1 shows the distribute worksheet workflow nodes as described in the accompanying text.

Figure A–1 Distribute Worksheet Workflow Diagram



Distribute Worksheet Workflow Process

The Distribute Worksheet workflow consists of the following processes.

Start (Node 1)

This is a standard function activity that marks the start of the process.

Function WF_STANDARD.NOOP

Result Type None

Prerequisite Activities None

Populate Distribute Worksheet (Node 2)

This function activity retrieves the worksheet attributes for the distributed worksheet.

Function PSB_DISTRIBUTE_WORKSHEET_PRIVATE.POPULATE_WORKSHEET

Result Type None

Prerequisite Activities Start

Notify Recipient of a Worksheet Distribution (Node 3)

This activity notifies the recipient that a worksheet has been distributed.

Message Notify recipient of a worksheet distribution.

Result Type None

Prerequisite Activities Populate Distribute Worksheet

End (Success) (Node 4)

This function activity marks the end of the process.

Function WF_STANDARD.NOOP

Result Type None

Prerequisite Activities	Notify Recipient of a Worksheet Distribution

Customizing Distribute Worksheet Workflow

The Distribute Worksheet workflow can be customized as follows.

Required Modifications

No modifications are required to run the Distribute Worksheet workflow process.

Optional Customizations

Organizations can make the following optional customizations:

- Organizations can create new messages. Messages are used for notification activities in the workflow process.
- Organizations can create new notifications and notification activities, and modify the workflow process to accommodate these new activities.

Creating a New Custom Process

It is not recommended that organizations create their own custom process to replace the Distribute Worksheet workflow process.

Submit Worksheet Workflow Diagram

Figure A–2 and Figure A–3 show the submit worksheet workflow nodes as described in the accompanying text.

Figure A–2 Submit Worksheet Workflow Diagram

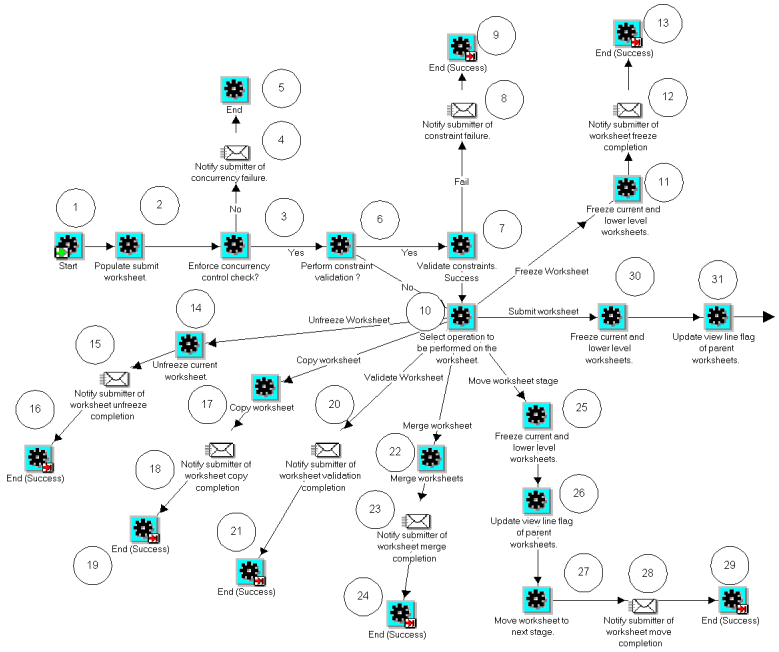
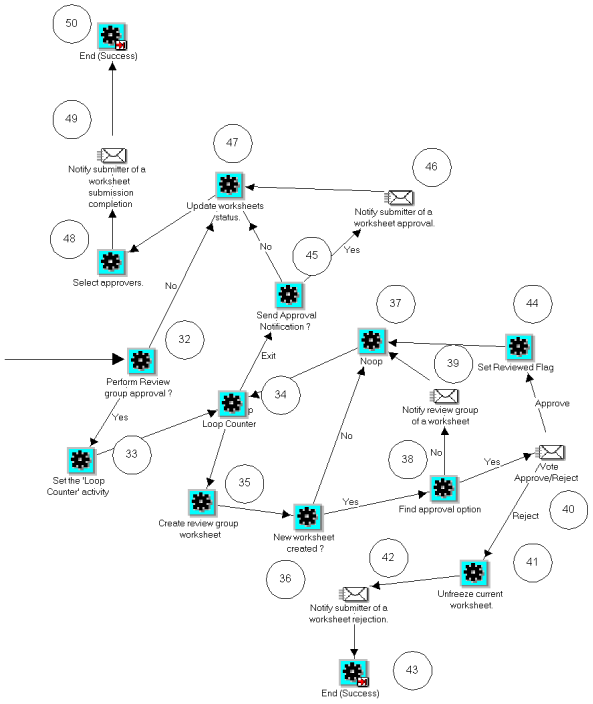


Figure A–3 Submit Worksheet Workflow Diagram (Continued)



Submit Worksheet Workflow Process

The Submit Worksheet workflow consists of the following processes.

Start (Node 1)

This is a standard function activity that marks the start of the process.

Function WF_STANDARD.NOOP

Result Type None

Prerequisite Activities None

Populate Submit Worksheet (Node 2)

This function activity retrieves the worksheet attributes.

Function PSB_SUBMIT_WORKSHEET_PVT.POPULATE_WORKSHEET

Result Type None

Prerequisite Activities Start

Enforce Concurrency Control Check? (Node 3)

This function activity checks to see whether the current worksheet is being modified or used by other users.

Function PSB_SUBMIT_WORKSHEET_PVT.ENFORCE_CONCURRENCY_CHECK

Result Type PSB Yes / No

Prerequisite Activities Populate Submit Worksheet

Notify Submitter of Concurrency Failure (Node 4)

This activity notifies users that someone else is using the worksheet.

Message Notify submitter of concurrency check failure.

Result Type None

Prerequisite Activities Enforce Concurrency Control Check?

End (Node 5)

This function activity marks the end of the process.

Function WF_STANDARD.NOOP

Result Type None

Prerequisite Activities Notify Submitter of Concurrency Failure

Perform Constraint Validation? (Node 6)

This function activity determines whether to perform constraint validations depending on the parameters set by users.

Function PSB_SUBMIT_WORKSHEET_PVT.PERFORM_VALIDATION

Result Type PSB Yes / No

Prerequisite Activities Enforce Concurrency Control Check?

Validate Constraints (Node 7)

This function activity checks for constraint violations.

Function PSB_SUBMIT_WORKSHEET_PVT.VALIDATE_CONSTRAINTS

Result Type PSB Outcome

Prerequisite Activities Perform Constraint Validation?

Notify Submitter of Constraint Failure (Node 8)

This activity notifies users of a constraint check failure.

Message Notify submitter of constraint check failure.

Result Type None

Prerequisite Activities Validate Constraints

End (Success) (Node 9)

This function activity marks the end of the process.

Function WF_STANDARD.NOOP

Result Type None

Prerequisite Activities Notify Submitter of Constraint Failure

Select Operation to Be Performed on the Worksheet (Node 10)

This function activity selects the operation that users chooses to perform on a worksheet.

Function PSB_SUBMIT_WORKSHEET_PVT.SELECT_OPERATION

Result Type PSB Operation Type

Prerequisite Activities Perform Constraint Validation?

or

Perform Constraint Validation?, Validate Constraints

Freeze Current and Lower Level Worksheets (Node 11)

This function activity freezes the current worksheet and all child worksheets.

Function PSB_SUBMIT_WORKSHEET_PVT.FREEZE_WORKSHEETS

Result Type None

Prerequisite Activities Select Operation to Be Performed on the Worksheet

Notify Submitter of Worksheet Freeze Completion (Node 12)

This activity notifies users that the worksheet is frozen.

Message	Notify submitter of worksheet freeze completion
Result Type	None
Prerequisite Activities	Freeze Current and Lower Level Worksheets

End (Success) (Node 13)

This function activity marks the end of the process.

Function	WF_STANDARD.NOOP
Result Type	None
Prerequisite Activities	Notify Submitter of Worksheet Freeze Completion

Unfreeze Current Worksheet (Node 14)

This function activity unfreezes the current worksheet.

Function	PSB_SUBMIT_WORKSHEET_PVT.UNFREEZE_WORKSHEET
Result Type	None
Prerequisite Activities	Select Operation to Be Performed on the Worksheet

Notify Submitter of Worksheet Unfreeze Completion (Node 15)

This activity notifies users that the worksheet is unfrozen.

Message	Notify submitter of worksheet unfreeze completion.
Result Type	None
Prerequisite Activities	Unfreeze Current Worksheet

End (Success) (Node 16)

This function activity marks the end of the process.

Function WF_STANDARD.NOOP

Result Type None

Prerequisite Activities Notify Submitter of Worksheet Unfreeze Completion

Copy Worksheet (Node 17)

This function activity copies the worksheet.

Function PSB_SUBMIT_WORKSHEET_PVT.COPY_WORKSHEET

Result Type None

Prerequisite Activities Select Operation to Be Performed on the Worksheet

Notify Submitter of Worksheet Copy Completion (Node 18)

This activity notifies users that the worksheet has been copied.

Message Notify submitter of worksheet copy completion.

Result Type None

Prerequisite Activities Copy Worksheet

End (Success) (Node 19)

This function activity marks the end of the process.

Function WF_STANDARD.NOOP

Result Type None

Prerequisite Activities Notify Submitter of Worksheet Copy Completion

Notify Submitter of Worksheet Constraint Validation Completion (Node 20)

This activity notifies users that the constraint validation process has been completed.

Message Notify submitter of worksheet constraint validation completion.

Result Type None

Prerequisite Activities Select Operation to Be Performed on the Worksheet

End (Success) (Node 21)

This function activity marks the end of the process.

Function WF_STANDARD.NOOP

Result Type None

Prerequisite Activities Notify Submitter of Worksheet Constraint Validation Completion

Merge Worksheets (Node 22)

This function activity merges worksheets that are specified by users.

Function PSB_SUBMIT_WORKSHEET_PVT.MERGE_WORKSHEETS

Result Type None

Prerequisite Activities Select Operation to Be Performed on the Worksheet

Notify Submitter of Worksheet Merge Completion (Node 23)

This activity notifies users that worksheets have been merged.

Message Notify submitter of worksheet merge completion.

Result Type None

Prerequisite Activities Merge Worksheets

End (Success) (Node 24)

This function activity marks the end of the process.

Function WF_STANDARD.NOOP

Result Type None

Prerequisite Activities Notify Submitter of Worksheet Merge Completion

Freeze Current and Lower Level Worksheets (Node 25)

This function activity freezes the current worksheet and all child worksheets.

Function PSB_SUBMIT_WORKSHEET_PVT.FREEZE_WORKSHEETS

Result Type None

Prerequisite Activities Select Operation to Be Performed on the Worksheet

Update View Line Flag of Parent Worksheets (Node 26)

This function activity hides or shows specified lines in the parent worksheet. Users can view, but not change, these worksheet lines.

Function PSB_SUBMIT_WORKSHEET_PVT.UPDATE_LINE_FLAG

Result Type None

Prerequisite Activities Freeze Current and Lower Level Worksheets

Move Worksheet to Next Stage (Node 27)

This function activity moves all worksheet lines to the next budget stage.

Function PSB_SUBMIT_WORKSHEET_PVT.CHANGE_WORKSHEET_STAGE

Result Type None

Prerequisite Activities Update View Line Flag of Parent Worksheets

Notify Submitter of Worksheet Move Completion (Node 28)

This activity notifies users that a worksheet has been moved to the next stage.

Message Notify submitter of worksheet move completion.

Result Type None

Prerequisite Activities Move Worksheet to Next Stage

End (Success) (Node 29)

This function activity marks the end of the process.

Function WF_STANDARD.NOOP

Result Type None

Prerequisite Activities Notify Submitter of Worksheet Move Completion

Freeze Current and Lower Level Worksheets (Node 30)

This function activity freezes the current worksheet and all child worksheets.

Function PSB_SUBMIT_WORKSHEET_PVT.FREEZE_WORKSHEETS

Result Type None

Prerequisite Activities Select Operation to Be Performed on the Worksheet

Update View Line Flag of Parent Worksheets (Node 31)

This function activity freezes specified lines in the parent worksheet. Users can view, but not change, these worksheet lines.

Function PSB_SUBMIT_WORKSHEET_PVT.UPDATE_LINE_FLAG

Result Type None

Prerequisite Activities Freeze Current and Lower Level Worksheets

Perform Review Group Approval? (Node 32)

This function activity determines whether review group approvals are needed.

Function PSB_SUBMIT_WORKSHEET_PVT.PERFORM_REVIEW_GROUP_APPROVAL

Result Type PSB Yes / No

Prerequisite Activities Update View Line Flag of Parent Worksheets

Set the Loop Counter Activity (Node 33)

This function activity sets up a variable to determine how many review groups there are for a worksheet.

Function PSB_SUBMIT_WORKSHEET_PVT.SET_LOOP_LIMIT

Result Type NONE

Prerequisite Activities Perform Review Group Approval?

Loop Counter (Node 34)

This function activity checks the value of the loop counter. If the value is equal to the variable set up in Node 33, the loop ends.

Function PSB_SUBMIT_WORKSHEET_PVT.STANDARD_LOOPCOUNTER

Result Type Loop Counter

Prerequisite Activities Set the 'Loop Counter' Activity

Create Review Group Worksheet (Node 35)

This function activity creates a worksheet for the review group. The worksheet only includes the worksheet lines that are relevant for the review group.

Function PSB_SUBMIT_WORKSHEET_PVT.CREATE_REVIEW_GROUP_WORKSHEET

Result Type None

Prerequisite Activities Loop Counter

New Worksheet Created? (Node 36)

This function activity checks whether a worksheet was actually created. If there are no worksheet lines relevant to the review group, then a worksheet is not created.

Function PSB_SUBMIT_WORKSHEET_PVT.NEW_WORKSHEET_CREATED

Result Type PSB Yes / No

Prerequisite Activities Create Review Group Worksheet

Noop (Node 37)

The Noop filler activity returns to the loop counter.

Function WF_STANDARD.NOOP

Result Type None

Prerequisite Activities New Worksheet Created? or

New Worksheet Created?, Find Approval Option, Notify Review Group of a Worksheet

or

New Worksheet Created?, Find Approval Option, Vote Approve / Reject, Set Reviewed Flag

Find Approval Option (Node 38)

This function activity determines whether approval is needed or whether a notification is sent for informational purposes only.

Function PSB_SUBMIT_WORKSHEET_PVT.FIND_APPROVAL_OPTION

Result Type PSB Yes / No

Prerequisite Activities New Worksheet Created?

Notify Review Group of a Worksheet (Node 39)

This activity notifies the review group regarding a worksheet that does not require approval. The notification is for informational purposes only.

Message Notify review group of a worksheet.

Result Type None

Prerequisite Activities Find Approval Option

Vote Approve/Reject (Node 40)

This notification and function activity sends the worksheet to each approver in a review group. At least one approver must approve the worksheet.

Function WF_STANDARD.VOTEFORRESULTTYPE

Message Notify review group for approval of a worksheet.

Result Type PSB Approve or Reject

Prerequisite Activities Find Approval Option

Unfreeze Current Worksheet (Node 41)

This function activity unfreezes the current worksheet.

Function PSB_SUBMIT_WORKSHEET_PVT.UNFREEZE_WORKSHEET

Result Type None

Prerequisite Activities Vote Approve / Reject

Notify Submitter of a Worksheet Rejection (Node 42)

This activity notifies users that a worksheet is rejected.

Message Notify submitter of review group rejection.

Result Type None

Prerequisite Activities Unfreeze Current Worksheet

End (Success) (Node 43)

This function activity marks the end of the process.

Function WF_STANDARD.NOOP

Result Type None

Prerequisite Activities Notify Submitter of a Worksheet Rejection

Set Reviewed Flag (Node 44)

This function activity sets a reviewed flag.

Function PSB_SUBMIT_WORKSHEET_PVT.SET_REVIEWED_FLAG

Result Type None

Prerequisite Activities Vote Approve / Reject

Send Approval Notification? (Node 45)

This function activity determines whether approval notifications must be sent.

Function PSB_SUBMIT_WORKSHEET_PVT.SEND_APPROVAL_NOTIFICATION

Result Type PSB Yes / No

Prerequisite Activities Loop Counter

Notify Submitter of a Worksheet Approval (Node 46)

This activity notifies users that a worksheet is approved.

Message Notify submitter of a worksheet approval.

Result Type None

Prerequisite Activities Send Approval Notification?

Update Worksheets Status (Node 47)

This function activity updates a worksheet with information about users submitting the worksheet and the time of submission.

Function PSB_SUBMIT_WORKSHEET_PVT.UPDATE_WORKSHEETS_STATUS

Result Type None

Prerequisite Activities Send Approval Notification?

or

Send Approval Notification?, Notify submitter of a worksheet approval.

Select Approvers (Node 48)

This function activity determines the authorized approvers for the parent budget group.

Function PSB_SUBMIT_WORKSHEET_PVT.SELECT_APPROVERS

Result Type None

Prerequisite Activities Update Worksheets Status

Notify Submitter of a Worksheet Submission Completion (Node 49)

This activity notifies users that the worksheet submission process is complete.

Message Notify submitter of worksheet submission completion.

Result Type	None
Prerequisite Activities	Select Approvers

End (Success) (Node 50)

This function activity marks the end of the process.

Function	WF_STANDARD.NOOP
Result Type	None
Prerequisite Activities	Notify Submitter of a Worksheet Submission Completion

Customizing Submit Worksheet Workflow

The Submit Worksheet workflow can be customized as follows.

Required Modifications

No modifications are required to run the Submit Worksheet workflow process.

Optional Customizations

Organizations can make the following optional customizations:

- Organizations can create new messages. Messages are used for notification activities in the workflow process.
- Organizations can create new notifications and notification activities and modify the workflow process to accommodate these new activities.

Creating a New Custom Process

It is not recommended that organizations create their own custom process to replace the Submit Worksheet workflow process.

PSB Budget Revision Item Type

The PSB Budget Revision item type is associated with several Workflow attributes that reference information in the Public Sector Budgeting application tables. These attributes are used and maintained by function activities as well as notification activities throughout the processes.

Table 50–10 describes the attributes associated with the PSB Budget Revision item type.

Table 50–10 Attributes Associated with the PSB Budget Revision Item Type

Display Name	Description	Type	Length, Format, or Lookup Type
Approver Id	Approver Id	Number	
Approver Name	Approver Name	Text	
Budget Group Name	Budget Group Name	Text	
Comments	Comments	Text	
Constraint Set Id	Constraint Set Id	Number	
Operation Id	Operation Id	Number	
Operation Type	Operation Type	Text	
Original System	Original System	Text	
Recipient Id	Recipient Id	Number	
Recipient Name	Recipient Name	Text	
Reviewed Flag	Reviewed Flag	Text	
Submitter Id	Submitter Id	Number	
Submitter Name	Submitter Name	Text	
Budget Revision Id	Budget Revision Id	Number	
Requestor Name	Requestor Name	Text	
Requestor Id	Requestor Id	Number	
Distribution Instructions	Distribution Instructions	Text	
Override Approver	Override Approver	Text	
Loop Set Counter	Loop Set Counter	Number	

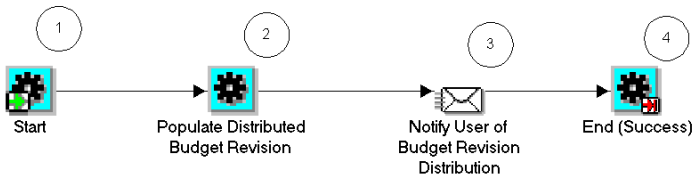
Table 50–10 Attributes Associated with the PSB Budget Revision Item Type

Display Name	Description	Type	Length, Format, or Lookup Type
Loop Visited Counter	Loop Visited Counter	Number	
Submission Status	Submission Status	Text	

Distribute Budget Revision Workflow Diagram

Figure A–4 shows the distribute budget revision workflow nodes as described in the accompanying text.

Figure A–4 Distribute Budget Revision Workflow Diagram



Distribute Budget Revision Workflow Process

The Distribute Budget Revision workflow consists of the following processes.

Start (Node 1)

This is a standard function activity that marks the start of the process.

Function WF_STANDARD.NOOP

Result Type None

Prerequisite Activities None

Populate Distributed Budget Revision (Node 2)

This function activity retrieves the budget revision attributes for the distributed budget revision.

Function PSB_SUBMIT_WORKSHEET_PVT.POPULATE_DISTRIBUTE_REVISION

Result Type None

Prerequisite Activities Start

Notify User of Budget Revision Distribution (Node 3)

This activity notifies the recipient that a budget revision has been distributed.

Message Notify recipient of budget revision distribution.

Result Type None

Prerequisite Activities Populate Distributed Budget Revision

End (Success) (Node 4)

This function activity marks the end of the process.

Function WF_STANDARD.NOOP

Result Type None

Prerequisite Activities	Notify Recipient of Budget Revision Distribution

Customizing Distribute Budget Revision Workflow

The Distribute Budget Revision workflow can be customized as follows.

Required Modifications

No modifications are required to run the Distribute Budget Revision workflow process.

Optional Customizations

Organizations can make the following optional customizations:

- Organizations can create new messages. Messages are used for notification activities in the workflow process.
- Organizations can create new notifications and notification activities, and modify the workflow process to accommodate these new activities.

Creating a New Custom Process

It is not recommended that organizations create their own custom process to replace the Distribute Budget Revision workflow process.

Submit Budget Revision Workflow Diagram

Figure A–5 and Figure A–6 show the submit budget revision workflow nodes as described in the accompanying text.

Figure A–5

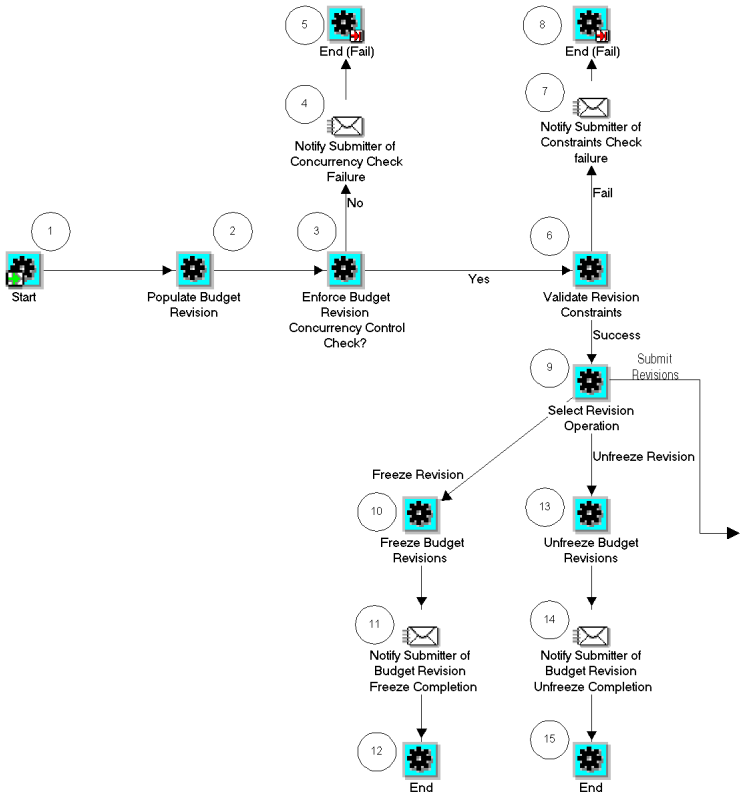
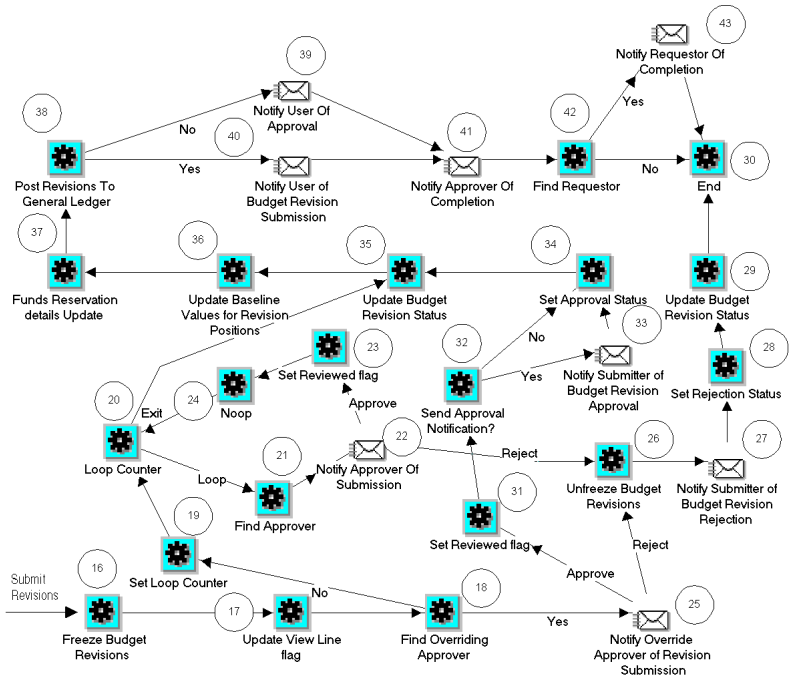


Figure A–6 Submit Budget Revision Workflow Process, continued



Submit Budget Revision Workflow Process

The Submit Budget Revision workflow consists of the following processes.

Start (Node 1)

This is a standard function activity that marks the start of the process.

Function WF_STANDARD.NOOP

Result Type None

Prerequisite Activities None

Populate Budget Revision (Node 2)

This function activity retrieves the budget revision attributes.

Function PSB_SUBMIT_REVISION_PVT.POPULATE_REVISION

Result Type None

Prerequisite Activities Start

Enforce Budget Revision Concurrency Control Check? (Node 3)

This function activity checks to see whether the current budget revision is being modified or used by other users.

Function PSB_SUBMIT_REVISION_PVT.ENFORCE_CONCURRENCY_CHECK

Result Type PSB Revision Yes / No

Prerequisite Activities Populate Budget Revision

Notify Submitter of Concurrency Check Failure (Node 4)

This activity notifies users that someone else is using the budget revision.

Message Notify submitter of concurrency check failure.

Result Type None

Prerequisite Activities Enforce Budget Revision Concurrency Control Check?

End (Fail) (Node 5)

This function activity marks the end of the process.

Function WF_STANDARD.NOOP

Result Type None

Prerequisite Activities Notify Submitter of Concurrency Check Failure

Validate Revision Constraints (Node 6)

This function activity checks for constraint violations for the budget revision.

Function PSB_SUBMIT_REVISION_PVT.VALIDATE_CONSTRAINTS

Result Type PSB Revision Distribution Status

Prerequisite Activities Enforce Budget Revision Concurrency Control Check?

Notify Submitter of Constraints Check Failure (Node 7)

This activity notifies users of a constraint check failure.

Message Notify submitter of constraints check failure.

Result Type None

Prerequisite Activities Validate Revision Constraints

End (Fail) (Node 8)

This function activity marks the end of the process.

Function WF_STANDARD.NOOP

Result Type None

Prerequisite Activities Notify Submitter of Constraints Check Failure

Select Revision Operation (Node 9)

This function activity selects the operation that users choose to perform on a budget revision.

Function PSB_SUBMIT_REVISION_PVT.SELECT_OPERATION

Result Type PSB Revision Operations

Prerequisite Activities Validate Revision Constraints

Freeze Budget Revisions (Node 10)

This function activity freezes the budget revision.

Function PSB_SUBMIT_REVISION_PVT.FREEZE_REVISIONS

Result Type None

Prerequisite Activities Select Revision Operation

Notify Submitter of Budget Revision Freeze Completion (Node 11)

This activity notifies users that the budget revision is frozen.

Message Notify submitter of freeze completion

Result Type None

Prerequisite Activities Freeze Budget Revisions

End (Node 12)

This function activity marks the end of the process.

Function WF_STANDARD.NOOP

Result Type None

Prerequisite Activities Notify Submitter of Budget Revision Freeze Completion

Unfreeze Budget Revisions (Node 13)

This function activity unfreezes the current budget revision.

Function PSB_SUBMIT_REVISION_PVT.UNFREEZE_REVISIONS

Result Type None

Prerequisite Activities Select Revision Operation

Notify Submitter of Budget Revision Unfreeze Completion (Node 14)

This activity notifies users that the budget revision is unfrozen.

Message Notify submitter of revision unfreeze completion.

Result Type None

Prerequisite Activities Unfreeze Budget Revisions

End (Node 15)

This function activity marks the end of the process.

Function WF_STANDARD.NOOP

Result Type None

Prerequisite Activities Notify Submitter of Budget Revision Unfreeze Completion

Freeze Budget Revisions (Node 16)

This function activity freezes the budget revision.

Function PSB_SUBMIT_REVISION_PVT.FREEZE_REVISIONS

Result Type None

Prerequisite Activities Select Revision Operation

Update View Line Flag (Node 17)

This function activity hides or shows specified information in the budget revision request.

Function Update View Line Flag

Result Type None

Prerequisite Activities Freeze Budget Revisions

Find Overriding Approver (Node 18)

This function activity marks the end of the process.

Function PSB_SUBMIT_REVISION_PVT.FIND_OVERRIDE_APPROVER

Result Type PSB Revision Yes / No

Prerequisite Activities Update View Line Flag

Set Loop Counter (Node 19)

This function activity sets up a variable to determine how many approvers there are for a budget revision.

Function PSB_SUBMIT_REVISION_PVT.SET_LOOP_LIMIT

Result Type None

Prerequisite Activities Find Overriding Approver

Loop Counter (Node 20)

This function activity checks the value of the loop counter. If the value is equal to the variable set up in Node 19, the loop ends.

Function WF_STANDARD.LOOPCOUNTER

Result Type Loop Counter

Prerequisite Activities Set Loop Counter

Find Approver (Node 21)

This function activity finds the approver for the budget revision.

Function PSB_SUBMIT_REVISION_PVT.FIND_APPROVER

Result Type None

Prerequisite Activities Loop Counter

Notify Approver of Revision Submission (Node 22)

This activity notifies the approver that the budget revision has been submitted.

Message Notify Approvers of Budget Revision Submission.

Result Type PSB Budget Revision Approve or Reject

Prerequisite Activities Find Approver

Set Reviewed Flag (Node 23)

This function activity sets a reviewed flag.

Function PSB_SUBMIT_REVISION_PVT.SET_REVIEWED_FLAG

Result Type None

Prerequisite Activities Notify Approver of Revision Submission

Noop (Node 24)

The Noop filler activity returns to the loop counter.

Function WF_STANDARD.NOOP

Result Type None

Prerequisite Activities Set Reviewed Flag

Notify Override Approver of Revision Submission (Node 25)

This activity notifies the override approver that the budget revision has been submitted.

Message	Notify Override Approver of the Revision Submission
Result Type	PSB Budget Revision Approve or Reject
Prerequisite Activities	Noop or Find Overriding Approver

Unfreeze Budget Revisions (Node 26)

This function activity unfreezes the budget revision.

Function	PSB_SUBMIT_REVISION_PVT.UNFREEZE_REVISIONS
Result Type	None
Prerequisite Activities	Notify Override Approver of Revision Submission or Notify Approver of Revision Submission

Notify Submitter of Budget Revision Rejection (Node 27)

This activity notifies submitters that the budget revision request has been rejected.

Message	Notify submitter of budget revision rejection.
Result Type	None
Prerequisite Activities	Unfreeze Budget Revisions

Set Rejection Status (Node 28)

This function activity sets the rejection status.

Function	PSB_SUBMIT_REVISION_PVT.SET_REJECTION_STATUS
Result Type	None

Prerequisite Activities	Notify Submitter of Budget Revision Rejection

Update Budget Revision Status (Node 29)

This function activity updates the revision status.

Function	PSB_SUBMIT_REVISION_PVT.UPDATE_REVISION_STATUS
Result Type	None
Prerequisite Activities	Set Rejection Status

End-6 (Node 30)

This function activity marks the end of the process.

u	WF_STANDARD.NOOP
Result Type	None
Prerequisite Activities	Update Budget Revision Status or Find Requestor or Notify Requestor of Completion

Set Reviewed Flag (Node 31)

This function activity sets a reviewed flag.

Function	PSB_SUBMIT_REVISION_PVT.SET_REVIEWED_FLAG
Result Type	None
Prerequisite Activities	Notify Override Approver of Revision Submission

Send Approval Notification? (Node 32)

This function activity determines whether an approval notification should be sent or not.

Function PSB_SUBMIT_REVISION_PVT.SEND_APPROVAL_NOTIFICATION

Result Type PSB Revision Yes / No

Prerequisite Activities Set Reviewed Flag

Notify Submitter of Budget Revision Approval (Node 33)

This activity notifies users that the budget revision request is approved.

Message Notify submitter of budget revision approval.

Result Type None

Prerequisite Activities Send Approval Notification?

Set Approval Status (Node 34)

This function activity sets the approval status.

Function PSB_SUBMIT_REVISION_PVT.STATUS

Result Type PSB Revision Yes / No

Prerequisite Activities Notify Submitter of Budget Revision Approval

or

Send Approval Notification?

Update Budget Revision Status-1 (Node 35)

This function activity updates the status of the budget revision.

Function PSB_SUBMIT_REVISION_PVT.UPDATE_REVISIONS_STATUS

Result Type None

Prerequisite Activities Noop

or

Set Approval Status

Update Baseline Values for Revision Positions (Node 36)

This function activity updates the baseline values for revision positions.

Function PSB_SUBMIT_REVISION_PVT.UPDATE_BASELINE_VALUES

Result Type None

Prerequisite Activities Update Budget Revision Status

Funds Reservation Details Update (Node 37)

This function activity updates the details of funds checking and reservation.

Function PSB_SUBMIT_REVISION_PVT.FUNDS_RESERVATION_UPDATE

Result Type None

Prerequisite Activities Update Baseline Values for Revision Positions

Post Revisions to General Ledger (Node 38)

This function activity posts changes from the budget revisions to General Ledger.

Function PSB_SUBMIT_REVISION_PVT.POST_REVISIONS_TO_GL

Result Type PSB Revision Yes / No

Prerequisite Activities Funds Reservation Details Update

Notify User of Approval (Node 39)

This activity notifies users that a budget revision has been approved.

Message Notify user of approval.

Result Type	None
Prerequisite Activities	Post Revisions to General Ledger

Notify User of Budget Revision Submission (Node 40)

This activity notifies users that a budget revision has been submitted to General Ledger.

Message	Notify submitter of revision submission completion.
Result Type	None
Prerequisite Activities	Post Revisions to General Ledger

Notify Approver of Completion (Node 41)

This activity notifies approvers that a budget revision has been completed.

Message	Notify approver of completion.
Result Type	None
Prerequisite Activities	Notify User of Approval or Notify User of Budget Revision Submission

Find Requestor (Node 42)

This function activity finds requestors.

Function	PSB_SUBMIT_REVISION_PVT.FIND_REQUESTOR
Result Type	PSB Revision Yes / No
Prerequisite Activities	Notify Approver of Completion

Notify Requestor of Completion (Node 43)

This activity notifies requestors that the budget revision is complete.

Message Notify requestor of completion.

Result Type None

Prerequisite Activities Find Requestor

Customizing Submit Budget Revision Workflow

The Submit Budget Revision workflow can be customized as follows.

Required Modifications

No modifications are required to run the Submit Budget Revision workflow process.

Optional Customizations

Organizations can make the following optional customizations:

- Organizations can create new messages. Messages are used for notification activities in the workflow process.
- Organizations can create new notifications and notification activities, and modify the workflow process to accommodate these new activities.

Creating a New Custom Process

It is not recommended that organizations create their own custom process to replace the Submit Budget Revision workflow process.

PSB Account Generator for OLD Integration Item Type

The PSB Account Generator for OLD Integration item type is associated with several Workflow attributes that reference information in the Public Sector Budgeting application tables. These attributes are used and maintained by function activities as well as notification activities throughout the processes.

Table 50–11 describes the attributes associated with the PSB Account Generator for OLD item type.

Table 50–11 Attributes Associated with the PSB Account Generator for OLD Integration Item Type

Display Name	Description	Type	Length, Format, or Lookup Type
Project Identifier	Project Identifier	Number	
Task Identifier	Task Identifier	Number	
Award Identifier	Award Identifier	Number	
Expenditure Type	Expenditure Type	Text	
Expenditure Organization Identifier	Expenditure Organization Identifier	Number	
Incomplete Setup Flag	Flat to return whether the Default Account Generator process if being used without proper customization or not.	Text	
Error Message	Error Message	Text	
Chart of Accounts Id	Chart of Accounts Id	Number	

For information on the PSB Account Generator for OLD Integration, see Managing Salary for Positions Extracted from Labor Distribution Process, page A-1.

B

Public Sector Budgeting Process

This appendix contains a detailed discussion of the Oracle Public Sector Budgeting process. The following sections are in this appendix:

- Overview
- Oracle Public Sector Budgeting Process Diagram
- Plan and Set Up the Budget Environment Diagram
- Plan and Set Up the Budget Environment
- Prepare Data Extract and Position Information Diagram
- Prepare Data Extract and Position Information
- Plan and Create Budget Worksheets Diagram
- Plan and Create Budget Worksheets
- Distribute, Modify, and Submit Budgets Diagram
- Distribute, Modify, and Submit Budgets
- Revise Budgets Diagram
- Revise Budgets
- Generate Reports and Analyze Data Diagram
- Generate Reports and Analyze Data
- Maintain Budget, General Ledger, and HR Systems

Overview

Public Sector Budgeting allows organizations to perform the following budgeting functions:

- plan and set up the budget environment
- prepare data extract and position information
- plan and create budget worksheets
- distribute, modify, and submit budgets
- revise budgets
- generate reports and analyze data
- maintain budget and General Ledger systems

These functions provide the basis for a comprehensive budgeting system for public sector organizations.

Oracle Public Sector Budgeting Process Diagram

Figure B–1 and Figure B–2 show the budgeting process as described in the accompanying text.

Figure B–1 Public Sector Budgeting Process Diagram

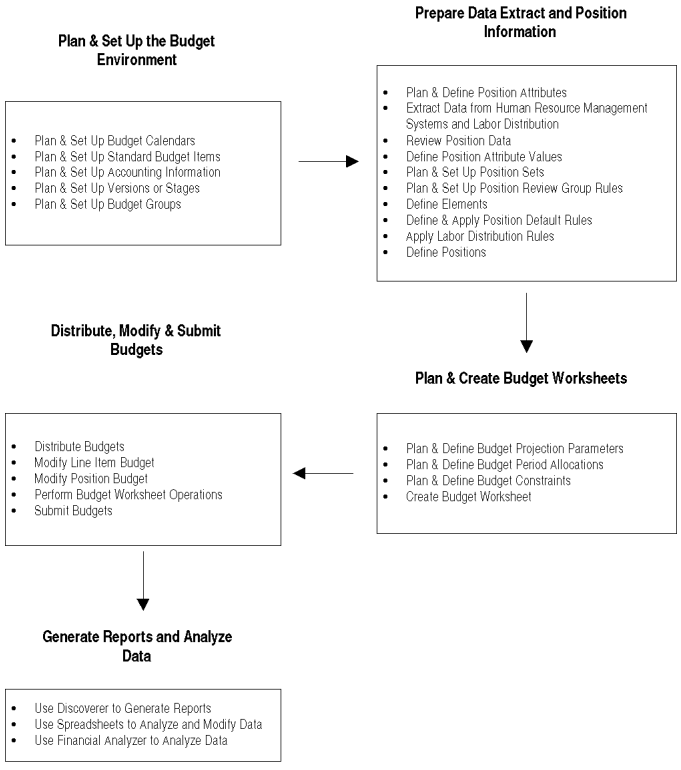
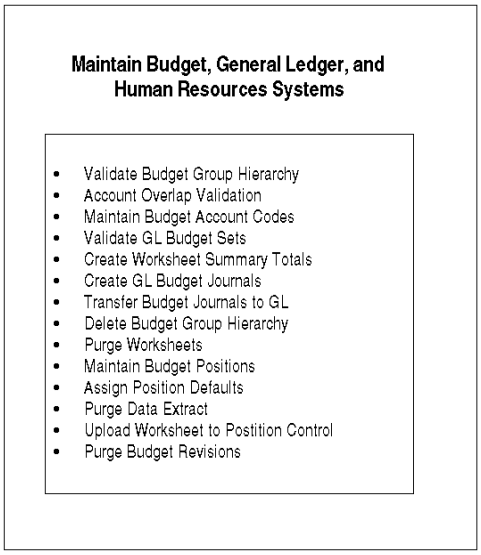


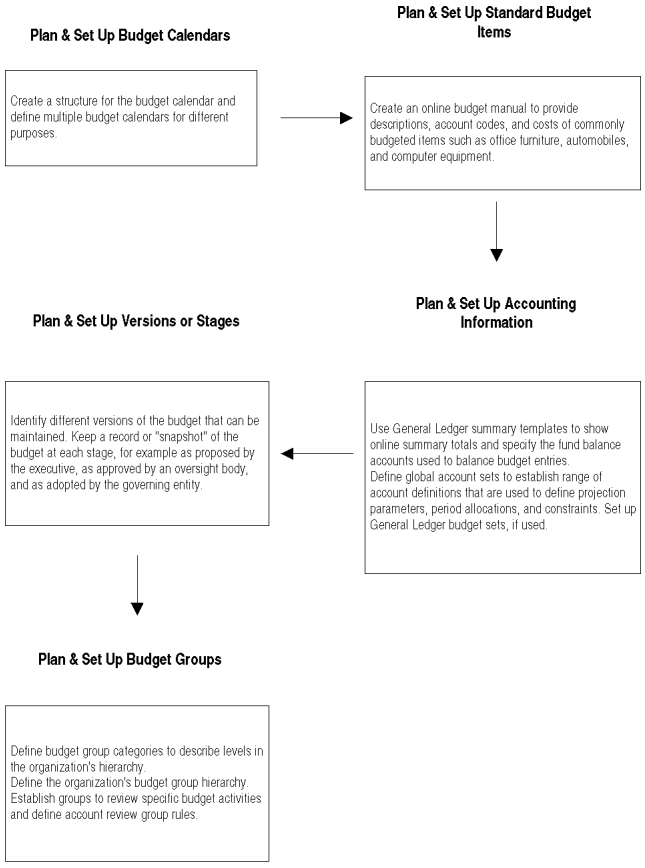
Figure B–2 Oracle Public Sector Budgeting Process Diagram (continued)



Plan and Set Up the Budget Environment Diagram

Figure B–3 shows the plan and set up budget environment process as described in the accompanying text.

Figure B–3 Plan and Set Up the Budget Environment Diagram



Plan and Set Up the Budget Environment

Process

The process to plan and set up the budget environment consists of the following components.

Plan and Set Up Budget Calendars

Define budget year types to create the structure for budget calendars. Organizations must determine the maximum number of prior years that are needed to perform budget forecasting and the maximum number of proposed years that are needed to forecast budgets such as operating budgets or capital budgets.

Define multiple budget calendars for different purposes. An organization can define one calendar for the official budget and another for forecasting purposes. Users can view all budget calendars that have been created by generating the Budget Calendar Listing report.

Plan and Set Up Standard Budget Items

Define standard budget items to simplify the budget preparation process. An online budget manual can be created to provide descriptions, account codes, and costs of commonly budgeted items such as office furniture, automobiles, and computer equipment. Default accounting segment values and costs can be specified for each set of books.

Users can view all standard budget items that have been created by generating the Standard Budget Items Listing report.

Plan and Set Up Accounting Information

Set up General Ledger interfaces. Use General Ledger summary templates to show online summary totals in budget worksheets. Select fund balance accounts that are used to balance budget journal entries that are posted to General Ledger. One fund balance account for each set of books can be used as a template account. The template account is used to balance budget entries for all funds that do not have a specified fund balance account.

Define global account sets to establish a range of account definitions for use in defining projection parameters, period allocation rules, and constraints. For example, account sets can be defined for all expenditures, all revenues, personnel expenditures, and capital expenditures. Users can view all global account sets that have been created by generating the Account Set Listing report.

Define General Ledger budget sets, if used. General Ledger budget sets allow users to obtain and use current and historical budget information from more than one General Ledger budget in a given worksheet. The information can also be used to post budget entries to General Ledger.

Plan and Set Up Versions or Stages

Identify different versions of the budget to be maintained. Keep a record or snapshot of the budget at each stage. For example, organizations can maintain copies of the budget as proposed by the executive, as approved by an oversight committee, and as adopted by the governing entity.

Plan and Set Up Budget Groups

Define budget group categories to describe the levels in an organization's hierarchy. Oracle Workflow processes in Public Sector Budgeting use budget group categories to route user specified proposals, for example capital equipment, to review groups outside of the regular budget group hierarchy. Budget group categories can also be used for custom reporting purposes.

Define the organization's budget group hierarchy. Budget groups are used to create the standard budget approval hierarchy and to control access to the budget in an organization. A budget group hierarchy includes a top-level budget group, mid-level or parent budget groups, and lowest-level or children budget groups. Organizations can create multiple budget group hierarchies.

Users can view account ranges for a budget group hierarchy by budget group by generating the Budget Group Account Ranges Listing. Users can view all budget group hierarchies that have been created by generating the Budget Group Hierarchy Listing. The Validation Results Report report lists the results of budget group validation.

Define budget review groups and account review group rules to review specific budget activities. Budget review groups are used to create exceptions to the normal Workflow process and standard budget group hierarchy.

References

For information on setting up budget year types, see Budget Year Types Setup, page 4-1.

For information on setting up budget calendars, see Budget Calendar Setup, page 5-1.

For information on setting up standard budget items, see Standard Budget Items Setup, page 6-1.

For information on setting up General Ledger interfaces, see General Ledger Interfaces Setup, page 7-1.

For information on setting up global account sets, see Global Account and Position Sets Setup, page 9-1.

For information on setting up budget group categories, see Budget Group Categories Setup, page 10-1.

For information on setting up budget stages, see Budget Stages Setup, page 11-1.

For information on setting up budget groups and security, see Budget Groups and Security Setup, page 12-1.

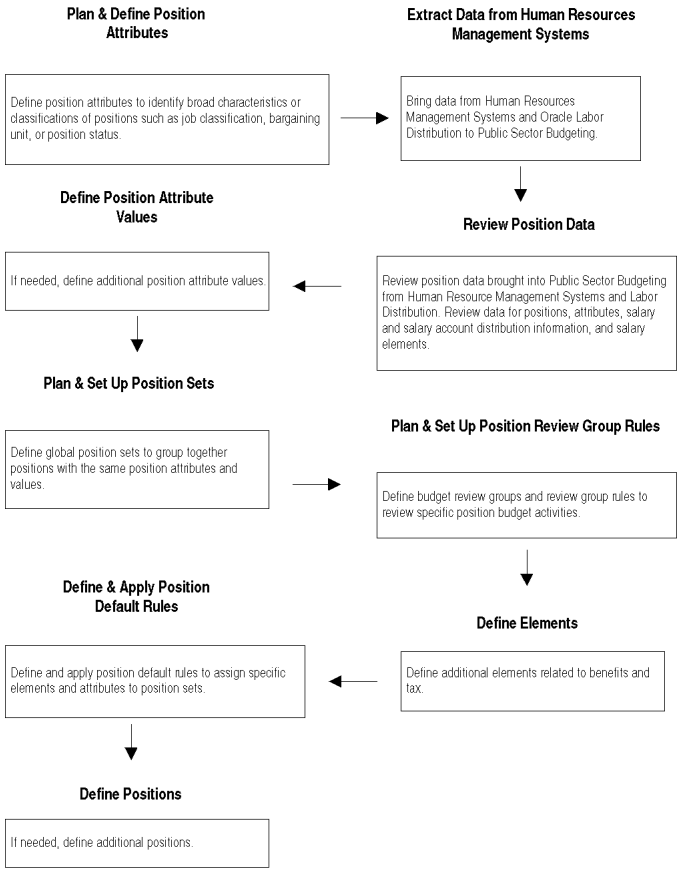
For information on setting up budget review groups and review group rules, see Budget Review Groups Setup, page 13-1.

For information on creating General Ledger budget sets, see General Ledger Budget Sets Setup, page 8-1.

Prepare Data Extract and Position Information Diagram

Figure B–4 shows the prepare data extract and position information process as described in the accompanying text.

Figure B–4 Prepare Data Extract and Position Information Diagram



Prepare Data Extract and Position Information

Process

The process to prepare data extract and position information consists of the following components.

Plan and Define Position Attributes

Review predefined position attributes, identify position attributes in Human Resource Management Systems for use in Public Sector Budgeting, and define new position attributes directly in Public Sector Budgeting.

Position attributes are used to identify broad characteristics or classifications of positions such as job classification, bargaining unit, or position status. The position attributes are used to assign positions to position sets.

Extract Data from Human Resource Management Systems and Oracle Labor Distribution

Bring data from Human Resource Management Systems and Labor Distribution to Public Sector Budgeting. Normally, a data extract is created for each year. Multiple data extracts can also be created to group information related to different sets of books, business groups, or moments in time.

The extract also brings salary distribution data from Labor Distribution, if Labor Distribution is installed.

The Validation Results Report report lists the results of the data extract validation or any data extract failures.

Review Position Data

Review position data that is brought into Public Sector Budgeting from Human Resource Management Systems and Labor Distribution. The following data is extracted:

- positions
- attributes related to positions; list of values for attributes
- salary and salary account distribution information
- salary elements

Define Position Attribute Values

If needed, define additional position attribute values directly in Public Sector Budgeting. Position attribute values are the valid set of values for a position attribute.

Plan and Set Up Position Sets

Define global position sets to group together positions with the same position attributes and values. Position sets are referenced by budget review group rules, elements, position default rules, projection parameters, and constraints.

Plan and Set Up Position Review Group Rules

Define budget review groups and review group rules to review specific position budget activities. Budget review groups are used to create exceptions to the normal Workflow process and standard budget group hierarchy.

Define Elements

Define additional elements related to benefits and tax in Public Sector Budgeting.

Define and Apply Position Default Rules

Define and apply position default rules that assign specific elements and attributes to position sets. Position default rules are applied in order of processing sequence to position sets.

Define Positions

If needed, define additional positions in Public Sector Budgeting. Positions represent the specific roles within a business group that are derived from an organization and job.

References

For information on defining position attributes, see Position Attributes Setup, page 14-1.

For information on extracting data from Human Resource Management Systems, see Extract Data From HRMS Setup, page 15-1.

For information on reviewing and defining position attribute values, see Position Attribute Values Setup, page 16-1.

For information on setting up position sets, see Global Account and Position Sets Setup, page 9-1.

For information on setting up position review group rules, see Budget Review Groups Setup, page 13-1.

For information on reviewing and defining elements, see Elements Setup, page 17-1.

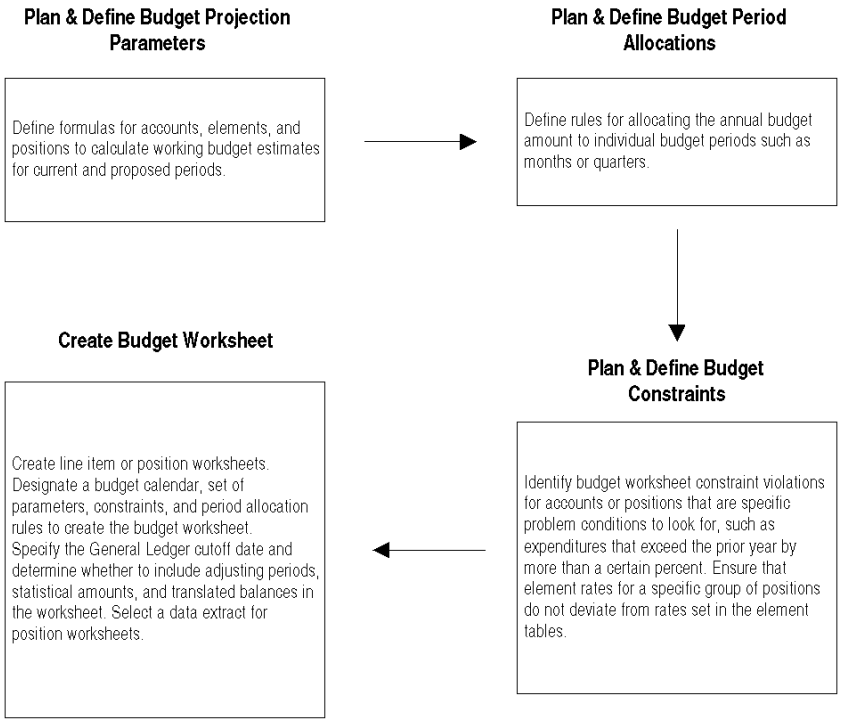
For information on defining and applying position default rules, see Position Default Rules Setup, page 18-1.

For information on defining positions, see Positions Setup, page 19-1.

Plan and Create Budget Worksheets Diagram

Figure B–5 shows the plan and create budget worksheets process as described in the accompanying text.

Figure B–5 Plan and Create Budget Worksheets Diagram



Plan and Create Budget Worksheets

Process

The process to plan and create budget worksheets consists of the following components.

Plan and Define Budget Projection Parameters

Define projection parameters to calculate working budget estimates or projections for current and proposed periods. Projection parameters are defined for accounts, elements, and positions.

For account projection parameters, organizations can project budget amounts based on historical or statistical values in projection formulas, make multi-year projections, and perform projections sequentially to use compounding in multi-year budgets.

Organizations can use element projection parameters to project rate increases for salary, benefit, and tax elements.

Organizations can increment position projection parameters according to hire date or adjustment date.

Users can view all projection parameters that have been created by generating the Parameter Listing.

Plan and Define Budget Period Allocations

Define period allocation rules to allocate annual budget amounts for line items to individual budget periods such as months or quarters. Allocations can be set to divide evenly, be based on the previous year's actual, budget, or estimated period balances, or be based on percentages for each period. Users can view all allocation rules that have been created by generating the Allocation Rules Listing.

Plan and Define Budget Constraints

Define account or position constraints to notify users regarding specific problem conditions in the budget worksheet, such as expenditures that exceed a specific amount of the prior year balance by more than a specified percentage.

Define element constraints to ensure that element rates for a specific group of positions do not deviate from rates set in the element tables.

Constraints are assigned to a constraint set that can be used with more than one calendar or worksheet. Users can view all constraints that have been created by generating the Constraints Listing.

Create Budget Worksheet

Create worksheets for the official budget, financial planning, and what-if scenarios. Organizations designate a budget calendar, set of projection parameters, period allocation rules, and constraints for a worksheet. Organizations can also specify a General Ledger cutoff date and determine whether to include adjusting periods, statistical amounts, and translated balances in the worksheet.

Organizations have the option to create position worksheets. For position worksheets, organizations select a Human Resource Management Systems data extract.

References

For information on defining projection parameters, see Projection Parameters Procedures, page 22-1.

For information on defining period allocation rules, see Period Allocation Rules Procedures, page 23-1.

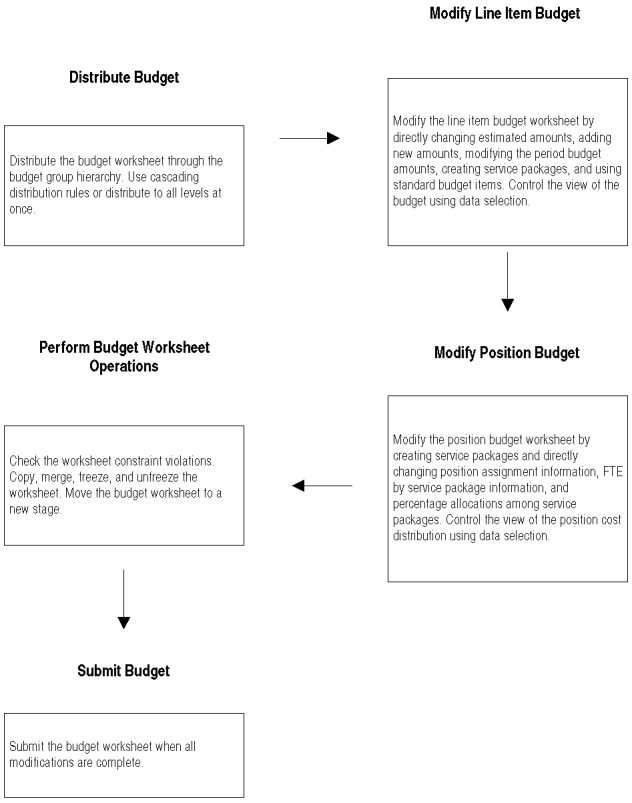
For information on defining constraints, see Constraints Procedures, page 24-1.

For information on creating a worksheet, see Create Worksheet Procedures, page 25-1.

Distribute, Modify, and Submit Budgets Diagram

Figure B–6 shows the distribute, modify, and submit budgets process as described in the accompanying text.

Figure B–6 Distribute, Modify, and Submit Budgets Diagram



Distribute, Modify, and Submit Budgets

Process

The process to distribute, modify, and submit budgets consists of the following components.

Distribute Budget

Distribute the budget worksheet to notify selected budget groups in a budget hierarchy about a worksheet. Organizations can set up distribution rules to distribute worksheets to all levels in the budget group hierarchy at once or use cascading distribution to distribute to one level at a time. Users can view all distribution rules that have been created by generating the Distribution Rule Listing.

Modify Line Item Budget

Modify the line item budget worksheet by directly changing estimated amounts, adding new amounts, modifying the period budget amounts, creating service packages, and using standard budget items. Control the view of the budget using data selection.

Users can view proposals for selected service packages by generating the Service Package Description Report. Users can view proposed amounts for each budget group in a service package and total proposed amounts for all budget groups in a service package by generating the Service Package Utilization Report. The Validation Results Report lists the results of worksheet constraint validations.

Modify Position Budget

Modify the position budget worksheet by creating service packages and directly changing position assignment information, FTE by service package information, and percentage allocations among service packages. Organizations can review position costs and position summary information, and create new positions in a worksheet. Control the view of the position cost distribution using data selection.

Perform Budget Worksheet Operations

Organizations can check a worksheet for constraint violations, copy or merge worksheets, freeze or unfreeze a worksheet, and move a worksheet to a new budget stage. Access to worksheet operations is restricted by responsibility.

Submit Budget

When all modifications to a worksheet have been made, users can submit the budget for approval. Public Sector Budgeting automatically freezes the worksheet before submitting the worksheet. Users can select the service packages to include when submitting the worksheet. Users can view a list of worksheets that have been submitted or not submitted by generating the Worksheet Submission Status Report.

References

For information on distributing a budget worksheet, see Worksheet Distribution Procedures, page 28-1.

For information on modifying a line item budget worksheet, see Modify Line Item Worksheet Procedures, page 29-1.

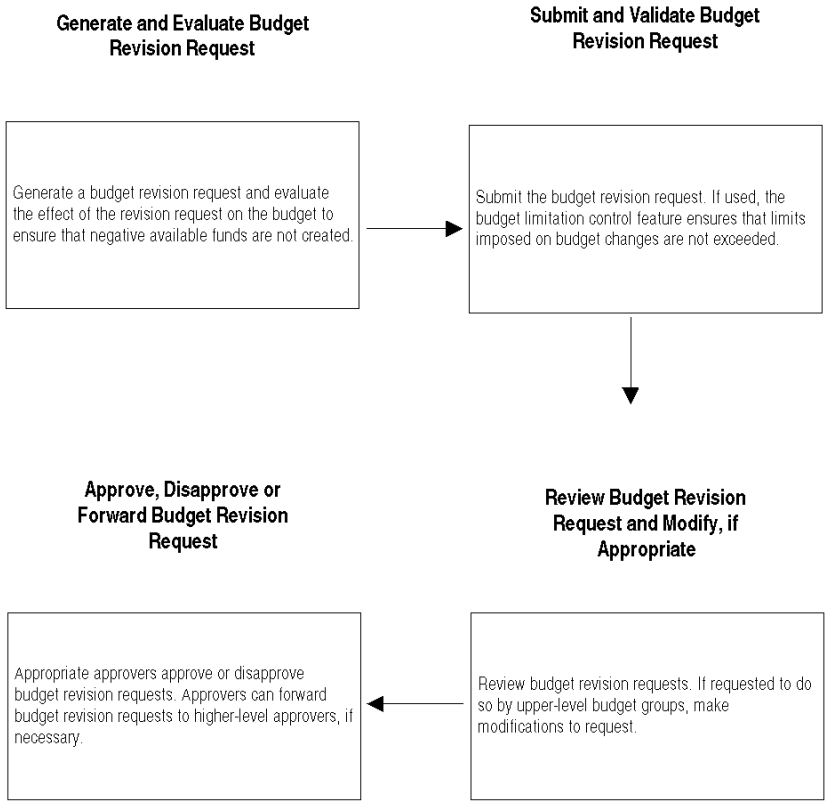
For information on modifying a position budget worksheet, see Modify Position Worksheet Procedures, page 30-1.

For information on performing worksheet operations and submitting a budget worksheet, see Worksheet Operations Procedures, page 33-1.

Revise Budgets Diagram

Figure B–7 shows the revise budgets process as described in the accompanying text.

Figure B–7 Revise Budgets Diagram



Revise Budgets

The process to revise budgets can consist of the following components.

Generate and Evaluate Budget Revision Request

Generate a budget revision request to update the budget during a budget cycle. Revisions may be requested by the budget owner, the lowest-level budget group, or by middle- or top-level budget groups. Before submitting the budget request, users must evaluate the summary effect of the revision and perform funds checking to ensure that negative available balances are not created. Budget revisions that affect a large number of people can be created using the Mass Entries feature.

Submit and Validate Budget Revision Request

Submit a budget revision request to pass requests to specified recipients. A request can be submitted to get approval from the appropriate approver or to request modifications from lower-level budget groups.

If budget limitation control is used, the budget revision request is checked against user-defined constraint sets to ensure that the revision will not exceed the limits defined.

Review Budget Revision Request and Modify, If Appropriate

Budget revision requests are reviewed to determine the appropriate action. If a middle- or top-level budget group originates the budget revision request, they can either request modifications from lower-level budget groups or use the process to notify lower-level budget groups of changes to the budget.

Budget revision requests that are submitted to approvers must be reviewed before approval is granted.

Approve, Disapprove or Forward Budget Revision Request

Once modifications to a budget revision request are complete, the appropriate reviewer must approve or disapprove the request. A request may also be forwarded to another approver.

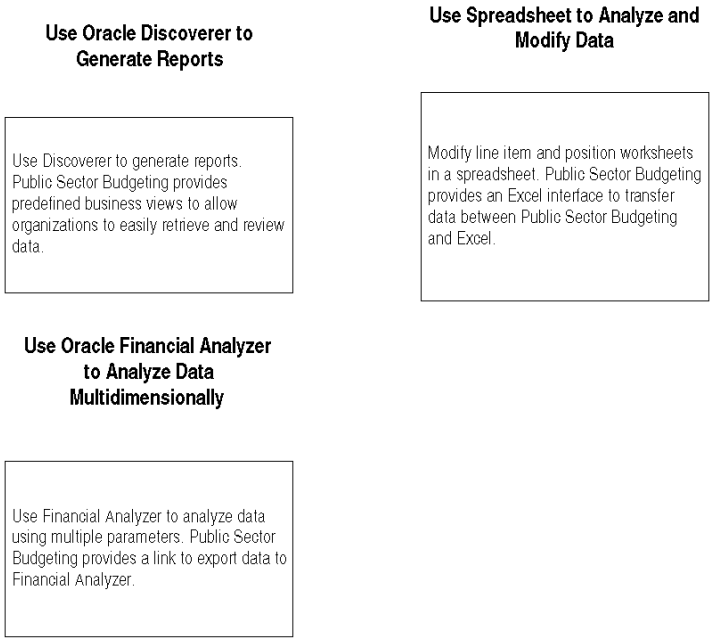
References

For information on budget revisions, see Budget Revisions Procedures , page 32-1.

Generate Reports and Analyze Data Diagram

Figure B–8 shows the generate reports and analyze data process as described in the accompanying text.

Figure B–8 Generate Reports and Analyze Data Diagram



Generate Reports and Analyze Data

Process

The process to generate reports and analyze data consists of the following components.

Use Discoverer to Generate Reports

Use Discoverer to generate reports. Public Sector Budgeting provides predefined business views to allow organizations to easily retrieve and review data.

Use Spreadsheets to Analyze and Modify Data

Use an Excel spreadsheet to view, modify, format, analyze, and print line item or position worksheets. Public Sector Budgeting provides an Excel spreadsheet interface to transfer data between Public Sector Budgeting and Excel.

Use Oracle Financial Analyzer to Analyze Data Multidimensionally

Use Financial Analyzer to analyze data using multiple parameters. Public Sector Budgeting provides a link for exporting Public Sector Budgeting data into Financial Analyzer.

References

For information on using Discoverer to generate reports, see Using Oracle Discoverer to Generate Reports Procedures, page 48-1.

For information on using spreadsheets with Public Sector Budgeting, see Using Spreadsheets with Public Sector Budgeting Procedures, page 49-1.

For information on using Financial Analyzer with Public Sector Budgeting, see Financial Analyzer and Public Sector Budgeting Procedures, page 50-1.

Maintain Budget, General Ledger, and HR Systems

Process

The process to maintain budget and General Ledger systems consists of the following components.

Validate Budget Group Hierarchy Concurrent Process

Check for overlaps in effective dates and range of accounts for budget groups. Verify that budgetary accounts in General Ledger are included in the range of accounts definitions for the budget group. This concurrent process runs automatically when users freeze a top-level budget group in the Budget Group window.

Account Overlap Validation Concurrent Process

Recheck for overlapping account code combinations in budget group hierarchies when new accounts are created by dynamic insertion or in General Ledger.

Validate GL Budget Sets Concurrent Process

Check that an account code belongs to one and only one General Ledger budget for a given period for a given General Ledger budget set. If account codes belong to more than one General Ledger budget for the same period, the process fails and prints all the violating account codes.

Maintain Budget Account Codes Concurrent Process

Assign any new accounts that are created by dynamic insertion or in General Ledger to budget groups and other account sets. This concurrent process runs automatically when users create, update, or delete account sets in Public Sector Budgeting.

Create Worksheet Summary Totals Concurrent Process

Recalculate summary account totals after new accounts are created. Users must run this process periodically to update the summary account balances.

Create GL Budget Journals Concurrent Process

After the budget is adopted, create a budget journal entry and post the budget to General Ledger. Users can run the Create GL Budget Journals process as a trial run

or final run. For a trial run, Public Sector Budgeting produces the Budget Journal Edit Report, which shows details of the journal. Users can review the report, make adjustments to the budget worksheet, and rerun the procedure as a final run to post the budget entries.

Public Sector Budgeting supports summary or detailed budget journal entries and use of fund balance accounts for balanced journal entries.

Transfer Budget Journals to GL Concurrent Process

Automatically transfer budget journals created by the Create GL Budget Journals concurrent process to General Ledger.

Delete Budget Group Hierarchy Concurrent Process

Delete budget group hierarchies that are no longer needed. Users cannot delete a budget group hierarchy that is currently being used by a worksheet.

Purge Worksheet Concurrent Process

Delete budget worksheets that are no longer needed. Users have the option of deleting a global worksheet or all copies of a worksheet.

Maintain Budget Positions Concurrent Process

Assign positions in Public Sector Budgeting to position sets. Users can specify that the Maintain Budget Positions concurrent process be resubmitted at periodic intervals.

Assign Position Defaults Concurrent Process

Associate the attribute assignments, element assignments, salary account distributions, and FTE allocations in the default rules with positions. Users must run this process after defining position default rules. Position default rules are applied in order of processing sequence.

Upload Worksheet to Position Control Concurrent Process

Upload worksheets to position control to record the changes made to values for existing positions extracted from HRMS and information on new positions created in Public Sector Budgeting.

Purge Data Extract Concurrent Process

Delete data extracts that are no longer needed. Position information related to the data extract is also deleted.

Purge Budget Revisions Concurrent Process

Delete budget revisions that are no longer needed.

References

For information on validating a budget group hierarchy, see Validate Budget Group Hierarchy Procedures, page 34-1.

For information on checking for overlapping account codes in budget group hierarchies, see Account Overlap Validation Procedures, page 35-1.

For information on assigning new accounts to budget groups, see Maintain Budget Account Codes Procedures, page 36-1.

For information on recalculating summary account totals, see Create Worksheet Summary Totals Procedures, page 38-1.

For information on creating budget journal entries and posting budgets to General Ledger, see Post Budgets to General Ledger Procedures, page 37-1.

For information on deleting a budget group hierarchy, see Delete Budget Group Hierarchy Procedures, page 38-1.

For information on deleting a worksheet, see Purge Worksheet Procedures, page 39-1.

For information on assigning positions to position sets, see Maintain Budget Positions Procedures, page 40-1.

For information on overwriting HRMS position assignments with position assignments that are created in Public Sector Budgeting, see Assign Position Defaults Procedures, page 41-1.

For information on deleting a data extract, see Purge Data Extract Procedures, page 42-1.

For information on validating a General Ledger budget set, see Validate GL Budget Sets Procedures, page 45-1.

For information on purging budget revisions, see Purge Budget Revisions Procedures, page 43-1.

C

Managing Salary for Positions Extracted from Labor Distribution Process

This appendix describes methods for handling positions extracted from Labor Distribution that have Oracle Grants Accounting charging instructions. The following sections are in this appendix:

- Overview
- Alternative One: Using the Account Generator for Labor Distribution Integration
- Using the PSB Account Generator for OLD Integration Process
- Managing the Account Generator
- Alternative Two: Using Default Rules for Positions with Grants Accounting Instructions
- Identify Positions with Grants Accounting Charging Instructions Procedure
- Assign Position Defaults for Labor Distribution Procedure
- Example: Assign Position Defaults for Labor Distribution

Overview

Users can extract data from Labor Distribution at the same time they extract data from Oracle HRMS. If the Labor Distribution charging instructions include charging instructions from Grants Accounting in addition to General Ledger, Oracle Public Sector Budgeting users must employ one of the following methods to ensure that positions with Grants Accounting charging instructions receive a 100% salary distribution in Public Sector Budgeting.

- Alternative One: Using the Account Generator for Labor Distribution Integration
- Alternative Two: Using Default Rules for Positions with Grants Accounting Instructions

Alternative One: Using the Account Generator for Labor Distribution Integration

The Account Generator employs Oracle Workflow to allow users to derive account code combinations for positions that import salary distribution information from Labor Distribution and have Grants Accounting charging instructions.

Overview

Public Sector Budgeting provides an Account Generator process to create account code combinations from Grants Accounting charging instructions for use in Public Sector Budgeting, ensuring a complete salary distribution for positions with such charging instructions. The Account Generator is invoked when the data extract is performed.

Note: It is recommended that users employ the Account Generator to create the account code combinations used in Public Sector Budgeting, and the PSB: Use Account Generator for Data Extract profile is automatically enabled upon installation. No profile option setup is required.

Alternatively, users may continue to use default rules to ensure complete salary distributions. The PSB: Use Account Generator for Data Extract profile must be set to No. For instructions on setting up the profile, see Enabling or Disabling Account Generator.

For information on the generic features and functions of the Account Generator, see the *Oracle Applications Flexfields Guide.*

Using the PSB Account Generator for OLD Integration Process

Public Sector Budgeting provides a Generate Default Account process as part of the PSB Account Generator for OLD Integration. Users must customize and thoroughly test Account Generator processes before using this option to import salary distribution information from Labor Distribution. Users should coordinate the customization effort with Grants Management and Labor Distribution implementations, since the Account Generator processes might already have been implemented by other applications.

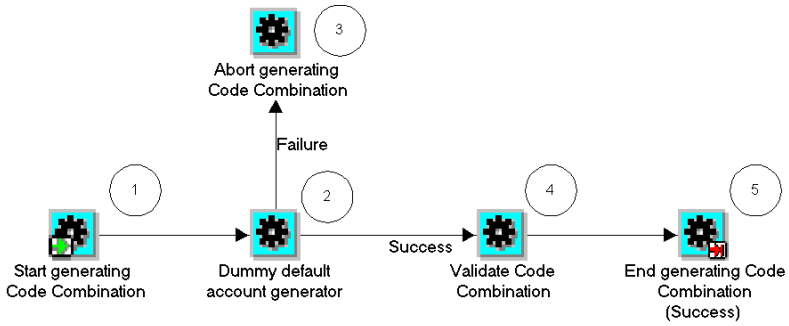
To use the Account Generator process, users must create their own Public Sector Budgeting Account Generator process. It is recommended that users create new Public Sector Budgeting Account Generator processes by copying the Generate Default Account process, removing the dummy default account generator function shown as node 2 in the diagram, and customizing using Oracle Workflow Builder. Users can create as many Account Generator processes as desired. Alternatively, users can customize the default process by removing the dummy default account generator function and customizing as desired, using Oracle Workflow Builder.

A customized sample process, Generate Default Account Using Constants, is available and shows how the Generate Default Account process can be customized to generate accounts.

For information on using Workflow Builder, see the *Oracle Workflow Guide.*

Figure C–1 shows the Generate Default Account nodes as described in the accompanying text.

Figure C–1 Generate Default Account Process



The Generate Account Process consists of the following nodes:

Start Generating Code Combination (Node 1)

This is a standard activity that marks the beginning of the process.

Dummy Default Account Generator (Node 2)

This must be replaced with a customized procedure for account generation.

The process has the following possible outcomes:

- If the function fails, the process branches to Abort Generating Code Combination
- If the function succeeds, the process branches to Validate Code Combination

Abort Generating Code Combinations (Node 3)

This ends the code combination process if the Dummy Default Account Generator function fails.

Validate Code Combination (Node 4)

This node contains the standard Flexfield function for validating a code combination.

End Generating Code Combination (Node 5)

This activity ends the code combination generation process.

Managing the Account Generator

Users can employ the following steps to manage the Account Generator:

- Testing Account Generator Processes
- Enabling or Disabling Account Generator
- Selecting an Account Generator Process

Testing Account Generator Processes

Public Sector Budgeting provides a script that allows users to test new or customized Account Generator processes before using one during data extract.

The script PSBTSTAG.sql is located in the $PSB_TOP/sql directory. It can be customized if desired.

Enabling or Disabling Account Generator

Public Sector Budgeting includes a new profile option called PSB: Use Account Generator for Data Extract. This profile option allows users to specify whether or not Account Generator should be used.

If users do not specify an option, Account Generator will automatically be used.

To set the PSB: Use Account Generator for Data Extract option, perform the following steps, see Oracle Public Sector Budgeting Setup Overview, page 3-1.

Selecting an Account Generator Process

After creating or customizing the Account Generator processes, users must choose one to use for the data extract. To select an Account Generator process, complete the following steps:

1. Log in using the System Administrator responsibility.
2. Navigate to the Account Generator Processes window as follows:

   Application - Flexfield - Key - Accounts
3. In the Process Name field for the Item Type PSB Account Generator for OLD Integration, select a process from the list of values. This process is created for each chart of accounts in General Ledger.

Alternative Two: Using Default Rules for Positions with Grants Accounting Instructions

To ensure 100% salary distributions in Public Sector Budgeting for positions with salary information imported from Labor Distribution, Public Sector Budgeting allows users to identify positions with Grants Accounting charging instructions and to create and apply default rules.

To define position default rules, see Position Default Rules Setup, page 18-1.

Identify Positions with Grants Accounting Charging Instructions Procedure

To identify positions with Grants Accounting charging instructions in Public Sector Budgeting, perform the following steps.

1. In Public Sector Budgeting, navigate to the Submit a New Request window as follows:

   Reports - Run

   The Submit a New Request window appears.

2. Select the Single Request radio button.

3. Click **OK**.

   The Submit Request window appears.

4. In the Request Name field, select Positions with Grants Accounting Charging Instructions from the list of values.

   The Parameters window appears.

5. In the Data Extract field, select a data extract from the list of values.

6. Click **OK** to apply the parameters.

7. Click **Submit** to send the request to the concurrent manager.

8. View the request in the concurrent manager as follows:

   View - Requests

9. Close the window.

Assign Position Defaults for Labor Distribution Procedure

To assign position defaults for Labor Distribution in Public Sector Budgeting, perform the following steps.

1. In Public Sector Budgeting, navigate to the Submit a New Request window as follows:

   Reports - Run

   The Submit a New Request window appears.

2. Select the Single Request radio button.

3. Click **OK**.

   The Submit Request window appears.

4. In the Request Name field, select Assign Position Defaults for Labor Distribution from the list of values.

   The Parameters window appears.

5. In the Data Extract field, select a data extract from the list of values.

6. Click **OK** to apply the parameters.

7. Click **Submit** to send the request to the concurrent manager.

8. View the request in the concurrent manager as follows:

   View - Requests

9. Close the window.

Example: Assign Position Defaults for Labor Distribution

This section provides an example of how users can define position defaults to achieve 100% distribution for salaries extracted from Labor Distribution.

The example includes the following:

- Assumptions
- Budget Group Setup
- Position Data After Extract
- Default Rules for Determining General Ledger Account Codes
- Position Data After Default Rules Applied
- Create and Distribute Worksheet
- Correct Salary Account Distributions in Departmental Worksheets

Assumptions

- The Accounting Key Flexfield has department and project segments.
- The Accounting Key Flexfield has four segments: fund or company, department or cost center, program or project and object or account, represented as XX.XX.XX.XXXX.
- Each lowest level budget group represents a department or cost center.
- Each lowest level budget group owns a unique range of accounts identified by the department or cost center segment.

Budget Group Setup

- The budget group has a two-level hierarchy, representing two departments.
- The departmental budgets have departmental codes 10 and 20 and are rolled up to the central budget office.

- The budget office parent budget group has two child budget groups, as shown in Table C–1.

Table C–1 Budget Group Setup Data

Budget Group	Parent	Range of Accounts
Budget Office		Inherited from two departments
Science Department	Budget Office	00.10.00.0000 to ZZ.10.ZZ.ZZZZ
Engineering Department	Budget Office	00.20.00.0000 to ZZ.20.ZZ.ZZZZ

Position Data After Extract

- Each department defines an employee's payroll charging instructions in Labor Distribution, using both General Ledger and Grants Accounting charging instructions.
- Some employees' positions have less than a complete salary account distribution, as shown in Table C–2.

Table C–2 Position Data After Extract

Budget Group	Position	Attribute = Attribute Value	LD Charging Instructions:	%	Extracted Account Distributions:	%
Science Department	Science Research Technician	Job = Research Technician Organization = Science	10.10.00.5001 Other(x)	80 20	10.10.00.5001	80
Engineering Department	Engineering Professor	Job = Professor Organization =Engineering	10.20.00.5001 Other(y) Other(z)	70 20 10	10.20.00.5001	70

Default Rules for Determining General Ledger Account Codes

- The individual department determines the General Ledger account equivalency for each Grants Accounting charging instruction.
- Some projects related to the same department are accounted for in separate funds.
- The Budget Office uses the dummy value 99 for the project and fund segments.

- The Grants Accounting charging instruction x equals 10.10.11.5001 in the General Ledger, the charging instruction y equals 10.20.22.5001 and the charging instruction z equals 30.20.33.5002.

The budget office must achieve the Temporary Account Distributions, while the individual department must achieve the Ultimate Account Distributions by adjusting the Temporary Account Distributions, as shown in Table C–3.

Table C–3 Dummy Funds to Account for Discrepancy

Budget Group	Position	Attribute = Attribute Value	Temporary Account Distributions:	%	Ultimate Account Distributions:	%
Science Department	Science Research Technician	Job = Research Technician Organization = Science	10.10.00.5001 99.10.99.5001	80 20	10.10.00.5001 10.10.11.5001	80 20
Engineering Department	Engineering Professor	Job = Professor Organization = Engineering	10.20.00.5001 99.20.99.5001	70 30	10.20.00.5001 10.20.22.5001 30.20.33.5002	70 20 10

The science research technician has the account code combination 99.10.99.5001.

- The dummy fund 99 is used because the budget office does not know to which fund the technician's salary can be charged.
- Department 10 is used because positions in the science department are normally charged to the corresponding department code.
- The object 5001 is used because the salary account is normally the same, regardless of the fund, department or salary charged for the salary.

Users can create default rules, as shown in Table C–4. In general, users need to define as many default rules as there are budget groups that directly own salary accounts, a number typically equal to the number of lowest level budget groups.

Table C–4 Default Rules

Default Rule	Position Set Definition (Attribute = Attribute Value)	Salary Account Distributions Assignment:	%
Rule for Science Department positions	Organization = Science	99.10.99.5001	100
Rule for Engineering Department positions	Organization = Engineering	99.20.99.5001	100

Position Data After Default Rules Applied

After the default rules are applied, the position data has a complete salary account distribution, as shown in Table C–5.

Table C–5 Position Data After Default Rules

Budget Group	Position	Attribute = Attribute Value	Salary Account Distributions:	%
Science Department	Science Research Technician	Job = Research Technician	10.10.00.5001	80
		Organization = Science	99.10.99.5001	20
Engineering Department	Engineering Professor	Job = Professor	10.20.00.5001	70
		Organization = Engineering	99.20.99.5001	30

Create and Distribute Worksheet

- The science research technician's salary is $40,000 and the engineering professor's salary is $60,000.
- The science research technician position is included in the Science Department worksheet because accounts 10.20.00.5001 and 99.20.99.5001 fall within the Engineering Department budget group's range of accounts, 00.10.00.0000 to ZZ.10.ZZ.ZZZZ,
- The engineering professor position is included in the Engineering Department worksheet because accounts 10.20.00.5001 and 99.20.99.5001 fall within the Engineering Department budget group's range of accounts, 00.10.00.0000 to ZZ.10.ZZ.ZZZZ.
- After the worksheet distribution, the two department worksheets consist of the departmental positions.

The budget office can run two separate Positions with Grants Accounting Charging Instructions reports for the Science and Engineering Departments.

Correct Salary Account Distributions in Departmental Worksheets

- The departmental budget preparer determines who works on specific projects and therefore determines the General Ledger accounts.

- The departmental budget preparer is informed that 99 represents dummy accounts and must be redistributed. Preparers zero out the dummy account and transfer the amounts to the appropriate accounts.

Table C–6 Salaries with Dummy Amount

Worksheet	Position	Account Distributions:	%	Salary Amount
Science Department Worksheet	Science Research Technician	10.10.00.5001 99.10.99.5001	80 20	$32,000 $16,000
Engineering Department Worksheet	Engineering Professor	10.20.00.5001 99.20.99.5001	70 30	$42,000 $18,000

To determine the appropriate accounts, the departmental budget preparers use the Positions with Grants Accounting Charging Instructions reports to determine the Grants Accounting charging instructions amounts. They manually translate the charging instructions and create the translated accounts in the worksheet.

- The Engineering Department budget preparer knows that the Database Technology and Network Technology project codes are 22 and 33, respectively.
- The preparer knows that the Network Technology project is funded by corporate funding with restrictions. It is accounted for in restricted fund 30 instead of the unrestricted fund 10.
- The salary account code 5002 is used to account for salary reimbursed by grantors who impose restrictions. The preparer fills in the dummy fund and project segment values and adjusts the salary account code where appropriate by constructing 10.20.22.5001 and 30.20.33.5002.
- The Science Department budget preparer knows that the Nuclear Research project code is 11. The preparer fills in the dummy fund and project segment values by constructing 10.10.11.5001.

The correct salary distributions can be achieved as shown in Table C–7.

Table C–7 Correct Salary Account Distributions in Departmental Worksheets

Worksheet	Position	Account Distributions	Salary Amount
Science Department Worksheet	Science Research Technician	10.10.00.5001 99.10.99.5001 10.10.11.5001	$32,000 $0 $16,000
Engineering Department Worksheet	Engineering Professor	10.20.00.5001 99.20.99.5001 10.20.22.5001 30.20.3.5002	$42,000 $0 $12,000 $6,000

D

Extract Data from Third-Party HRMS Process

This appendix provides information on extracting data from third-party HRMS systems in Oracle Public Sector Budgeting. The following sections are in this appendix:

- Overview
- Extracting Data from Third-Party HRMS Diagram
- Extracting Data from Third-Party HRMS Process

Overview

Public Sector Budgeting allows users to extract data from third-party HRMS.

This appendix offers information on handling third-party HRMS data. Users assume the responsibility for accurately populating the interface tables so that the extract process proceeds properly.

For information on table structures, see the *Oracle Public Sector Budgeting Technical Reference Manual.*

Extracting Data from Third-Party HRMS Diagram

Figure D–1 and Figure D–2 show the extracting data from third-party HRMS as described in the following text.

Figure D–1 Extract Data from Third-Party HRMS

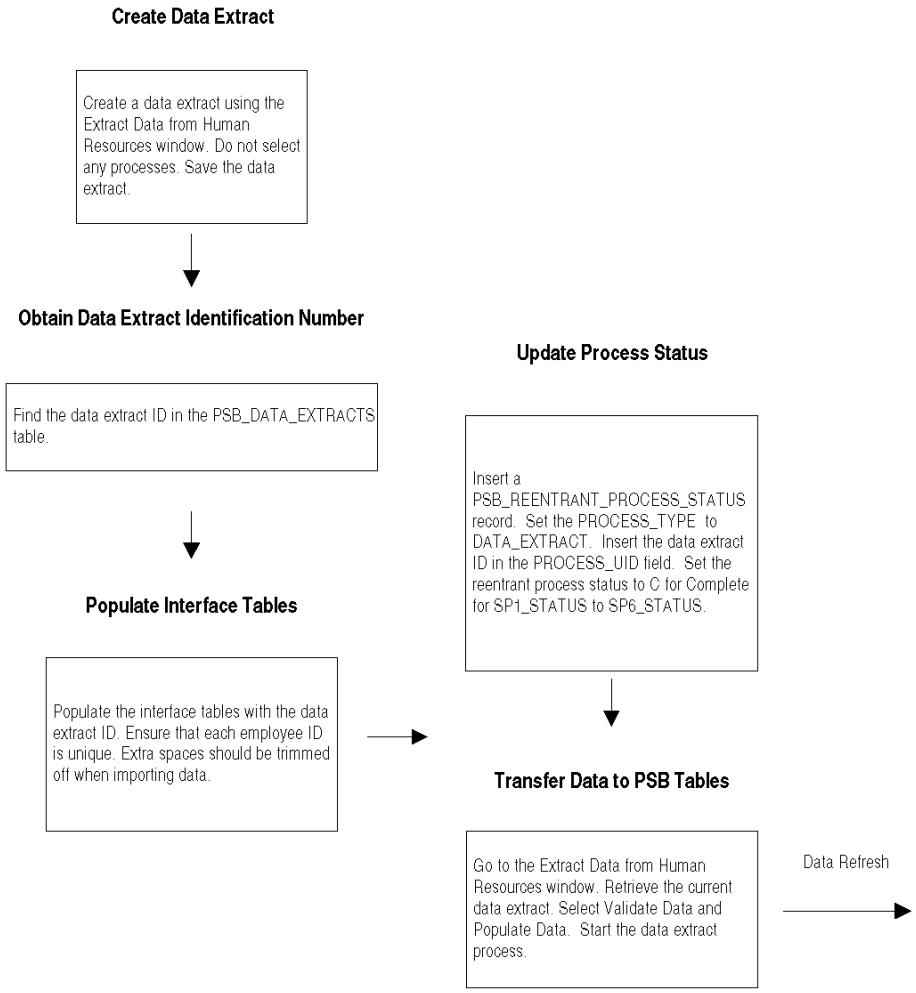
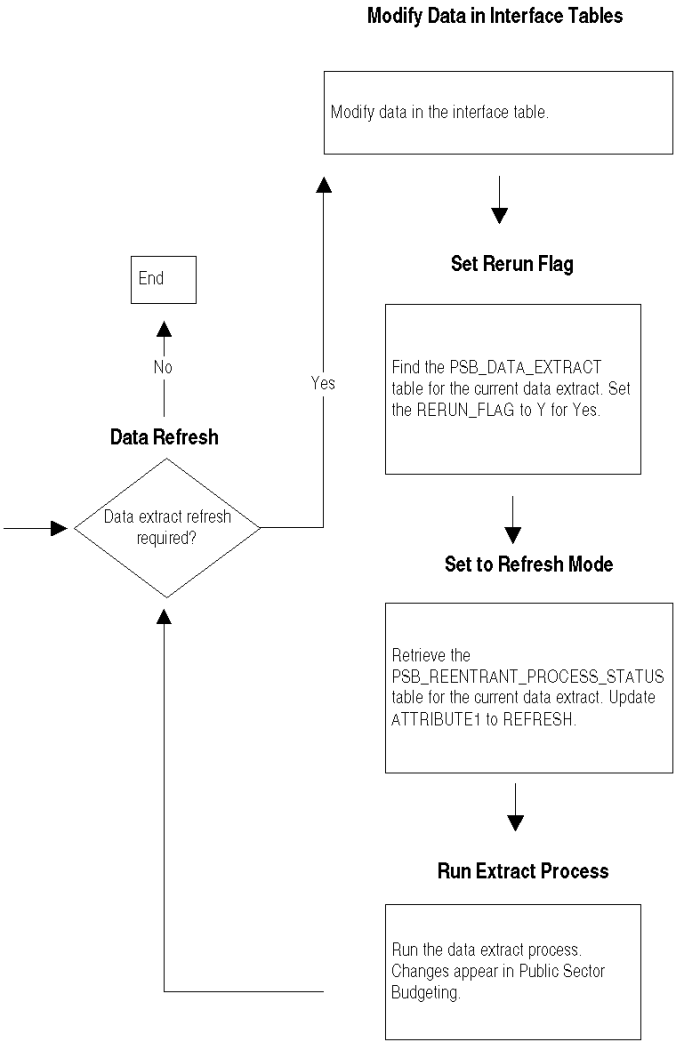


Figure D–2 Extracting Data from Third-Party HRMS Diagram (continued)



Extracting Data from Third-Party HRMS Process

The following information describes the process for extracting data from third-party HRMS.

- Create Data Extract
- Obtain Data Extract Identification Number
- Populate Interface Tables
- Update Process Status
- Transfer Data to PSB Tables
- Data Refresh
- Modify Data in Interface Tables
- Set Rerun Flag
- Set to Refresh Mode
- Run Extract Process

Create Data Extract

Use the Extract Data From Human Resources window to create a new data extract. Do not select any process check boxes. Save the data extract. Do not start the extract process.

The purpose of this step is to create a header. The data extract identification number that is created by this step is used in subsequent steps to associate a particular instance of HRMS data across the interface tables.

Obtain Data Extract Identification Number

Obtain the Data Extract Identification Number in either of the following ways.

- Use the data extract name to identify the DATA_EXTRACT_ID in the PSB_DATA_EXTRACTS table.
- Obtain the DATA_EXTRACT as follows:

  Help - Diagnostics - Examine

  Note: Users will need the Oracle Applications username and password to access the DATA_EXTRACT using the Help tools.

Populate Interface Tables

Create a program to load data into the interface tables and use the DATA_EXTRACT_ID found in the PSB_DATA_EXTRACT table to populate the following interface tables:

- PSB_POSITIONS_I
- PSB_SALARY_I
- PSB_EMPLOYEES_I
- PSB_COST_DISTRIBUTIONS_I
- PSB_ATTRIBUTE_VALUES_I
- PSB_EMPLOYEE_ASSIGNMENTS_I

Note: When populating the tables, ensure that the HR_EMPLOYEE_ID value, the HR_POSITION_ID value and the ASSIGNMENT_ID value in the PSB_EMPLOYEES_I table are unique to each employee. The values can be the same, but they must be uniquely associated with an employee.

For example, one employee's HR_EMPLOYEE_ID, HR_POSITION_ID and ASSIGNMENT_ID can all be 13456, but no other employee can be associated with that number.

Note: When populating the PSB_EMPLOYEE_ASSIGNMENTS_I table, include the details of the job assigned to the employee. Because the Job attribute value assignment is table validated, the PSB_ATTRIBUTE_VALUES_I table for the system attribute Job must be populated, using the list of all valid jobs, whether assigned or not.

Note: When defining a pay basis of PERIOD for employees, users must also define a period type for every Salary Element.

Note: Ensure that the loading program trims extra spaces from values entered in the interface tables. For example, when populating the SALARY_TYPE or RATE_OR_PAYSCALE_NAME fields in the PSB_SALARY_I and PSB_EMPLOYEES_I tables, enter only RATE, STEP, or VALUE with no blank spaces.

Note: The ATTRIBUTE_VALUE for date attributes, for example Hire Date and Adjustment Date, in the PSB_EMPLOYEE_ASSIGNMENTS_I table must be populated using the canonical format, for example, 1999/12/31 for December 31, 1999.

Update Process Status

Insert a PSB_REENTRANT_PROCESS_STATUS table, using SQL or the loading program. Enter HR DATA EXTRACT as the PROCESS_TYPE. Enter the DATA_EXTRACT_ID as the PROCESS_UID. Set the reentrant process status to C for Complete for SP1_STATUS through SP6_STATUS. Set ATTRIBUTE1 to CREATE. Table D–1 outlines the fields and their contents.

Table D–1 PSB_REENTRANT_PROCESS STATUS Table

Field	Value	Affected Interface Table
PROCESS_TYPE	HR DATA EXTRACT	
PROCESS_UID	<DATA_EXTRACT_ ID> of current extract	
SP1_STATUS	C	Position Interface
SP2_STATUS	C	Salary Interface
SP3_STATUS	C	Employee Interface
SP4_STATUS	C	Cost Distribution Interface
SP5_STATUS	C	Attribute Values Interface
SP6_STATUS	C	Employee Assignment Interface
ATTRIBUTE1	CREATE	

Note: Running the extract process against Oracle HRMS data automatically updates these status flags to log the process status. Manually inserting the values in the PSB_REENTRANT_PROCESS_STATUS table when using a third-party HRMS provides the same log as if the extract had been performed against Oracle HRMS.

Note: The ATTRIBUTE1 column contains the data extract method value. Users must ensure that this value matches the data extract method value for the data extract at all times.

Transfer Data to PSB Tables

Go to the Extract Data From Human Resources window. Retrieve the current data extract. Select the Validate Data and Populate Data check boxes. Start the extract process.

Once the process is complete, the data from the interface tables are transferred to the Public Sector Budgeting tables. If the Validate Data check box is selected, data in the interface tables are validated.

Data Refresh

Determine if the data transferred to Public Sector Budgeting are satisfactory.

If the data are satisfactory, extract is complete. If not, modify the data.

Modify Data in Interface Tables

If the human resources data transferred to Public Sector Budgeting requires changes, modify the information in the interface tables using the loading program.

To append additional records, use the same DATA_EXTRACT_ID and the process as described in Populate Interface Tables in this chapter.

Data from deleted records will continue to be reflected in the extract process results.

Set Rerun Flag

Update the PSB_DATA_EXTRACTS table with the correct DATA_EXTRACT_ID and set the RERUN_FLAG to Y for Yes.

Updating the RERUN_FLAG indicates that any extract process run against that DATA_EXTRACT_ID is in rerun mode.

Set to Refresh Mode

Retrieve the PSB_REENTRANT_PROCESS_STATUS table where the PROCESS_ UID equals the DATA_EXTRACT_ID. Update ATTRIBUTE1 value from CREATE to REFRESH.

Updating the Attribute1 field indicates that the extract will execute in refresh mode.

Run Extract Process

Go to the Extract Data From Human Resources window. Retrieve the current data extract. Select the Validate Data and Populate Data check boxes, if they are not already selected. Start the extract process. Modifications made to the interface tables appear in Public Sector Budgeting.

The data may be modified and the extract process run as many times as necessary.

References

For information on the Extract Data From Human Resources window, see Extract Data From HRMS Setup, page 15-1.

E

Handling Reorganization During Budget Development Process

This appendix describes the processes used to manage reorganization during a budget development cycle using Oracle Public Sector Budgeting. The following topics are in this chapter:

- Overview
- Forming a New Budget Organization
- Changing Reporting Lines
- Transferring Positions Between Organizations
- Transferring Accounts Between Organizations

Overview

This chapter discusses basic scenarios for handling budget reorganization during a budget cycle. These scenarios address situations where worksheets have been distributed and substantially changed. When budget reorganization takes place at the beginning of the budget cycle, before the worksheet has been modified, the changes should be made in the source systems, such as Oracle General Ledger or Oracle Human Resources Management Systems, first and then made to the budget group hierarchy definition, and a new budget worksheet can be re-created. If budget reorganization occurs after a budget cycle, the changes should be made in General Ledger and HRMS, as needed.

The processes outlined show one approach. Other approaches may be possible. Users must understand the purpose and effect of each step before using the outlined processes for reorganization, since in reality a reorganization often involves a mixture of these scenarios.

The scenarios are:

- Forming a New Budget Organization

  Example: when a new department is formed, with a new department segment value in the accounting flexfield.

- Changing Reporting Lines

  Example: when an existing department reports to a different division. The department's accounts and employees / positions are transferred and owned by the new parent divison.

- Transferring Positions Between Organizations

  Example: when a department is downsized and some of its positions transferred to a new department.

- Transferring Accounts Between Organizations

  Example: when a department turns over activities to a central organization.

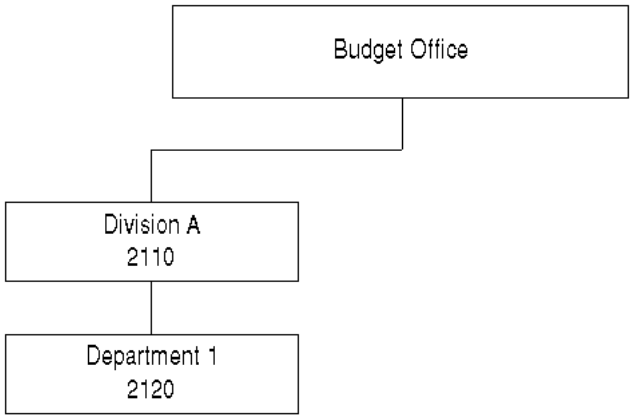
Forming a New Budget Organization

This scenario addresses a major organizational change in which a new budget organization is formed. The new organization uses a new set of code combinations and has new positions.

Before the reorganization, the budget group has the following structure, with the Budget Office as the parent of Division A, division code 2110, which is the parent of Department 1, department code 2120.

Figure E–1 shows the Budget Office before reorganization.

Figure E–1 Budget Office Before Reorganization



A budget worksheet has been created, distributed and substantially modified. The worksheet identifications are:

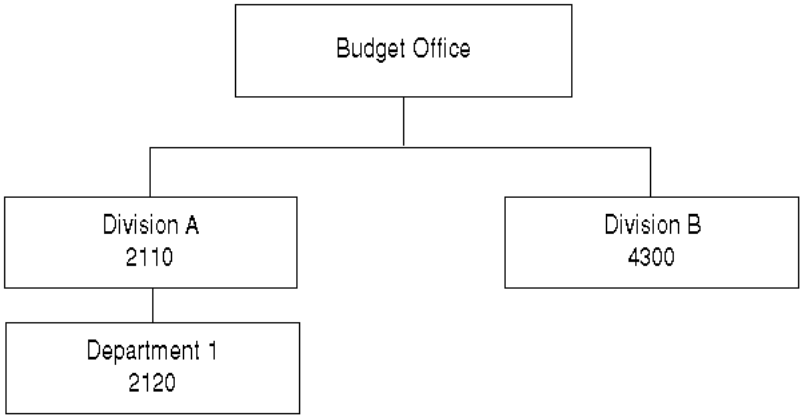
Table E–1 Initial Worksheet Identifications

Budget Group	Worksheet ID
Budget Office	769
Division A	792
Department 1	794

A new budget organization, Division B with division code ...4300..., is created. In the new budget group hierarchy, the Budget Office is the parent of Division A and Division B.

Figure E–2 shows the Budget Office hierarchy after reorganization.

Figure E–2 Budget Office After Reorganization



Process

To add Division B and create the account code combinations and positions for the Division B worksheet, users can employ the following process.

1. Unfreeze the budget group hierarchy at the Budget Office level.
2. Add the new budget group Division B with a range of accounts covering organization code ...4300....

   Note: All other required budget group setup must be completed as well.
3. Freeze the budget group hierarchy at the Budget Office level.
4. Distribute worksheet 769.

   Note: Ensure that the new distribution rule includes Division B.

A new, blank worksheet is created for Division B through the distribution process, with the following worksheet identifications:

Table E–2 Worksheet ID after Reorganization

Budget Group	Worksheet ID
Budget Office	769
Division A	792
Division B	793
Department 1	794

Budget preparers for Division B add the line-items and positions to worksheet 793 as needed. The organization segment value for the account code combinations created is ...4300....

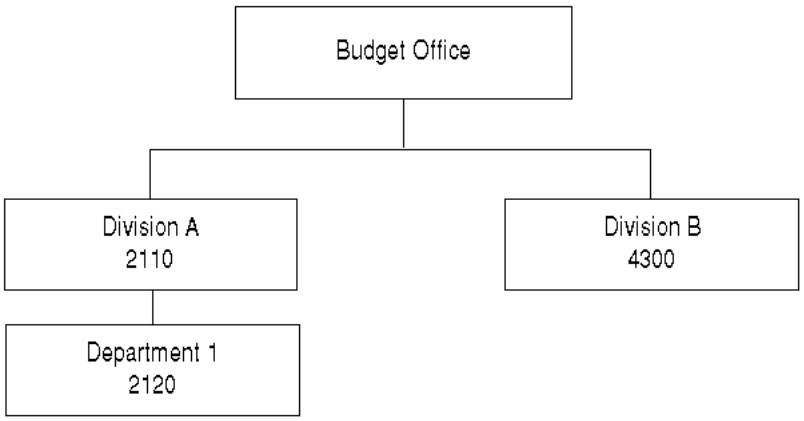
Changing Reporting Lines

This scenario addresses a major organizational change in which an existing budget organization, such as a department, reports to a different organization, such as a division. The reorganized department owns the same accounts and positions before and after the reorganization, but the reorganized department is owned by a new parent division that owns the associated accounts and positions.

Before the reorganization, the Budget Office owns Division A and Division B. Division A owns Department 1.

Figure E–3 shows the Budget Office before the reorganization.

Figure E–3 Budget Office Before Reorganization



Before the reorganization, the Division A worksheet can access accounts and positions in Department 1, but the Division B worksheet cannot.

Table E–3 shows the range of account and position access for each organization prior to the reorganization.

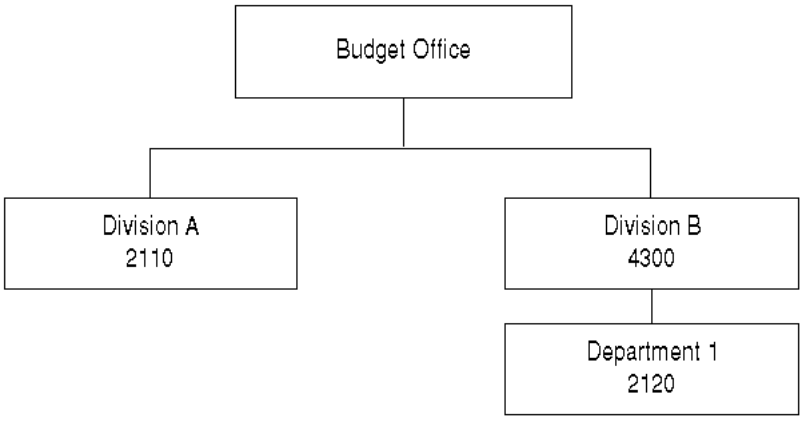
Table E–3 Range of Account and Position Access Before Reorganization

Budget Group	Worksheet ID	Range of Accounts Access	Positions Access
Budget Office	769	...2110... ...2120... ...4300...	Division A positions Department 1 positions Division B positions
Division A	792	...2110... ...2120...	Division A positions Department 1 positions
Division B	793	...4300..	Division B positions
Department 1	794	...2120...	Department 1 positions

After the reorganization, the budget office still owns Division A and Division B, but Department 1 is now owned by Division B.

Figure E–4 shows the budget office after reorganization.

Figure E–4 Budget Office After Reorganization



After the reorganization, the Division B worksheet can access the accounts and positions for Department 1, but the Division A worksheet cannot.

Table E–4 shows the range of account and position access after the reorganization.

Table E–4 Range of Account and Position Access After Reorganization

Budget Group	Worksheet ID	Range of Accounts Access	Positions Access
Budget Office	769	...2110... ...2120... ...4300...	Division A positions Department 1 positions Division B positions
Division A	792	...2110...	Division A positions
Division B	793	...2120... ...4300..	Department 1 positions Division B positions
Department 1	794	...2120...	Department 1 positions

Process

To transfer the Department 1 worksheet from Division A to Division B, users can employ the following process:

1. To ensure that all changes made in the Department 1 and Division A worksheets are rolled up to the worksheet above them, submit the two worksheets, 794 and792, respectively.

   Note: This step is required when new accounts or positions are created in the Department 1 and Division A worksheets.

2. For audit trail purposes, copy the Department 1 and Division A worksheets. The copied worksheets have the identifications 795 and 809, respectively.

   Note: Copying the worksheets is recommended because the original worksheets 792 and 794 will be purged in the following step, and copying provides the only method to create an audit trail.

3. Purge worksheets 792 and 794.

   Note: If worksheet 792 is not purged, it will continue to own accounts and positions from worksheet 794, even if the following steps are completed. The redistribution process will add accounts and positions to a budget group based on the most recent budget group definition, but it will not remove existing accounts and positions from a worksheet.

4. Unfreeze the budget group hierarchy at the Budget Office level.

5. Change Department 1's parent from Division A to Division B.

6. Freeze the Budget Group hierarchy at the Budget Office level.
7. Distribute worksheet 769.

   Note: Ensure that the distribution rule lists Department 1 under Division B.

   Note: If summary templates were created for the combination of 2110 and 2120, be sure to remove them from the GL Interfaces Setup window to ensure security. Otherwise, Division A can access these summary templates from its own worksheet, 829, allowing it to view the summary for both 2110 and 2120.

Division A and Department 1 have new worksheet identifications, 829 and 830, respectively. Division A worksheet 829 can access only the accounts and positions for organization ...2110.... Division B worksheet 793 can access its original accounts and positions in organization ...4300... and can also access the accounts and positions in Department 1.

Table E–5 shows the access allowed after the reorganization.

Table E–5 Range of Account and Position Access After Reorganization

Budget Group	New Worksheet ID	Copied Worksheet ID	Range of Accounts Access	Positions Access
Budget Office	769		...2110... ...2120... ...4300...	Division A positions Department 1 positions Division B positions
Division A	829		...2110...	Division A positions
		795 (from 792)	...2110... ...2120...	Division A positions Department 1 positions
Division B	793		...2120... ...4300..	Department 1 positions Division B positions
Department 1	830		...2120...	Department 1 positions
		809 (from 794)	...2120...	Department 1 positions

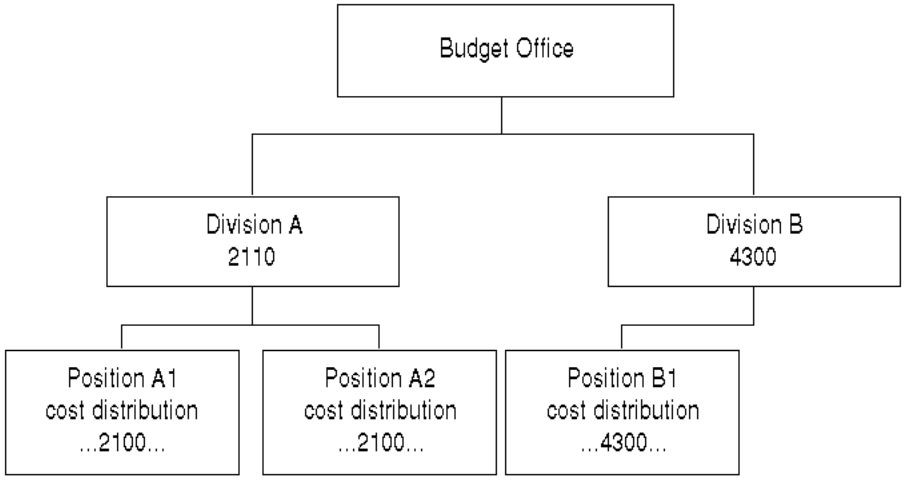
Transferring Positions Between Organizations

This scenario addresses a minor organizational change in which selected positions are transferred from one budget organization to another. The employees in the budget organization continue to be assigned to the existing positions and the pay structure does not change. The costs are simply charged to a new organization, and the transferred positions have the new organizational value in the accounting flexfield.

Before the transfer, the Budget Office owns Division A and Division B. Division A owns Position A1 and Position A2, both with cost distribution segment value ...2100..., while Division B owns Position B1, which has a cost distribution segment value of ...4300....

Figure E–5 shows the Budget Office hierarchy before the transfer.

Figure E–5 Budget Office Before Transfer



The Division A worksheet can access Position A2, but Division B cannot.

Table E–6 shows the access permissions before the transfer.

Table E–6 Range of Account and Position Access Before Transfer

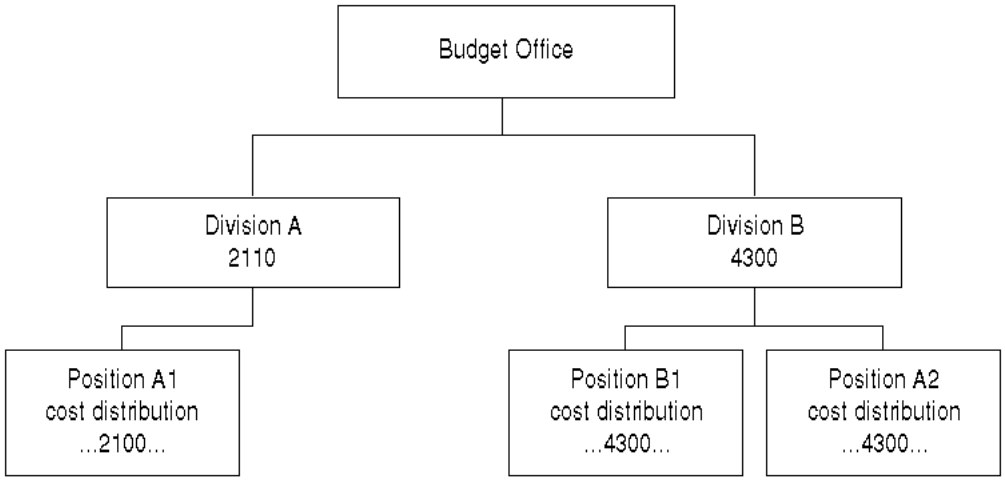
Budget Group	Worksheet ID	Range of Accounts Access	Positions Access
Budget Office	769	...2110... ...4300...	Position A1 and Position A2 Position B2
Division A	792	...2110...	Position A1 and Position A2
Division B	793	...4300...	Position B1

Updating the cost distribution for Position A2 from ...2100... to ...4300... in the Positions window at the base position level does not automatically update the position ownership in the worksheets, and it remains the same as shown in Table E–5.

After the transfer, the position ownership shows that the Budget Office owns Division A and Division B, that Division A owns Position A1 and that Division B owns Position B1 and Position A2.

Figure E–6 shows how the Budget Office hierarchy appears after the transfer.

Figure E–6 Budget Office After Transfer



After the transfer, the Division B worksheet can access Position A2, while the Division A worksheet cannot.

Table E–7 shows the access permissions after the transfer.

Table E–7 Range of Account and Position Access After Transfer

Budget Group	Worksheet ID	Range of Accounts Access	Positions Access
Budget Office	769	...2110... ...4300...	Position A1 Position B1 and PositionA2
Division A	792	...2110...	Position A1
Division B	793	...4300...	Position B1 and Position A2

Process

To update the position ownership at the worksheet level after the cost distribution of Position A2 is changed from Division A to Division B, users can employ the following process.

1. Change the salary account distribution for Position A2 from ... 2100... to ...4300... in the Positions window, not in the worksheet.

   Note: If a similar change is made for many positions in HRMS, users can run the data extract in refresh mode to change the salary account distribution in the Positions window instead.

2. At Position A2 on worksheet 792, invoke Recalculate. The position will be removed from worksheet 792 and placed in worksheet 793.

Division A worksheet 792 now can access only Position A1, Division B worksheet 793 can now access not only the original Position B1 but also Position A2. The cost of Position A2 is distributed to Division B's range of accounts, ...4300....

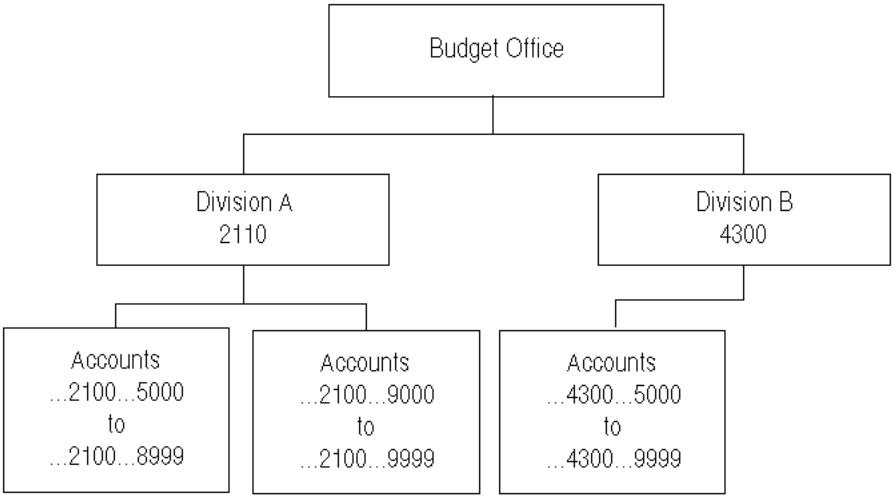
Transferring Accounts Between Organizations

This scenario addresses a minor organizational change in which selected accounts are transferred from one budget organization to another. The transferred accounts retain the same object segment values and the same departmental segment values in the flexfields.

Before the transfer, the Budget Office owns Division A with account range 2110 and Division B with account range 4300. Division A owns Accounts with account range ...2100...5000 to ...2100...8999 and Accounts with account range ...2100...9000 to ...2100...9999. Division B owns accounts with account ranges ...4300...5000 to ...4300...9999.

Figure E–7 shows the budget office before the transfer.

Figure E–7 Budget Office Before Transfer



The Division A worksheet can access the account range from 2100...9000 to ...2100...9999, but the Division B worksheet cannot.

Table E–8 shows the range of accounts access allowed.

Table E–8 Worksheet IDs Before Transfer

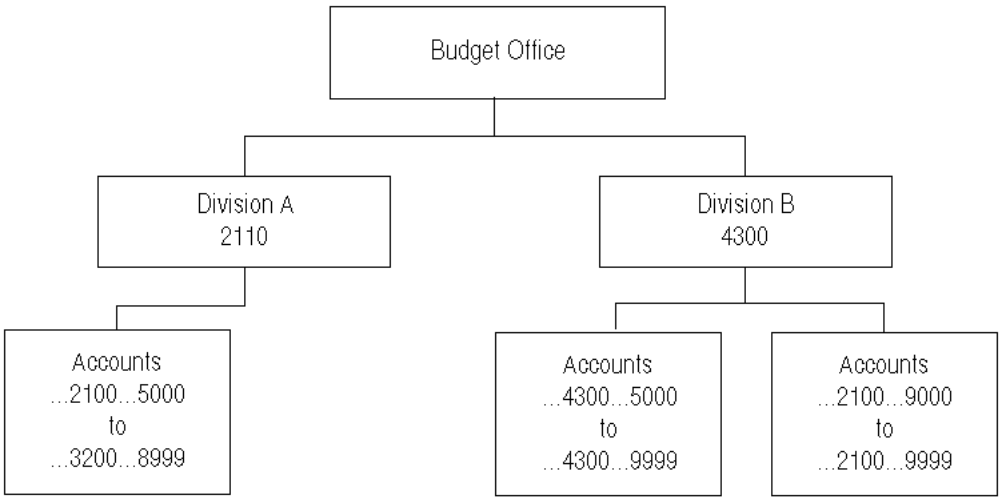
Budget Group	Worksheet ID	Range of Accounts Access
Budget Office	769	...2100....5000 to ...2100...8999 ...2100...9000 to ...2100...9999 ...4300...5000 to ...4300...9999
Division A	792	...2100...5000 to ...2100...8999 ...2100..9000 to ...2100...9999
Division B	793	...4300...5000 to ...4300...9999

When the range of accounts ...2100..9000 to ...2100...9999 is transferred from Division A to Division B in the Budget Group window, the worksheets do not automatically update the account ownership inthe worksheets, so it stays the same as in Table E–8.

The account ownership must change to show that the Budget Office owns both Division A with an account segment value of ...2110... and Division B with an account segment value of ...4300.... Division A owns Accounts ranging from ...2100...5000 to ...3200...8999, while Division B owns accounts ranging from ...4300...5000 to ...4300...9999 and ...2100...9000 to ...2100...9999.

Figure E–8 shows the new account ownership.

Figure E–8 Budget Office After Reorganization



After the account transfer, the Division B worksheet can access the account range ...2100...9000 to ...2100...9999, while the Division A worksheet cannot.

Table E–9 shows the range of account access allowed after the transfer.

Table E–9 Worksheet IDs after Transfer

Budget Group	Worksheet ID	Range of Accounts Access
Budget Office	769	...2100...5000 to ...2100...8999 ...2100...9000 to ...2100...9999 ...4300...5000 to ...4300...9999
Division A	792	...2100...5000 to ...2100...8999
Division B	793	...4300...5000 to ...4300...9999 ...2100...9000 to ...2100...9999

Process

Users can employ the following process to update account ownership at the worksheet level after the range of accounts ...2100...9000 to ...2100...9999 is transferred from Division A to Division B in the Budget Group definition.

1. Unfreeze the budget group hierarchy at the Budget Office level.
2. Remove the range of accounts ...2100...9000 to ...2100...9999 from the Divison A budget group.
3. Add the removed range of accounts to the Division B budget group.
4. Freeze the budget group hierarchy at the Budget Office level.
5. Invoke Recalculate on the line-item worksheet 792.

   The accounts from ...2100...9000 to ...2100...9999 will be removed and placed in worksheet 793.

   Alternatively, invoke Recalculate on line-item worksheet 793.

   The accounts from ...2100...9000 to ...2100...9999 will be removed from worksheet 792 and placed in worksheet 793.

References

- For information on setting up budget groups and freezing and unfreezing the budget group hierarchy, see Budget Groups and Security Setup, page 12-1.
- For information on submitting and distributing a worksheet, see Worksheet Distribution Procedures, page 28-1.
- For information on copying a worksheet, see Worksheet Operations Procedures, page 33-1.
- For information on salary account distributions in the Positions window, see Modify Position Worksheet Procedures, page 30-1.
- For information on recalculating in the Worksheet Summary window, see Modify Line Item Worksheet Procedures, page 29-1.
- For information on removing and adding accounts from the budget group, see Modify Line Item Worksheet Procedures, page 29-1.

Part XIII

References

F

Projection Parameter and Constraint Formula Types

This appendix describes the projection parameter and constraint formula types in Oracle Public Sector Budgeting. The following sections are in this appendix:

- Overview
- Account Projection Parameter Formulas
- Element Projection Parameter Formulas
- Position Projection Parameter Formulas
- Account Constraint Formulas
- Element Constraint Formulas
- Position Constraint Formulas

Overview

Public Sector Budgeting classifies projection parameter and constraint formulas as follows:

- Account projection parameters are used to project budget amounts for line items.
- Element projection parameters are used to project future element rates.
- Position projection parameters are used to project future element rates for selected positions.
- Account constraints are used to prevent budget amount violations for line items.
- Element constraints are used to prevent modification of element rates for a selected group of positions.
- Position constraints are used to prevent element cost violations for selected positions or positions that are assigned to invalid element options.

Projection parameters and constraints are generally defined for a range of accounts or a group of positions.

For information on defining projection parameters, see Projection Parameters Procedures, page 22-1.

For information on defining constraints, see Constraints Procedures, page 24-1.

Account Projection Parameter Formulas

Formula Types

Table F–1 shows the formula types for account projection parameters.

Table F–1 Account Projection Parameter Formula Types

Type	Description	Comments
Type 1	required fields: Step, Prefix Operator, Period, Balance Type, Currency, Postfix Operator, Amount	fields not used: Account
Type 2	required fields: Step, Prefix Operator, Period, Balance Type, Account, Currency	optional fields: Postfix Operator, Amount
Type 3	required fields: Step, Prefix Operator, Amount	fields not used: Period, Balance Type, Account, Currency, Postfix Operator
Type 4	any combination of types 1, 2, or 3 in any order	

Type 1

Make budget estimates for line items based on the prior year's actuals.

Table F–2 shows sample data for account projection parameter formula type 1.

Table F–2 Account Projection Parameter Formula - Type 1

Step	Operator	Period	Balance Type	Account	Currency	Operator	Amount
10	=	Prior1	Actuals		USD	*	1.25

Type 2

Make budget estimates for line items based on current actuals for different line items that mirror the original line items for all segments except the overriding segments. For example, the grant expenditures budget for the next year is based on the grant revenues received in the current year.

Table F–3 shows sample data for account projection parameter formula type 2.

Table F–3 Account Projection Parameter Formula - Type 2

Step	Operator	Period	Balance Type	Account	Currency	Operator	Amount
10	=	Current	Actuals	9950	USD	*	1

Type 3

Make budget estimates for line items using a specific amount. For example, grant revenue for the current year estimate is based on the amount awarded.

Table F–4 shows sample data for account projection parameter formula type 3.

Table F–4 Account Projection Parameter Formula - Type 3

Step	Operator	Period	Balance Type	Account	Currency	Operator	Amount
10	=						10000

Type 4

Make budget estimates for line items based on a combination of several projection parameter formulas.

Table F–5 shows sample data for account projection parameter formula type 4.

Table F–5 Account Projection Parameter Formula - Type 4

Step	Operator	Period	Balance Type	Account	Currency	Operator	Amount
10	=	Prior1	Actuals		USD	*	1.25
20	+	Current	Actuals	9950	USD	*	1
30	+						10000

Element Projection Parameter Formulas

Formula Types

Table F–6 shows the formula types for element projection parameters.

Table F–6 Element Projection Parameter Formula Types

Type	Description	Required Fields	Optional Fields
Type 1	salary element with or without option values	Step, Element, Value Type, Value	Option, Grade Step, From [Effective Dates], To [Effective Dates]
Type 2	benefits or tax element with or without option values	Step, Element, Value Type, Value	Option, From [Effective Dates], To [Effective Dates] **Note:** fields not used: Grade Step

Type 1: Example 1

Project salary element rates for selected grades.

Table F–7 shows sample data for element projection parameter formula type 1.

Table F–7 Element Projection Parameter Formula - Type 1, Salary Element with Options

Step	Element	Option	Grade Step	Value Type	Value	From [Effective Dates]	To [Effective Dates]
10	Monthly Salary	Monthly Rate A	[default if salary element uses grade step]	Amount	2000	01-JUL-1998	

Type 1: Example 2

Project salary element rates at the same scale. For example, an organization might anticipate that negotiations with Union A will result in a 5% increase for the next budget year.

Table F–8 shows sample data for element projection parameter formula type 1.

Table F–8 Element Projection Parameter Formula - Type 2, Salary Element without Options

Step	Element	Option	Grade Step	Value Type	Value	From [Effective Dates]	To [Effective Dates]
10	Union A Salary			Percent Increase	5	01-JUL-1998	30-JUN-1999

Type 2: Example 1

Project benefits or tax element rates for selected options such as different medical plans.

Table F–9 shows sample data for element projection parameter formula type 2.

Table F–9 Element Projection Parameter Formula - Type 2, Benefits or Tax Element with Options

Step	Element	Option	Grade Step	Value Type	Value	From [Effective Dates]	To [Effective Dates]
10	Medical	Plan 1		Amount	50	01-JUL-1998	

Type 2: Example 2

Project benefits or tax element rates by a specified amount. For example, increase the rate for a Self Insurance Fee by 100.

Table F–10 shows sample data for element projection parameter formula type 2.

Table F–10 Element Projection Parameter Formula - Type 2, Benefits or Tax Element without Options

Step	Element	Option	Grade Step	Value Type	Value	From [Effective Dates]	To [Effective Dates]
10	Self Insurance Fee			Amount	100	01-JUL-1998	

Position Projection Parameter Formulas

Formula Types

Table F–11 shows the formula types for position projection parameters.

Table F–11 Position Projection Parameter Formula Types

Type	Description	Required Fields	Optional Fields
Type 1	auto increment used; Hire Date option	Every, Days From, Increment Salary By, Type	
Type 2	auto increment used; Adjustment Date option	Every, Days From, Increment Salary By, Type	
Type 3	auto increment not used; attribute assignment type	Step, Assignment Type, Attribute, Attribute Value **Note:** fields not used: Element, Option, Grade Step, Value Type, Element Value	From [Effective Dates], To [Effective Dates]
Type 4	auto increment not used; element assignment type; salary element	Step, Assignment Type, Element, Value Type, Element Value **Note:** fields not used: Attribute, Attribute Value	Option, Grade Step, From [Effective Dates], To [Effective Dates]
Type 5	auto increment not used; element assignment type; benefits or tax element with or without option values	Step, Assignment Type, Element, Value Type, Element Value **Note:** fields not used: Grade Step, Attribute, Attribute Value	Option, From [Effective Dates], To [Effective Dates]

Type 1

Increment employees in a position by one step within a grade. For example, new employees who have reached the six month probation period can progress by one step within their grade.

Table F–12 shows sample data for position projection parameter formula type 1.

Table F–12 Position Projection Parameter Formula - Type 1, Auto Increment Used with Hire Date Option

Every	182	**Days From**	Hire Date
Increment Salary By	1	**Type**	Step

Type 2

Increase the salaries for employees in a position for seniority. For example, raise the salary for an employee by 5% at each annual evaluation.

Table F–13 shows sample data for position projection parameter formula type 2.

Table F–13 Position Projection Parameter Formula - Type 2, Auto Increment Used with Adjustment Date Option

Every	365	**Days From**	Adjustment Date
Increment Salary By	5	**Type**	Percent

Type 3

Reclassify the attribute value for a position. For example, designate that employees in temporary positions should work half-time.

Table F–14 shows sample data for position projection parameter formula type 3.

Table F–14 Position Projection Parameter Formula - Type 3, Auto Increment Not Used, Attribute Assignment Type

Step	Assignment Type	Element	Option	Grade Step	Value Type	Element Value	From [Effective Dates]	To [Effective Dates]	Attribute	Attribute Value
10	Attribute						01-JAN-1998	31-DEC-1998	FTE	0.5

Type 4

Project salary element amounts for positions with a particular grade or grade step.

Table F–15 shows sample data for position projection parameter formula type 4.

Table F–15 Position Projection Parameter Formula- Type 4, Auto Increment Not Used, Element Assignment Type, Salary Element

Step	Assignment Type	Element	Option	Grade Step	Value Type	Element Value	From [Effective Dates]	To [Effective Dates]	Attribute	Attribute Value
10	Element	Monthly Salary	15	1	Amount	2000	01-JAN-2000	31-DEC-2000		

Type 5: Example 1

Project benefits or tax element amounts for positions with a particular option.

Table F–16 shows sample data for position projection parameter formula type 5.

Table F–16 Position Projection Parameter Formula - Type 5, Auto Increment Not Used, Element Assignment Type, Benefits or Tax Element with Option Values

Step	Assignment Type	Element	Option	Grade Step	Value Type	Element Value	From [Effective Dates]	To [Effective Dates]	Attribute	Attribute Value
10	Element	Fringe Benefits	Rate 1		Percent	10	01-JAN-1998	31-DEC-1998		

Type 5: Example 2

Project benefits or tax element amounts for positions, with elements that do not have options, in the total position cost.

Table F–17 shows sample data for position projection parameter formula type 6.

Table F–17 Position Projection Parameter Formula- Type 6, Auto Increment Not Used, Element Assignment Type, Benefits or Tax Element without Option Values

Step	Assignment Type	Element	Option	Grade Step	Value Type	Element Value	From [Effective Dates]	To [Effective Dates]	Attribute	Attribute Value
10	Element	Self Insurance Fee			Percent	20	01-JAN-1998	31-DEC-1998		

Account Constraint Formulas

Formula Types

Table F–18 shows the formula types for account constraints.

Table F–18 Account Constraint Formula Types

Type	Description	Required Fields
Type 1	detailed option not used	Step, Prefix Operator, Period, Balance Type, Currency, Postfix Operator, Amount **Note:** fields not used: Account
Type 2		Step, Prefix Operator, Period, Balance Type, Account, Currency **Note:** optional fields: Postfix Operator, Amount
Type 3		Step, Prefix Operator, Amount **Note:** fields not used: Period, Balance Type, Account, Currency, Postfix Operator
Type 4	any combination of types 1, 2, or 3 in any order	

Type 1

Notify users regarding budget estimates for line items that exceed a certain percentage of the prior year's actuals.

Table F–19 shows sample data for account constraint formula type 1.

Table F–19 Account Constraint Formula - Type 1

Step	Operator	Period	Balance Type	Account	Currency	Operator	Amount
10	>	Prior1	Actuals		USD	*	1.25

Type 2

Notify users regarding budget estimates for line items that exceed a certain percentage of the prior year's actuals for a different line item.

Table F–20 shows sample data for account constraint formula type 2.

Table F–20 Account Constraint Formula - Type 2

Step	Operator	Period	Balance Type	Account	Currency	Operator	Amount
10	>	Prior1	Actuals	9950	USD	*	1.25

Type 3

Notify users regarding budget estimates for line items that exceed a specified amount.

Table F–21 shows sample data for account constraint formula type 3.

Table F–21 Account Constraint Formula - Type 3

Step	Operator	Period	Balance Type	Account	Currency	Operator	Amount
10	>						10000

Type 4

Notify users regarding budget estimates for line items that exceed amounts calculated according to several types of formulas.

Table F–22 shows sample data for account constraint formula type 4.

Table F–22 Account Constraint Formula - Type 4

Step	Operator	Period	Balance Type	Account	Currency	Operator	Amount
10	=	Current	Actuals		USD	*	1.25
20	+	Prior1	Actuals	9950	USD	*	1.25
30	+						10000

Element Constraint Formulas

Formula Types

Table F–23 shows the formula types for element constraints.

Table F–23 Element Constraint Formula Types

Type	Description	Required Fields
Type 1	salary element required fields: Step, Element optional fields: Option, Grade Step, From [Effective Dates], To [Effective Dates]	Step, Element **Note:** optional fields: Option, Grade Step, From [Effective Dates], To [Effective Dates]
Type 2	benefits or tax element with or without option values	Step, Element **Note:** optional fields: Option, From [Effective Dates], To [Effective Dates] **Note:** fields not used: Grade Step

Type 1

Prevent an element value from being modified for a certain group of positions. For example, specify that union positions must follow the salary rates suggested in the salary element table, but that other positions are allowed to deviate from the suggested salary rates.

Table F–24 shows sample data for element constraint formula type 1.

Table F–24 Element Constraint Formula - Type 1, Salary Element

Step	Element	Option	Grade Step	From [Effective Dates]	To [Effective Dates]
10	Monthly Salary	15	3	01-JAN-1998	31-DEC-1998

Type 2: Example 1

Specify that rates for an element with options cannot be modified, for a group of positions, for a specific time period. For example, union medical rates negotiated for the 1998 calendar year cannot be modified.

Table F–25 shows sample data for element constraint formula type 2.

Table F–25 Element Constraint Formula - Type 2, Benefits or Tax Element with Options

Step	Element	Option	Grade Step	From [Effective Dates]	To [Effective Dates]
10	Medical	Med1		01-JAN-1998	31-DEC-1998

Type 2: Example 2

Specify that rates for an element without options cannot be modified, for a group of positions, for a specific time period.

Table F–26 shows sample data for element constraint formula type 2.

Table F–26 Element Constraint Formula - Type 2, Benefits or Tax Element without Options

Step	Element	Option	Grade Step	From [Effective Dates]	To [Effective Dates]
10	Self Insurance Premium			01-JAN-1998	31-DEC-1998

Position Constraint Formulas

Formula Types

Table F–27 shows the formula types for position constraints.

Table F–27 Position Constraint Formula Types

Type	Description	Required Fields
Type 1	FTE used required fields: Operator, Amount	Operator, Amount
Type 2	FTE not used; salary element fields not used: Value Type, Element Value, Currency	Step, Element, Operator, Option, Grade Step **Note:** fields not used: Value Type, Element Value, Currency
Type 3	FTE not used; salary, or benefits or tax element	Step, Element, Operator, Value Type, Element Value **Note:** optional fields: Currency **Note:** fields not used: Option, Grade Step

Type 1

Notify users if a department exceeds the approved FTE headcount.

Table F–28 shows sample data for position constraint formula type 1.

Table F–28 Position Constraint Formula - Type 1, FTE Used

Operator	>
Amount	25

Type 2

Notify users if a position does not follow a specific salary grade or grade step for a particular element option.

Table F–29 shows sample data for position constraint formula type 2.

Table F–29 Position Constraint Formula - Type 2, FTE Not Used, Salary Element

Step	Element	Operator	Value Type	Element Value	Currency	Option	Grade Step
10	Monthly Salary	!=				15	2

Type 3: Example 1

Notify users if a position exceeds a certain amount for a particular salary element.

Table F–30 shows sample data for position constraint formula type 3.

Table F–30 Position Constraint Formula - Type 3, FTE Not Used, Salary Element

Step	Element	Operator	Value Type	Element Value	Currency	Option	Grade Step
10	Monthly Salary	>	Amount	5000	USD		

Type 3: Example 2

Notify users if a position exceeds a certain amount for a particular benefits or tax element.

Table F–31 shows sample data for position constraint formula type 3.

Table F–31 Position Constraint Formula - Type 3, FTE Not Used, Benefits or Tax Element

Step	Element	Operator	Value Type	Element Value	Currency	Option	Grade Step
10	Self Insurance Premium	>	Amount	100	USD		

G

Oracle Public Sector Budgeting Navigation Paths

This appendix lists navigation paths for windows in Oracle Public Sector Budgeting. The following sections are in this appendix:

- Navigation

Navigation

Table G–1 shows the navigation path for each window in Public Sector Budgeting.

Table G–1 Navigation Paths

Window	Navigation Path
Account and Position Sets [for Worksheets]	Setup - Options - Account / Position Sets
Account and Position Sets [for Budget Revisions]	Budget Revisions - Account and Position Sets
Allocation Percentages	Worksheet - Period Allocation Click Allocation Rules Click Percentage Allocation
Allocation Rules	Worksheet - Period Allocation Click Allocation Rules
Allocation Rule Sets	Worksheet - Period Allocation
Attribute Mapping Details	Setup - Position - Attribute Mapping Details
Budget Calendar	Setup - Options - Calendars
Budget Group	Setup - Budget Hierarchy - Budget Groups Right-Mouse- Click New
Budget Group Categories	Setup - Budget Hierarchy - Budget Group Categories
Budget Periods	Worksheet - Modify Click Open Click Line Items Click Period Amounts or Worksheet - Modify Click Open Click Positions Click Period Amounts

Table G–1 Navigation Paths

Window	Navigation Path
Budget Revisions	Budget Revisions - Define Click Create Request
Budget Stages	Setup - Options - Stages
Budget Year Types	Setup - Options - Year Types
Consolidate Worksheets	Worksheet - Consolidate
Constraint	Worksheet - Constraints Click Formulas
Constraint Set	Worksheet - Constraints Click Copy From
Constraint Sets	Worksheet - Constraints
Copy Allocation Rule Set	Worksheet - Period Allocation Click Copy From
Copy Budget Group	Setup - Budget Hierarchy - Budget Groups Click Open Click Copy From
Copy Calendar	Setup - Options - Calendars Click Copy From
Copy Parameter Set	Worksheet - Parameters Click Copy From
Copy Rule	Worksheet - Distribute Click Copy From
Create System Attributes	Setup - Position - Attributes Click Create System Attributes
Data Selection	Worksheet - Modify Click Open Click Data Selection
Define Worksheet	Worksheet - Define
Dimension	Setup - Analyzer - Dimensions

Table G–1 Navigation Paths

Window	Navigation Path
Distribution Instruction	Worksheet - Distribute Click Distribute or Worksheet - Modify Click Distribute Click Distribute
Distribution Instruction [for Budget Revisions]	Budget Revisions - Define Click Distribute Click Distribute
Distribution Rule	Worksheet - Distribute or Worksheet - Modify Click Distribute
Distribution Rule [for Budget Revisions]	Budget Revisions - Define Click Distribute
Element Cost Distribution	Position - Elements Click Account Distribution
Element Rates	Position - Positions Click Open Click View Rates or double-click Value field or Position - Positions Click New Click View Rates or double-click Value field
Elements	Position - Elements
Extract Data From Human Resources	Setup - Position - Extract
Filter	Setup - Analyzer - Filters
Financial Data Item	Setup - Analyzer - Financial Data Items
Financial Data Set	Setup - Analyzer - Financial Data Sets

Table G–1 Navigation Paths

Window	Navigation Path
[Find Personal Profile Values] **Note:** Window from Oracle System Administration	Profile - Personal or Personal Profiles
[Find System Profile Values] **Note:** Window from Oracle System Administration	Profile - System
Flexfield Mapping	Setup - Account - Flexfield Mapping
GL Budget Sets	Setup - Account - GL Budget Sets
GL Interfaces Setup	Setup - Account - GL Interfaces
Labor Distribution Mapping	Setup - Position - Extract Click Labor Distribution Mapping
Line Items Revise Projections	Budget Revisions - Define Click Create Request Click Revise Projections
[Local] Parameter [for Budget Revisions]	Budget Revisions - Local Parameters
[Local] Parameter [for Worksheets]	Worksheet - Local Parameters
Worklist	Workflow - Notifications [Browser launches]
Notifications Detail	Workflow - Notifications Click Selected Notification
Link	Setup - Analyzer - Links
Parameter	Worksheet - Parameters Click Formulas
Parameter Sets	Worksheet - Parameters
[Personal Profile Values] **Note:** Window from Oracle System Administration	Profile - Personal
Position Attribute Values	Setup - Position - Values

Table G–1 Navigation Paths

Window	Navigation Path
Position Attributes	Setup - Position - Attributes
Position Default Rules	Position - Default Rules
Position Revise Projections	Budget Revisions - Define Create Request Revise Projections [Position Entries tab]
Position Worksheet	Worksheet - Modify Click Open Click Positions Click Position Details
Positions	Position - Positions or Worksheet - Modify Click Open Click Positions Click Create Position
Positions [for Budget Revisions]	Budget Revisions - Define Click Edit Request Click Create Positions [Position Entries tab] [Enter parameters] Click OK or Click Position Details [Position Entries tab]
Processes Monitoring	Workflow - Workflow Processes or Worksheet - Modify Click Status
Projected Element Rates	Position - View Elements
Review Group	Setup - Budget Hierarchy - Review Groups Click New

Table G–1 Navigation Paths

Window	Navigation Path
Review Group Rules	Setup - Budget Hierarchy - Review Group Rules
Revise Projections [for Worksheets]	Worksheet - Modify Click Open Click Line Items or Click Positions then Click Revise Projections
Revision Effective Dates	Budget Revisions - Define Click Edit Request Click Create Positions [Position Entries tab]
Select Budget Group	Setup - Budget Hierarchy - Budget Groups
Select Budget Revisions	Budget Revisions - Define
Select Position	Worksheet - Modify Click Open Click Positions
Select Review Group	Setup - Budget Hierarchy - Review Groups
Select Service Packages	Worksheet - Operations Click Select Service Packages or Worksheet - Modify Click Operations Click Select Service Packages
Select Worksheet	Worksheet - Modify
Service Package	Worksheet - Modify Click Open Click Service Package
Standard Budget Item	Setup - Account - Budget Items
Submit a New Request	Reports - Run

Table G–1 Navigation Paths

Window	Navigation Path
[System Profile Values] **Note:** Window from Oracle System Administration	Profile - System
Use Standard Budget Item	Worksheet - Modify Click Open Click Line Items Click Standard Budget Items
View Budget Group Errors	Setup - Budget Hierarchy - Budget Groups Click Open Click View Validations
View Constraint Violations	Worksheet - Modify Click Constraints
View Constraint Violations [for Budget Revisions]	Budget Revisions - Define Click Constraints
View Validations	Setup - Position - Extract Click View Validations
View Diagram	Workflow - Workflow Processes Click Show Process or Worksheet - Modify Click Status Click Show Process [Browser launches]
Worksheet Summary	Worksheet - Modify Click Open
Worksheet Lines	Worksheet - Modify Click Open Click Line Items

Table G–1 Navigation Paths

Window	Navigation Path
Worksheet Operations	Worksheet - Operations or Worksheet - Modify Click Operations

Glossary

account constraint

See *constraint*.

Account Overlap Validation

A concurrent process used to check the budget group hierarchy for overlapping account code combinations.

account projection parameter

See *projection parameter*.

account set

A range of account codes that is used to group together sets of accounts.

Account Set Listing

A report that lists the global account sets created in Public Sector Budgeting.

allocation rule

See *period allocation rule*.

allocation rule set

See *period allocation rule set*.

Allocation Rules Listing

A report that lists the allocation rules that are created in Public Sector Budgeting by allocation rule set.

approver

Users or roles specified in the Budget Group and Review Group windows that must receive notification and approve a worksheet for a budget or review group.

Assign Position Defaults

A concurrent process used to apply the position default rules for a particular data extract to position sets in Public Sector Budgeting.

audit trail

A feature that maintains a detailed record of all transaction changes for one or more budget stages.

budget calendar

A calendar used by the worksheet. Users define budget year types and period distributions for each year in a budget calendar.

Budget Calendar Listing

A report that lists the budget calendars created in Public Sector Budgeting.

budget group

An organizational unit that represents the areas of responsibility for budget preparation and administration. Budget groups are used to create the standard budget approval hierarchy and to control access to the budget in an organization.

Budget Group Account Ranges Listing

A report that lists the range of accounts for a department, business, unit, or organization.

budget group category

A level in a budget group category set. Budget group categories are used to categorize budget groups for various purposes, to describe the hierarchy of an organization, and for custom reporting purposes. The budget group categories are used by Workflow to route worksheet line items to budget review groups.

budget group category set

A set of budget group categories that can describe the hierarchy levels of an organization or various categories used in developing reports.

budget group hierarchy

A hierarchy that represents the entire range of budget groups that belong to a top-level budget group. Organizations can create multiple budget group hierarchies.

Budget Group Hierarchy Listing

A report that lists the budget group hierarchy.

Budget Journal Edit Report

A report that lists the worksheet data to be posted to General Ledger. The report can be used to view the budget journal entries prior to running the Create GL Budget Journals concurrent process.

budget review group

See *review group*.

budget review group rule

See *review group rule*.

budget stage

A level in a budget stage set. Each worksheet is associated with a stage set and records of the worksheet are maintained at each budget stage in the stage set.

budget stage set

A set of budget stages that is associated with a worksheet. The budget stage set is used to allow organizations to take a snapshot of a worksheet at various stages of the budget approval process.

budget worksheet

See *worksheet*.

budget year type

A year type used to create the structure for a budget calendar. Setup of budget year types validates the sequence of years and sets the maximum number of years that can be used in a budget calendar.

business area

A set of related data that consists of tables and business views that relate to the user's specific data requirements. For example, the business area for an accounting departments consists of data relating to budgets and finance.

business group

The highest level organization in the Oracle HRMS system. A business group can correspond to the entire enterprise or to a subsidiary or operating division. Each business group must correspond to a separate implementation of Oracle HRMS.

business view

A set of related data within a business area. Business views reside in folders. For example, a typical business view for an Accounting department consists of data relating to budgets. The data relating to budgets resides in the Budgets folder.

cascading distribution

A distribution rule that distributes a worksheet to selected children budget groups.

child budget group

A detail budget group whose effective dates fall within the effective dates of the parent budget group. A child budget group can also be a parent budget group to one or more budget groups in a budget group hierarchy.

child worksheet

A budget spreadsheet that is a subset of a parent worksheet. The child worksheet is created by distributing a parent worksheet to its children budget groups.

column

A specific category of data within a business view folder. An example of a column within the Budgets folder is a category entitled Capital Equipment.

concurrent process

A task that is submitted to the application that runs simultaneously with other concurrent processes to help the user complete multiple tasks at the same time.

constraint

A business rule used to notify users regarding specific conditions for a range of accounts, elements, or a set of positions. For example, users need to know whether the total expense for a range of accounts exceeds a particular dollar amount.

constraint set

A set of constraints used by a worksheet to notify users regarding conditions for ranges of accounts.

constraint violation

A limit where the constraint severity level exceeds the threshold level, which prevents the user from submitting the worksheet until the error is corrected.

Constraints Listing

A report that lists the constraint sets created in Public Sector Budgeting.

Create GL Budget Journals

A concurrent process that is used to post budgets from Public Sector Budgeting to General Ledger.

Create Worksheet Summary Totals

A concurrent process that updates the summary accounts in Public Sector Budgeting.

current year

A system year type that displays estimates for the current year and historical data for budget and actual year-to-date amounts in a worksheet. A budget calendar can have only one current year.

data extract

A data set that is brought from one application to another.

data extract process

An operation that allows users to bring data from HRMS to Public Sector Budgeting.

data selection

A process where users define the data to view in a worksheet. Different views of a particular worksheet can be saved.

default allocation

A period allocation rule type that allocates budget amounts evenly across periods. The default allocation rule is used when no allocation rule is specified in a

worksheet, or when there is not a match between the periods used in a worksheet and the periods defined in the percentage allocation rule.

Delete Budget Group Hierarchy

A concurrent process used to delete budget groups or budget group hierarchies.

Discoverer setup

Steps that must be performed in Oracle Applications to implement Discoverer.

distribution rule

A rule used in the worksheet distribution workflow process that designates which budget groups in a budget group hierarchy receive notice of a worksheet.

Distribution Rule Listing

A report that lists the distribution rules that have been created in Public Sector Budgeting.

element

A component in the calculation of employee pay. Each element represents a compensation or benefit type, such as salary, wages, stock purchase plans, and pension contributions.

element account distribution

The account code combinations to which benefits or tax position costs are charged.

element assignment

Salary, benefits, or tax position costs components associated with an element.

element constraint

See *constraint*.

element cost

The dollar value associated with an element.

element projection parameter

See *projection parameter*.

End User Layer tables

A collection of approximately 30 tables in the database that provides an intuitive, business-focused view of the database and can be tailored to suit each user or user group.

Validation Results Report

A report that lists the results of budget group validation, data extract validation or data extract failure errors, or worksheet constraint validation.

EUL tables

See *End User Layer tables*.

FTE

See *full-time equivalency*.

FTE allocation

The period allocation of position costs that are associated with the sum of full-time and part-time positions.

full-time equivalency

The sum of full-time positions plus part-time positions. For example, if a department has 3 full-time positions, 2 three-quarter time positions, 4 half-time positions, and 1 quarter-time positions, the department has 10 staff, but a full-time equivalency of 6.75 employees.

fund balance account

An account used to specify the offset account to be used for each fund. These accounts are used to automatically offset the amount of any difference between revenue and expenditure budget amounts to balance budget journal entries in General Ledger.

General Ledger interfaces

A feature in Public Sector Budgeting that allows organizations to use summary templates that are defined in General Ledger and to select fund balance accounts that are used to balance General Ledger budget entries.

General Ledger setup

Steps that must be performed in Oracle Public Sector Financials to implement General Ledger.

global account set

An account set that is referenced by multiple features in Public Sector Budgeting.

global position set

A position set that is referenced by multiple features in Public Sector Budgeting.

global worksheet

A worksheet that includes all accounts in each budget group of a particular budget group hierarchy.

line item worksheet

A ledger sheet or spreadsheet used for financial planning, which is comprised of a series of detailed account entries. A line item worksheet is distinguished from a summary worksheet.

local account set

An account set defined in windows that use account sets for use by a particular function. Local account sets are not shared by multiple features.

local position set

A position set defined in windows that use position sets for use by a particular function. Local position sets are not shared by multiple features.

local worksheet

A worksheet created for a specific budget group. The worksheet for a budget group includes all of the account codes for that budget group.

lowest-level budget group

The lowest-level organizational unit in the budget group hierarchy.

Maintain Budget Account Codes

A concurrent process that automatically updates the General Ledger account code combinations that are used by account sets. The process runs automatically when users create new account sets, or it can be run manually.

Maintain Budget Positions

A concurrent process used to assign positions in Public Sector Budgeting to position sets. The process runs automatically when users create new position sets, or it can be run manually.

mid-level budget group

A middle-level organizational unit located between the top-level and lowest-level budget groups in the budget group hierarchy.

modify worksheet

A process in Public Sector Budgeting that includes all the functions available to view or modify a worksheet.

non-position accounts

Line-item accounts.

Oracle Discoverer

A powerful reporting and inquiry tool used to produce customized reports and analysis throughout the budget preparation process.

Oracle Workflow

An application used to define and modify business processes. Public Sector Budgeting includes predefined business processes. Workflow routes information to each decision maker in a business process and delivers electronic notifications.

Parameter Listing

A report that lists the account projection parameters that are created in Public Sector Budgeting by parameter set.

parent budget group

A detail budget group that has one or more child budget groups assigned to it in a budget group hierarchy. A parent budget group is also a child to the top-level budget group or another detail budget group.

percentage allocation

A period allocation rule type that allocates the budget amounts in a worksheet using percentages specified by the user for each period. Percentages are defined for period distributions of month, quarter, and semi-annual.

period allocation rule

A rule used to allocate the yearly budget for a range of accounts to the periods in a budget year. Allocations can be based on the previous year's actual or budget period balances, or on percentages for each period.

period allocation rule set

A set of period allocation rules used in a worksheet to allocate budget amounts for a range of accounts.

period distribution

A feature that designates the distribution of budget amounts in a budget year. The period distribution for a budget calendar can be month, quarter, semi-annual, or year.

position

A specific role within a business group derived from an organization and job. For example, the position of Shipping Clerk can be associated with the organization Shipping and the job Clerk.

position accounts

Accounts that are used to budget amounts from position cost distributions.

position attribute

A position variable used to identify broad characteristics or classification of positions such as job classification, bargaining unit, or position status.

position account set

A group of position accounts.

position budgeting

Setting aside or allocating a sum of money for positions.

position constraint

See *constraint*.

position cost distribution

The allocation of the cost of positions to appropriate accounts.

position costs

The cost of a specific role within the business group, which is derived from an organization and a job.

position default rules

User-defined procedures that assign specific elements and attributes to positions. Position default rules are applied automatically or manually in order of processing sequence to a position or position sets.

position projection parameter

See *projection parameter*.

position set

A group of positions.

position worksheet

A ledger sheet or spreadsheet used for financial planning with entries relative to positions.

prior year

A system year type that displays historical information in a worksheet. Data for prior years cannot be modified.

prior year profile

A period allocation rule type that allocates the budget amounts in a worksheet to periods using the profile of a prior year's balance. The profile can be based on either the actual or budget balances for the prior year.

projection parameter

A formula used in a worksheet to calculate projections for a specific set of accounts, elements, or set of positions.

projection parameter set

A set of projection parameters used by a worksheet to make estimates or projections for accounts.

proposed year

A system year type that displays estimates for future years in a worksheet.

Public Sector Budgeting setup

Steps that must be performed to implement features in Public Sector Budgeting.

Purge Data Extract

A concurrent process used to delete a data extract from Public Sector Budgeting.

Purge Worksheet

A concurrent process used to delete global worksheets or all worksheet copies.

responsibility

A level of authority defined in System Administration. One or more responsibilities can be assigned to a user. Responsibilities and budget groups control the security in Public Sector Budgeting.

review group

An organizational unit responsible for budget preparation and administration that falls outside the standard Workflow approval process. A review group is associated with a review group rule.

review group rule

A rule used to designate which budget group categories must submit a particular worksheet for approval to an entity outside the normal Workflow process. Review group rules can apply to specific accounts.

salary account distribution

The account code combinations to which salaries are charged.

service package

A separately identified portion of a budget. Service packages divide a budget worksheet into different components and are used to establish priorities for cutting or adding expenses in a budget. For example, a budget group might have two service packages, one representing the base budget and the other representing a proposed service enhancement.

Service Package Description Report

A report that describes the proposal for selected service packages.

Service Package Utilization Report

A report that shows the proposed amounts for each budget group in a service package. The report also shows the total proposed amounts for all budget groups in a service package.

standard budget item

A budget item with a uniform description and cost that are defined for use in worksheet lines. Standard budget items can be defined for items such as automobiles, personal computers, office equipment, units of overnight travel, and other outlays.

Standard Budget Items Listing

A report that lists the standard budget items created in Public Sector Budgeting.

summary template

Summary templates are created in General Ledger. Organizations can use summary templates in Public Sector Budgeting to control data viewed in a worksheet and to show online summary totals.

System Administration setup

Steps that must be performed in Oracle Applications to implement System Administration.

system year type

Category of budget year type that designates the type of data displayed in a budget worksheet. System year type can be prior year, current year, or proposed year.

top-level budget group

The highest-level budget group in a budget group hierarchy.

Transfer Budget Journals to GL

A concurrent process that automatically transfers budget journals to General Ledger.

Validate Budget Group Hierarchy

A concurrent process used to validate a budget group hierarchy. The process runs automatically when users freeze a budget group, or it can also be run manually.

Validate Worksheet Constraints

A concurrent process that checks a worksheet for violations of the constraint rules defined for a constraint set. The validation process is invoked automatically when creating or submitting a worksheet and invoked manually through the Worksheet Operations process.

Workflow setup

Steps that must be performed in Oracle Applications to implement Workflow.

worksheet

A format for the initial preparation of a budget or financial planning. Users create a worksheet by specifying the scope of the content and rules for calculation and estimation of the data. The worksheet is modified by authorized budget preparers to develop the final worksheet.

worksheet creation

A process in Public Sector Budgeting that creates worksheets and worksheet lines. Users specify criteria for the worksheet and initiate worksheet creation in the Define Worksheet window.

worksheet distribution

A Workflow process that is used to notify selected budget groups in a budget hierarchy about a worksheet. Users define a distribution rule and initiate worksheet distribution in the Distribution Rule window.

worksheet line

A segment of the budget that shows the budget amounts for each account code combination.

worksheet operations

A process in Public Sector Budgeting that allows organizations to validate worksheet constraints, freeze a worksheet, move a worksheet to the next budget stage, copy or merge a worksheet, and submit a worksheet for approval.

Worksheet Submission Status Report

A report that provides information on the status of worksheets.

Index

A

Account and Position Sets window
  description, 9-12
  example, 9-10
account constraint, Glossary-1
Account Generator
  managing, C-7
Account Overlap Validation, Glossary-1
  definition, 35-2
  overview, 35-2
    process, 35-2
    reference, 35-2
  prerequisites, 35-3
  procedure, 35-4
account projection parameter, Glossary-1
account set, Glossary-1
Account Set Listing, Glossary-1
  procedure, 47-8
adjustments flexfield
  System Administration setup, 3-9
Allocation Percentages window
  description, 23-16
  example, 23-15
allocation rule, Glossary-1
allocation rule set, Glossary-1
Allocation Rule Sets window
  description, 23-9
  example, 23-7
Allocation Rules Listing, Glossary-1
  procedure, 47-9
Allocation Rules window
  description, 23-13
  example, 23-12
annual checklist
  checklist, 21-3
  overview, 21-2
  steps, 21-5
Approval Override window
  description, 32-17
  example, 32-15
approver, Glossary-2
Assign Position Defaults, Glossary-2
  definition, 41-2
  overview, 41-2
    process, 41-2
    reference, 41-2
  procedure, 41-4
assign position defaults for Labor Distribution
  example, C-11
  procedure, C-10
Attribute Mapping Details window
  description, 14-8
  example, 14-7
audit trail, Glossary-2

B

Budget Calendar, Glossary-2
Budget Calendar Listing, Glossary-2
  procedure, 47-10
budget calendar setup
  Budget Calendar window
    description, 5-7
    example, 5-6
  Copy Calendar window
    description, 5-7
    example, 5-6

definition, 5-2
overview, 5-2
examples, 5-2
reports, 5-2
prerequisites, 5-4
procedure, 5-5
Budget Calendar window
description, 5-7
example, 5-6
Budget Group, Glossary-2
budget group
Delete Budget Group Hierarchy
procedure, 38-3
example
hierarchy and security, 12-29
Budget Group Account Ranges Listing, Glossary-2
procedure, 47-11
budget group and security setup
overview
reference, 12-3
budget group categories setup
Budget Group Categories window
description, 10-6
example, 10-5
definition, 10-2
overview, 10-2
diagram, 10-2
examples, 10-2
process, 10-2
reference, 10-2
procedure, 10-4
Budget Group Categories window
description, 10-6
example, 10-5
Budget Group Category, Glossary-2
Budget Group Category Set, Glossary-2
Budget Group Hierarchy, Glossary-3
Budget Group Hierarchy Listing, Glossary-3
procedure, 47-12
Budget Group window, Account Ranges tab
description, 12-17
example, 12-16
Budget Group window, Categories tab
description, 12-25
example, 12-24
Budget Group window, Long Description tab
description, 12-21
example, 12-20
Budget Group window, Notifiers tab
description, 12-23
example, 12-22
Budget Group window, Responsibilities tab
description, 12-19
example, 12-18
Budget Group window, Top Level tab
description, 12-14
example, 12-13
budget groups and security
Budget Group window, Account Ranges tab
description, 12-17
example, 12-16
Budget Group window, Categories tab
description, 12-25
example, 12-24
Budget Group window, Long Description tab
description, 12-21
example, 12-20
Budget Group window, Notifiers tab
description, 12-23
example, 12-22
Budget Group window, Responsibilities tab
description, 12-19
example, 12-18
Copy Budget Group window
description, 12-27
example, 12-26
Find Budget Groups window
example, 12-34
Save As window
description, 12-38
example, 12-37
Select Budget Groups window
description, 12-33, 12-35
example, 12-32
View Budget Group Errors window
description, 12-40
example, 12-39
budget groups and security setup
Budget Group window, Top Level tab
example, 12-13

definition, 12-3
overview, 12-3
diagram, 12-3
process, 12-3
reports, 12-3
prerequisites, 12-9
procedure, 12-10
define budget group, 12-10
find a budget group, 12-10
freeze hierarchy, 12-10
validate hierarchy, 12-10
budget groups and security setups
Budget Group window, Top Level tab
description, 12-14
Budget Journal Edit Report, Glossary-3
procedure, 47-13
Budget Periods window
description, 29-30
example, 29-29
budget review group, Glossary-3
budget review group rule, Glossary-3
budget revision
definition, 32-2
overview, 32-2
budget revision initiated by others, 32-2
budget revision limitation control, 32-2
dual General Ledger budget posting, 32-2
funds checking and reservation, 32-2
mass entries, 32-2
navigation, 32-2
process, 32-2
profile options, 32-2
reference, 32-2
reports, 32-2
revise projections, 32-2
prerequisites, 32-12
budget revision limitation control
constraint, 24-21
Budget Revision Summary Report
procedure, 47-14
budget revisions
Approval Override window
description, 32-17
example, 32-15
Budget Revisions window, Line Item Entries tab
example, 32-19
Budget Revisions window, Line Items Entries tab
description, 32-21
Budget Revisions window, Mass Entries tab
description, 32-36
example, 32-35
Budget Revisions window, Position Entries tab
description, 32-26
example, 32-25
Budget Revisions window, Summary Entries tab
description, 32-39
example, 32-38
General Ledger budget sets, 8-2
Line Item Revise Projections window
example, 32-19
Line Items Revise Projections window
description, 32-21
Positions Revise Projections window
description, 32-21
example, 32-19
Positions window
description, 32-32
example, 32-28
procedure, 32-14
Purge Budget Revisions procedure, 43-3
Revision Effective Date window
description, 32-26
Select Budget Revisions window
description, 32-17
example, 32-15
View Constraint Violations window
description, 32-41
example, 32-40
Budget Revisions Transaction Listing
procedure, 47-15
Budget Revisions window, Line Item Entries tab
example, 32-19
Budget Revisions window, Line Items Entries tab
description, 32-21
Budget Revisions window, Mass Entries tab
description, 32-36
example, 32-35
Budget Revisions window, Position Entries tab
description, 32-26
example, 32-25

Budget Revisions window, Summary Entries tab
description, 32-39
example, 32-38
Budget Stage, Glossary-3
Budget Stage Set, Glossary-3
budget stages setup
Budget Stages window
description, 11-7
example, 11-6
definition, 11-2
overview, 11-2
example, 11-2
process, 11-2
reference, 11-2
procedure, 11-5
Budget Stages window
description, 11-7
example, 11-6
budget worksheet, Glossary-3
Budget Year Type, Glossary-3
budget year type
Budget Year Types window
description, 4-5
budget year types setup
Budget Year Types window
example, 4-4
definition, 4-2
overview, 4-2
process, 4-2
procedure, 4-3
Budget Year Types window
description, 4-5
example, 4-4
business area, Glossary-4
business group, Glossary-4
business view, Glossary-4

C

cascading distribution, Glossary-4
child budget group, Glossary-4
child worksheet, Glossary-4
column, Glossary-4
concurrent process, Glossary-4
Consolidate Worksheets window
description, 27-6
example, 27-5
Constraint, Glossary-4
overview
examples, 24-2
constraint
budget revision limitation control, 24-21
Constraint Set window, 24-8
description, 24-10
Constraint Sets window
description, 24-10
example, 24-8
Constraint window
description, 24-16
example, 24-12
definition, 24-2
overview, 24-2
features, 24-2
process, 24-2
reference, 24-2
prerequisites, 24-5
procedure, 24-6
constraint formula types
account constraint formulas, F-10
element constraint formulas, F-12
overview, F-2
position constraint formulas, F-14
Constraint Set, Glossary-5
Constraint Set window
description, 24-10
example, 24-8
Constraint Sets window
description, 24-10
example, 24-8
constraint violation, Glossary-5
Constraint window
description, 24-16
example, 24-12
Constraints Listing, Glossary-5
procedure, 47-16
conventions
angle brackets, xlv
bold, xlv
Close Form command, xlvi
Courier font, xlv

graphics descriptions, xlvi
uppercase, xlv, xlvi
warning symbol, xlv
Copy Allocation Rule Set window
description, 23-9
example, 23-7
Copy Budget Group window
description, 12-27
example, 12-26
Copy Calendar window
description, 5-7
example, 5-6
Copy Parameter Set window
description, 22-15, 22-17
Copy Rule window
description, 28-9
example, 28-7
cost allocation flexfield
Human Resources setup steps, 3-9
create additional users
System Administration setup steps, 3-9
Create GL Budget Journals, Glossary-5
archive original budget, 37-2
definition, 37-2
overview, 37-2
process, 37-2
reference, 37-2
reports
Budget Journal Edit Report, 37-2
prerequisites, 37-5
procedure, 37-6
create new responsibilities
System Administration setup steps, 3-9
create worksheet
Define Worksheet window, Commitments tab
description, 25-19
example, 25-18
Define Worksheet window, General Ledger tab
description, 25-16
example, 25-15
Define Worksheet window, Processes tab
description, 25-21
example, 25-20
Define Worksheet window, Worksheet tab
description, 25-13
example, 25-12
definition, 25-2
overview, 25-2
global worksheets, 25-2
local worksheet, 25-2
process, 25-2
reference, 25-2
prerequisites, 25-6
procedure, 25-7
create worksheet lines, 25-7
define worksheet, 25-7
refresh General Ledger balances, 25-7
view elements, 25-7
Purge Worksheets procedure, 39-3
validation process diagram, 25-7
Create Worksheet Summary Totals, Glossary-5
Current Year, Glossary-5

D

Data Extract, Glossary-5
data extract
definition, 15-2
Extract Data From Human Resources window
description, 15-13
example, 15-12
Labor Distribution Mapping window
description, 15-16
example, 15-15
overview, 15-2
process, 15-2
reference, 15-2
prerequisites, 15-10
procedure, 15-11
Purge Data Extract procedure, 42-3
View Data Extract Errors window
example, 15-17
View Validation window
description, 15-18
Data Extract Process, Glossary-5
Data Selection, Glossary-5
Data Selection window
description, 29-22
example, 29-19
default allocation, Glossary-5

define position key flexfield
Public Sector Budgeting setup steps, 3-21
define set of books
General Ledger setup steps, 3-9
Define Worksheet window, Commitments tab
description, 25-19
example, 25-18
Define Worksheet window, General Ledger tab
description, 25-16
example, 25-15
Define Worksheet window, Processes tab
description, 25-21
example, 25-20
Define Worksheet window, Worksheet tab
description, 25-13
example, 25-12
Delete Budget Group Hierarchy, Glossary-6
definition, 38-2
overview, 38-2
reference, 38-2
procedure, 38-3
descriptive flexfields
Human Resources setup steps, 3-9
Detailed FTE and Headcount by Position
procedure, 47-17
Dimension window
description, 50-14
example, 50-12
Discoverer
budget stage variance report, 48-12
configure Discoverer for Public Sector Budgeting, 48-5
definition, 48-2
overview, 48-2
features, 48-2
reference, 48-2
prerequisites, 48-11
Discoverer setup, Glossary-6
Distribute Budget Revision workflow
customizing, A-33
diagram, A-30
process, A-31
Distribute Worksheet window
description, 28-9
example, 28-7
Distribute Worksheet workflow
customizing, A-10
diagram, A-7
overview, A-2
process, A-8
Distribution Instruction window
description, 28-9
example, 28-7
distribution rule, Glossary-6
Distribution Rule Listing, Glossary-6
procedure, 47-18

E

Element, Glossary-6
element
view elements
Find Worksheets window, 26-5
description, 26-6
Projected Element Rates window, 26-7
description, 26-11
element account distribution, Glossary-6
element assignment, Glossary-6
element constraint, Glossary-6
element cost, Glossary-6
Element Cost Distribution window
description, 17-18
example, 17-16
element projection parameter, Glossary-6
Element Rates window
description, 30-28
example, 30-27
elements setup
definition, 17-2
Element Cost Distribution window
description, 17-18
example, 17-16
Elements window
description, 17-11
example, 17-6
overview, 17-2
process, 17-2
reference, 17-2
prerequisites, 17-4
procedure, 17-5

Elements window
description, 17-11
example, 17-6
End User Layer tables, Glossary-7
Error Messages Listing, Glossary-7
EUL tables, Glossary-7
Excel, using
Connect to Oracle pop-up window, 49-10
definition, 49-2
delete worksheet from interface, 49-25
Excel line item spreadsheet example, 49-13
Excel position spreadsheet example, 49-14
Export Excel Worksheet pop-up window, 49-20
export worksheet to PSB interface
procedure, 49-19
import worksheet from PSB interface
procedure, 49-8
Import Worksheet pop-up window, 49-12
modify Excel spreadsheet, 49-15
move worksheet from interface to PSB
procedure, 49-21
move worksheet from PSB to interface
procedure, 49-7
overview, 49-2
line item and position worksheets, 49-2
process, 49-2
prerequisites, 49-4
Select Responsibility pop-up window, 49-11
setting up the Excel interface, 49-5
extract data from Human Resources
Labor Distribution data, 15-2
Purge Data Extract procedure, 42-3
extract data from Human Resources and Labor Distribution
procedure, 15-11
extract data from Human Resources setup
definition, 15-2
Extract Data from Human Resources window, 15-12
Extract Data from Human Resources window
description, 15-13
Extract Data from Human resources window
description, 15-13
extract data from HRMS and Labor Distribution
procedure, 15-11
Labor Distribution Mapping window, 15-15
Labor Distribution Mapping window
description, 15-16
overview, 15-2
process, 15-2
reference, 15-2
prerequisites, 15-10
View Data Extract Errors window, 15-17, 15-18
Extract Data From Human Resources window
description, 15-13
example, 15-12

F

Filter window
description, 50-11
example, 50-10
Financial Analyzer, using
Financial Data Set window
example, 50-21
Financial Analyzer, using
configuring Financial Analyzer
procedure, 50-25
definition, 50-2
Dimension window
description, 50-14
example, 50-12
Filter window
description, 50-11
example, 50-10
Financial Data Item window
description, 50-19
example, 50-17
Financial Data Set window
description, 50-22
freeze link, 50-5
Link window
description, 50-24
example, 50-23
overview
reference, 50-2
prerequisites, 50-4
procedure, 50-5
define dimensions, 50-5
define filters, 50-5

define financial data item, 50-5
define financial data set, 50-5
define link, 50-5
load data, 50-5
reload data, 50-5
unfreeze link, 50-5
usage notes, 50-5
Financial Data Item window
description, 50-19
example, 50-17
Financial Data Set window
description, 50-22
example, 50-21
Financial Analyzer, using
overview
process, 50-2
Financial Analyzer, using
overview, 50-2
Find Budget Groups window
example, 12-34
Find Worksheets window
description, 26-6
example, 26-5
Flexfield Mapping Details Report
procedure, 47-19
flexfield mapping setup
definition, 20-2
Flexfield Mapping window
description, 20-7
example, 20-6
overview, 20-2
process, 20-2
references, 20-2
prerequisites, 20-4
procedure, 20-5
Flexfield Mapping window
description, 20-7
example, 20-6
FTE, Glossary-7
FTE allocation, Glossary-7
full-time equivalency, Glossary-7
fund balance account, Glossary-7
definition, 7-2
GL Interfaces Setup window, 7-6
description, 7-8
overview, 7-2
prerequisites, 7-4

G

General Ledger budget sets setup
definition, 8-2
GL Budget Sets window
description, 8-9
example, 8-8
overview, 8-2
budget revisions, 8-2
process, 8-2
prerequisites, 8-6
procedure, 8-7
General Ledger Interfaces, Glossary-7
General Ledger interfaces setup
definition, 7-2
GL Interfaces Setup window
description, 7-8
example, 7-6
overview, 7-2
fund balance accounts, 7-2
process, 7-2
reference, 7-2
summary templates, 7-2
template account, 7-2
prerequisites, 7-4
procedure, 7-5
General Ledger setup, Glossary-7, Glossary-9
define set of books, 3-9
generate reports
configure Discoverer for Public Sector Budgeting, 48-5
Discoverer
budget stage variance report, 48-12
definition, 48-2
overview, 48-2
features, 48-2
reference, 48-2
prerequisites, 48-11
GL Budget Sets window
description, 8-9
example, 8-8
GL Interfaces Setup window

description, 7-8
example, 7-6
global account set, Glossary-8
overview, 9-2
example, 9-2
process, 9-2
reference, 9-2
global account set setup
Account and Position Sets window
description, 9-12
example, 9-10
definition, 9-2
prerequisites, 9-8
procedure, 9-9
global position set, Glossary-8
overview, 9-5
example, 9-5
process, 9-5
reference, 9-5
global position set setup
Account and Position Sets window
description, 9-12
example, 9-10
definition, 9-2
prerequisites, 9-8
procedure, 9-9
global worksheet, Glossary-8
grade flexfield
Human Resources setup steps, 3-9
grade rates
Human Resources setup steps, 3-9
grades
Human Resources setup steps, 3-9

H

handling reorganization during budget development cycle
overview, E-2
Human Resources setup
cost allocation flexfield, 3-9
descriptive flexfields, 3-9
grade flexfield, 3-9
grade rates, 3-9
grades, 3-9
job flexfield, 3-9
jobs, 3-9
key flexfield structures, 3-9
link salary element, 3-9
locations, 3-9
map cost allocation flexfield, 3-9
new hire information, 3-9
organization hierarchies, 3-9
pay scales, 3-9
payrolls, 3-9
people group flexfield, 3-9
position flexfield, 3-9
positions, 3-9
progression point values, 3-9
salary basis, 3-9
scales rates, 3-9
steps, 3-9

I

implement function security
System Administration setup steps, 3-9

J

job flexfield
Human Resources setup steps, 3-9
jobs
Human Resources setup steps, 3-9

K

key flexfield structures
Human Resources setup steps, 3-9

L

Labor Distribution extracted salary, managing
Account Generator, C-7
account generator, C-3
alternative one, C-3
alternative two, C-8
assign position defaults procedure, C-10
overview, C-2

positions with Grants Accounting charging instructions
procedure, C-9
using default rules for positions with Grants Accounting Instructions, C-8
using account generator
process, C-4
Labor Distribution Mapping window
description, 15-16
example, 15-15
Line Item Revise Projections window
example, 32-19
line item worksheet, Glossary-8
Line Items Revise Projections window
description, 32-21
link salary element
Human Resources setup steps, 3-9
Link window
description, 50-24
example, 50-23
local account set, Glossary-8
local parameter
definition, 31-2
overview, 31-2
process, 31-2
revise projections, 31-2
using parameter sets for budget revision, 31-2
Parameter window
description, 31-12
example, 31-9
local parameter for budget revisions
procedure, 31-8
local parameter for worksheet
procedure, 31-7
local position set, Glossary-8
local worksheet, Glossary-8
locations
Human Resources setup steps, 3-9
lowest-level budget group, Glossary-8

M

Maintain Budget Account Codes, Glossary-8
definition, 36-2
overview, 36-2
process, 36-2
reference, 36-2
procedure, 36-4
Maintain Budget Positions, Glossary-8
definition, 40-2
overview, 40-2
process, 40-2
reference, 40-2
procedure, 40-4
map cost allocation flexfield
Human Resources setup steps, 3-9
mid-level budget group, Glossary-9
modify line item worksheet
Budget Periods window
description, 29-30
example, 29-29
Data Selection window
description, 29-22
example, 29-19
definition, 29-3
overview, 29-3
history, 29-3
navigation, 29-3
process, 29-3
reference, 29-3
prerequisites, 29-7
procedure, 29-8
add attachment to worksheet, 29-8
check constraint violations, 29-8
distribute worksheet, 29-8
modify worksheet, 29-8
monitor worksheet processes, 29-8
perform worksheet operations, 29-8
revise projections, 29-8
set worksheet view, 29-8
Revise Projections window
description, 29-27
example, 29-25
Select Worksheet window
description, 29-14
example, 29-13
Service Package window
description, 29-18
example, 29-17

summary template examples, 29-35, 29-36
Use Standard Budget Item window
description, 29-32
example, 29-31
View Constraint Violations window
description, 29-35
example, 29-34
Worksheet Lines window
description, 29-27
example, 29-25
Worksheet Summary window
description, 29-16
example, 29-15
modify position worksheet
definition, 30-2
Element Rates window
description, 30-28
example, 30-27
overview, 30-2
process, 30-2
reference, 30-2
Position Worksheet window, Account Distributions tab
description, 30-14
example, 30-12
Position Worksheet window, Assignments tab
description, 30-19
example, 30-16
Position Worksheet window, FTE by Service Package
example, 30-23
Position Worksheet window, FTE by Service Package tab
description, 30-24
Position Worksheet window, Position Costs tab
description, 30-22
example, 30-21
Position Worksheet window, Position Summary tab
description, 30-26
example, 30-25
prerequisites, 30-4
procedure, 30-5
add attachment to worksheet, 30-5
create new position for worksheet, 30-5
modify FTE by service package information, 30-5
modify position account distributions, 30-5
modify position assignment information, 30-5
review position costs information, 30-5
review position summary information, 30-5
revise projections, 30-5
set position worksheet view, 30-5
Select Position window
description, 30-11
example, 30-10
Modify Worksheet, Glossary-9
monitoring processes
procedure, 46-5

N

navigation, G-2
new hire information
Human Resources setup steps, 3-9
non-position accounts, Glossary-9
notifications
procedure, 46-4
Notifications Summary window
reference, 46-2
Notifications window
reference, 46-2

O

organization hierarchies
Human Resources setup steps, 3-9

P

Parameter Listing, Glossary-9
procedure, 47-20
Parameter Sets window
description, 22-17
example, 22-15
Parameter window
description, 22-22, 31-12
example, 22-19, 31-9
parent budget group, Glossary-9

pay scales
Human Resources setup steps, 3-9
payrolls
Human Resources setup steps, 3-9
people group flexfield
Human Resources setup steps, 3-9
percentage allocation, Glossary-9
Period Allocation Rule, Glossary-9
period allocation rule
Allocation Percentages window
description, 23-16
example, 23-15
Allocation Rule Sets window
description, 23-9
example, 23-7
Allocation Rules window
description, 23-13
example, 23-12
Copy Allocation Rule Set window
description, 23-9
example, 23-7
definition, 23-2
overview, 23-2
process, 23-2
reference, 23-2
reports, 23-2
prerequisites, 23-4
procedure, 23-5
Period Allocation Rule Set, Glossary-10
period distribution, Glossary-10
Pooled Position Report for Worksheet
procedure, 47-21
Position, Glossary-10
position account set, Glossary-10
position accounts, Glossary-10
Position Adjustment Report
procedure, 47-22
Position Attribute, Glossary-10
position attribute mapping
procedure, 14-6
position attribute values setup
definition, 16-2
overview, 16-2
Position Attribute Values window
description, 16-6
example, 16-5
prerequisites, 16-3
procedure, 16-4
Position Attribute Values window
description, 16-6
example, 16-5
position attributes setup
Attribute Mapping Details window
description, 14-8
example, 14-7
definition, 14-2
overview, 14-2
predefined position attributes, 14-2
process, 14-2
reference, 14-2
user defined position attributes, 14-2
position attributes mapping procedure, 14-6
Position Attributes window
description, 14-11
example, 14-10
prerequisites, 14-5
procedure, 14-9
Position Attributes window
description, 14-11
example, 14-10
position budgeting, Glossary-10
position constraint, Glossary-10
position cost distribution, Glossary-10
position costs, Glossary-10
Position Default Rules, Glossary-11
position default rules setup
definition, 18-2
overview, 18-2
process, 18-2
reference, 18-2
Position Default Rules window, Attribute Assignments tab
description, 18-7
example, 18-6
Position Default Rules window, FTE Allocation tab
description, 18-16
example, 18-15
Position Default Rules window, Non-Salary Assignments tab

description, 18-12
example, 18-11
Position Default Rules window, Salary Assignments tab
description, 18-10
example, 18-9
Position Default Rules window, Salary Distribution tab
description, 18-14
example, 18-13
prerequisites, 18-4
procedure, 18-5
Position Default Rules window, Attribute Assignment tab
description, 18-7
Position Default Rules window, Attribute Assignments tab
example, 18-6
Position Default Rules window, FTE Allocation
description, 18-16
Position Default Rules window, FTE Allocation tab
example, 18-15
Position Default Rules window, Non-Salary Assignments tab
description, 18-12
example, 18-11
Position Default Rules window, Salary Assignments tab
description, 18-10
example, 18-9
Position Default Rules window, Salary Distribution tab
description, 18-14
example, 18-13
position flexfield
Human Resources setup steps, 3-9
position projection parameter, Glossary-11
position set, Glossary-11
Position Sets Listing
procedure, 47-23
position worksheet, Glossary-11
Position Worksheet window, Account Distribution tab
description, 30-14
Position Worksheet window, Account Distributions tab
example, 30-12
Position Worksheet window, Assignments tab
description, 30-19
example, 30-16
Position Worksheet window, FTE by Service Package tab
description, 30-24
example, 30-23
Position Worksheet window, Position Costs tab
description, 30-22
example, 30-21
Position Worksheet window, Position Summary tab
description, 30-26
example, 30-25
positions
Human Resources setup steps, 3-9
Positions Revise Projections window
description, 32-21
example, 32-19
positions setup
definition, 19-2
overview, 19-2
process, 19-2
Positions window
description, 19-12
example, 19-8
prerequisites, 19-3
procedure, 19-4
Select Positions
example, 19-6
Select Positions Window
description, 19-7
Positions window
description, 19-12, 32-32
example, 19-8, 32-28
positions with Grants Accounting charging instructions
procedure, C-9
post budgets to General Ledger
Create GL Budget Journals
procedure, 37-6
definition, 37-2
overview, 37-2
archive original budget, 37-2

process, 37-2
reference, 37-2
reports
Budget Journal Edit Report, 37-2
prerequisites, 37-5
Transfer Budget Journals to GL
procedure, 37-8
Prior Year, Glossary-11
prior year profile, Glossary-11
Processes Monitoring window
description, 46-7
example, 46-6
reference, 46-2
product overview
definition, 1-2
new features in public sector budgeting, 1-5
overview, 1-2
profile options
PSB Auto Balance Budget Revision Journal, 3-25
PSB Budget Revision by Position, 3-25
PSB Create Zero Balance Account, 3-20
PSB Default Data Extract, 3-24
PSB Express Web URL, 3-28
PSB GL Budget Set, 3-25
PSB GL Map Criteria, 3-20
PSB Use Account Generator for Data Extract, 3-24
PSB Use Default Data Extract, 3-24
setup
levels, 3-28
values, 3-25, 3-29
progression point values
Human Resources setup steps, 3-9
projected element rates
definition, 26-2
Find Worksheets window
description, 26-6
overview, 26-2
reference, 26-2
prerequisites, 26-3
Projected Element Rates window
description, 26-11
example, 26-7
Projected Element Rates window
description, 26-11
example, 26-7
Projection Parameter, Glossary-11
projection parameter
accounts
overview, 22-2
examples, 22-2
process, 22-2
reference, 22-2
reports, 22-2
Copy Parameter Set window, 22-15
description, 22-17
definition, 22-2
elements
overview, 22-7
examples, 22-7
process, 22-7
reports, 22-7
Parameter Sets window
description, 22-17
example, 22-15
Parameter window
description, 22-22
example, 22-19
positions
overview, 22-9
examples, 22-9
process, 22-9
reference, 22-9
reports, 22-9
prerequisites, 22-12, 31-6
procedure, 22-13
projection parameter formula types
account projection parameter formulas, F-3
element projection parameter formulas, F-5
overview, F-2
position projection parameter formulas, F-7
Projection Parameter Set, Glossary-11
Proposed Year, Glossary-11
PSB Account Generator for OLD Integration
diagram, C-4
process, C-4
PSB Account Generator for OLD Integration item type
Workflow, A-49

PSB Account Generator for OLD Integration workflow
overview, A-2
PSB Auto Balance Budget Revision Journal
Public Sector Budgeting setup step, 3-25
PSB Budget Revision by Position
Public Sector Budgeting setup steps, 3-25
PSB Budget Revision item type
Workflow, A-28
PSB Create Zero Balance Account
Public Sector Budgeting setups steps, 3-20
PSB Default Data Extract
Public Sector Budgeting setup steps, 3-24
PSB Express Web URL
Public Sector Budgeting setup steps, 3-28
PSB GL Budget Set
Public Sector Budgeting setup steps, 3-25
PSB GL Map Criteria
Public Sector Budgeting setup steps, 3-20
PSB Use Account Generator for Data Extract
Public Sector Budgeting setup steps, 3-24
PSB Use Default Data Extract
Public Sector Budgeting setup steps, 3-24
PSB Worksheet item type
Workflow, A-5
Public Sector Budgeting process
diagram, B-3
distribute, modify, and submit budgets
diagram, B-16
process, B-17
references, B-17
generate reports and analyze data
diagram, B-21
process, B-22
references, B-22
maintain budget and General Ledger systems
process, B-23
references, B-23
overview, B-2
plan and create budget worksheets
diagram, B-13
process, B-14
references, B-14
plan and set up budget environment
diagram, B-5
process, B-6
references, B-6
prepare data extract and position information
diagram, B-9
process, B-10
references, B-10
revise budgets
diagram, B-19
process, B-20
references, B-20
Public Sector Budgeting setup, Glossary-11
checklist, 3-3
define position key flexfield, 3-21
overview, 3-2
steps, 3-9
Purge Budget Revisions
definition, 43-2
overview, 43-2
reference, 43-2
procedure, 43-3
Purge Data Extract, Glossary-12
definition, 42-2
overview, 42-2
reference, 42-2
procedure, 42-3
Purge Worksheets, Glossary-12
definition, 39-2
overview, 39-2
reference, 39-2
procedure, 39-3

R

reorganization during budget development cycle
changing reporting lines, E-6
forming a new budget organization, E-3
overview, E-2
transferring accounts between organizations, E-13
transferring positions between organizations, E-10
reports
Account Set Listing, 47-8
Allocation Rules Listing, 47-9
Budget Calendar Listing, 47-10

Budget Group Account Ranges Listing, 47-11
Budget Group Hierarchy Listing, 47-12
Budget Journal Edit Report, 47-13
Budget Revision Summary Report, 47-14
Budget Revisions Transaction Listing, 47-15
Constraints Listing, 47-16
description, 47-3
Detailed FTE and Headcount by Position, 47-17
Distribution Rule Listing, 47-18
Flexfield Mapping Details Report, 47-19
overview, 47-3
Parameter Listing, 47-20
Pooled Position Report for Worksheet, 47-21
Position Adjustment Report, 47-22
Position Sets Listing, 47-23
Service Package Description Report, 47-24
Service Package Utilization Report, 47-25
Standard Budget Items Listing, 47-26
Vacant Position Report, 47-27
Validation Results Report, 47-28
Worksheet Account Costing Report, 47-30
Worksheet Position Costing Report, 47-31
Worksheet Submission Status Report, 47-32
responsibility, Glossary-12
Review Group, Glossary-12
Review Group Rule, Glossary-12
review group rule
definition, 13-2
overview, 13-2
example, 13-2
process, 13-2
reference, 13-2
prerequisites, 13-5
procedure, 13-13
Review Group Rules window
description, 13-17
example, 13-14
Review Group Rules window
description, 13-17
example, 13-14
review groups setup
definition, 13-2
overview, 13-2
example, 13-2
process, 13-2
reference, 13-2
prerequisites, 13-5
procedure, 13-6
review group rules procedure, 13-13
Review Group Rules window, 13-14
Review Group Rules window description, 13-17
Review Groups window
description, 13-9
example, 13-7
Select Review Group window
description, 13-12
example, 13-11
Review Groups window
description, 13-9
example, 13-7
Revise Projections window
description, 29-27
example, 29-25
Revision Effective Dates window
description, 32-26
example, 32-25

S

salary account distribution, Glossary-12
salary basis
Human Resources setup steps, 3-9
Save As window
description, 12-38
example, 12-37
scale rates
Human Resources setup steps, 3-9
Select Budget Groups window
description, 12-33, 12-35
example, 12-32
Select Budget Revisions window
description, 32-17
example, 32-15
Select Position window
description, 30-11
example, 30-10
Select Positions Window
description, 19-7
Select Positions window
example, 19-6

Select Review Group window
description, 13-12
example, 13-11
Select Service Packages window
description, 33-10
example, 33-9
Select Worksheet window
description, 29-14
example, 29-13
Service Package, Glossary-12
Service Package Description Report, Glossary-12
procedure, 47-24
Service Package Utilization Report, Glossary-12
procedure, 47-25
Service Package window
description, 29-18
example, 29-17
spreadsheets, using
Connect to Oracle pop-up window, 49-10
definition, 49-2
delete worksheet from interface, 49-25
Excel line item spreadsheet example, 49-13
Excel position spreadsheet example, 49-14
Export Excel Worksheet pop-up window, 49-20
export worksheet to PSB interface
procedure, 49-19
import worksheet from PSB interface
procedure, 49-8
Import Worksheet pop-up window, 49-12
modify Excel spreadsheet, 49-15
move worksheet from interface to PSB
procedure, 49-21
move worksheet from PSB to interface
procedure, 49-7
overview, 49-2
line item and position worksheets, 49-2
process, 49-2
prerequisites, 49-4
Select Responsibility pop-up window, 49-11
setting up the Excel interface, 49-5
Standard Budget Item, Glossary-13
Standard Budget Item window
description, 6-6
example, 6-5
Standard Budget Items Listing, Glossary-13
procedure, 47-26
standard budget items setup
definition, 6-2
overview, 6-2
examples, 6-2
process, 6-2
reports, 6-2
procedure, 6-4
Standard Budget Item window
description, 6-6
example, 6-5
Submit Budget Revision workflow
customizing, A-48
diagram, A-34
overview, A-2
process, A-36
Submit Worksheet workflow
customizing, A-27
diagram, A-11
overview, A-2
process, A-13
summary template, Glossary-13
definition, 7-2
GL Interfaces Setup window, 7-6
description, 7-8
overview, 7-2
prerequisites, 7-4
System Administration setup, Glossary-13
adjustments flexfield, 3-9
create additional users, 3-9
create new responsibilities, 3-9
implement function security, 3-9
profile options
levels, 3-28
values, 3-25, 3-29
System Year Type, Glossary-13

T

third-party extract
diagram, D-3
overview, D-2
process, D-5
top level budget group, Glossary-13
Transfer Budget Journals to GL, Glossary-13

procedure, 37-8

U

Upload Worksheet to Position Control
definition, 44-2
overview, 44-2
reference, 44-2
procedure, 44-3
Use Standard Budget Item window
description, 29-32
example, 29-31
using Labor Distribution default rules
example, C-11

V

Vacant Position Report
procedure, 47-27
Validate Budget Group Hierarchy, Glossary-13
description, 34-2
overview, 34-2
process, 34-2
reference, 34-2
prerequisites, 34-4
procedure, 34-5
Validate GL Budget Sets
definition, 45-2
overview, 45-2
reference, 45-2
procedure, 45-3
Validate Worksheet Constraints, Glossary-13
Validation Results Report
procedure, 47-28
View Budget Group Errors window
description, 12-40
example, 12-39
View Constraint Violations window
description, 29-35, 32-41
example, 29-34, 32-40
View Data Extract Errors window
example, 15-17
view elements
procedure, 26-4
view projected rates
Find Worksheets window
example, 26-5
View Validation window
description, 15-18

W

windows
Account and Position Sets window, 9-10
Allocation Percentages, 23-15
Allocation Rule Sets, 23-7
Allocation Rules, 23-12
Approval Override, 32-15
Attribute Mapping Details, 14-7
Budget Calendar, 5-6
Budget Group Categories, 10-5
Budget Group, Account Ranges tab, 12-16
Budget Group, Categories tab, 12-24
Budget Group, Long Description tab, 12-20
Budget Group, Notifiers tab, 12-22
Budget Group, Responsibilities tab, 12-18
Budget Group, Top Level tab, 12-13
Budget Periods, 29-29
Budget Revisions, Line Item Entries tab, 32-19
Budget Revisions, Mass Entries tab, 32-35
Budget Revisions, Position Entries tab, 32-25
Budget Revisions, Summary Entries tab, 32-38
Budget Stages, 11-6
Budget Year Types, 4-4
Consolidate Worksheets, 27-5
Constraint, 24-12
Constraint Set, 24-8
Constraint Sets, 24-8
Copy Allocation Rule Set, 23-7
Copy Budget Group, 12-26
Copy Calendar, 5-6
Copy Parameter Set, 22-15
Copy Rule window, 28-7
Data Selection, 29-19
Define Worksheet, Commitments tab, 25-18
Define Worksheet, General Ledger tab, 25-15
Define Worksheet, Processes tab, 25-20
Define Worksheet, Worksheet tab, 25-12
Dimension, 50-12
Distribution Instruction window, 28-7

Distribution Rule window, 28-7
Element Cost Distribution, 17-16
Element Rates, 30-27
Elements, 17-6
Extract Data From Human Resources, 15-12
Filter, 50-10
Financial Data Item, 50-17
Financial Data Set, 50-21
Find Budget Group, 12-34
Find Worksheets, 26-5
Flexfield Mapping, 20-6
GL Budget Sets, 8-8
GL Interfaces Setup, 7-6
Labor Distribution Mapping, 15-15
Line Item Revise Projections, 32-19
Link, 50-23
Parameter, 22-19, 31-9
Parameter Sets, 22-15
Position Attribute Values, 16-5
Position Attributes, 14-10
Position Default Rules, Attribute Assignments tab, 18-6
Position Default Rules, FTE Allocation tab, 18-15
Position Default Rules, Non-Salary Assignments tab, 18-11
Position Default Rules, Salary Assignments tab, 18-9
Position Default Rules, Salary Distribution tab, 18-13
Position Worksheet, Account Distributions tab, 30-12
Position Worksheet, Assignments tab, 30-16
Position Worksheet, FTE by Service Package tab, 30-23
Position Worksheet, Position Costs tab, 30-21
Position Worksheet, Position Summary tab, 30-25
Positions, 19-8, 32-28
Positions Revise Projections, 32-19
Processes Monitoring, 46-6
Projected Element Rates, 26-7, 26-11
Review Group, 13-7
Review Group Rules, 13-14
Revise Projections, 29-25
Revision Effective Dates, 32-25
Save As, 12-37
Select Budget Group, 12-32
Select Budget Revisions, 32-15
Select Position, 30-10
Select Positions, 19-6
Select Review Group, 13-11
Select Service Package, 33-9
Select Worksheet, 29-13
Service Package, 29-17
Standard Budget Item, 6-5
Use Standard Budget Item, 29-31
View Budget Group Errors, 12-39
View Constraint Violations, 29-34, 32-40
View Data Extract Errors, 15-17
Worksheet Lines, 29-25
Worksheet Operations, 33-7
Worksheet Summary, 29-15
Work Item window
reference, 46-2
Workflow, Glossary-9
Distribute Budget Revision workflow
customizing, A-33
diagram, A-30
overview, A-2
process, A-31
Distribute Worksheet workflow
customizing, A-10
diagram, A-7
overview, A-2
process, A-8
PSB Account Generator for OLD Integration
diagram, C-4
process, C-4
PSB Account Generator for OLD Integration item type, A-49
PSB Account Generator for OLD Integration workflow
overview, A-2
PSB Budget Revision item type, A-28
PSB Worksheet item type, A-5
Submit Budget Revision workflow
customizing, A-48
diagram, A-34
overview, A-2

process, A-36
Submit Worksheet workflow
customizing, A-27
diagram, A-11
overview, A-2
process, A-13
Workflow setup, Glossary-14
Workflow, using
definition, 46-2
monitoring processes
procedure, 46-5
overview, 46-2
reference, 46-2
prerequisites, 46-3
Processes Monitoring window
description, 46-7
example, 46-6
viewing notifications
procedure, 46-4
worksheet, Glossary-14
Worksheet Account Costing Report
procedure, 47-30
worksheet consolidation
Consolidate Worksheets window
description, 27-6
example, 27-5
definition, 27-2
overview, 27-2
process, 27-2
reference, 27-2
procedure, 27-4
Worksheet Creation, Glossary-14
Worksheet Distribution, Glossary-14
worksheet distribution
Copy Rule window
description, 28-9
example, 28-7
definition, 28-2
Distribute Worksheet window
description, 28-9
example, 28-7
Distribution Instruction window
description, 28-9
example, 28-7
overview, 28-2
process, 28-2
reference, 28-2
prerequisites, 28-4
procedure, 28-5
worksheet line, Glossary-14
Worksheet Lines window
description, 29-27
example, 29-25
Worksheet Operations, Glossary-14
Select Service Packages window
description, 33-10
Worksheet Operations window
description, 33-8
example, 33-7
worksheet operations
definition, 33-2
overview, 33-2
features, 33-2
process, 33-2
reference, 33-2
reports, 33-2
prerequisites, 33-5
procedure, 33-6
Select Service Packages window
example, 33-9
Worksheet Operations window
description, 33-8
example, 33-7
Worksheet Position Costing Report
procedure, 47-31
Worksheet Submission Status Report, Glossary-14
procedure, 47-32
Worksheet Summary window
description, 29-16
example, 29-15