

**Oracle® Public Sector Budgeting**

User's Guide

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## Send Us Your Comments

Oracle Public Sector Budgeting, Release 11i  
Part No. B10859-01

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 about this manual?

If you find any errors or have any other suggestions for improvement, please indicate the chapter, section, and page number (if available).

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Please send your comments to:

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USA

Fax: 650 506 7800; Electronic mail: [gepddoc@us.oracle.com](mailto:gepddoc@us.oracle.com)

If you would like a reply, please give your name, address, and telephone number below:

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For problems with the software, please contact your local Oracle Support Services Center.

Thank you for helping us improve our documentation.

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# 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 for this Guide
- Conventions
- Documentation Accessibility
- Other Information Sources
- Navigation Paths
- Training and Support
- Do Not Use Database Tools to Modify Oracle Applications Data
- About Oracle
- Documentation Sales
- Feedback

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## Audience for this Guide

Welcome to Release 11*i* of the Oracle Public Sector Budgeting User's Guide.

This guide assumes users have a working knowledge of the following:

- principles and customary practices of the business area
- Oracle Public Sector Budgeting

Oracle suggests that users who have never used Oracle Public Sector Budgeting attend one or more of the Oracle Public Sector Budgeting training classes available through Oracle University.

- Oracle Applications graphical user interface

To learn more about the Oracle Applications graphical user interface, read the *Oracle Applications User's Guide*.

See Other Information Sources for more information about Oracle Applications product information.

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## Conventions

The following conventions are observed:

- special conventions
- usage conventions
- references

## Special Conventions

The following special conventions are observed:

<b>bold</b>	Bold type denotes buttons or menu paths, as in the following example: <b>Submit and File - New - Open</b>
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: $2\% / (100\% - 2\%) \times 360 / ((30 - (10 - 0))) = 0.367$
<>	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]
<b>Note:</b>	Notes alert users to the following type of information in this guide: <b>Note:</b> Notes alert users to key points to consider when using a feature.
<b>WARNING:</b>	Warnings alert users to the following type of information in this guide: <b>WARNING:</b> Warnings highlight text that warns of actions that could result in loss of data or incorrect processing.

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## Usage Conventions

The following usage conventions are observed:

Attach file	Indicates that users should click the Attachment icon to attach a document to a record.  For information on attachments, see <i>About Attachments and Attachments Window, Oracle Applications User's Guide</i> .
Close the window.	Indicates users should close the window using either the <b>File - Close Form</b> command or by clicking on the x in the upper right-hand corner.  <b>Note:</b> The <b>File - Close Form</b> 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.
Query appropriate data.	Indicates users should query data in the window using <b>View - Find</b> or <b>View - Query By Example - Enter</b> .  For information on entering and querying data, see <i>Entering and Querying Data, Oracle Applications User's Guide</i> .

## References

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

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## Documentation Accessibility

Our goal is to make Oracle products, services, and supporting documentation accessible, with good usability, to the disabled community. To that end, our documentation includes features that make information available to users of assistive technology. This documentation is available in HTML format, and contains markup to facilitate access by the disabled community. Standards will continue to evolve over time, and Oracle Corporation is actively engaged with other market-leading technology vendors to address technical obstacles so that our documentation can be accessible to all of our customers. For additional information, visit the Oracle Accessibility Program Web site at

<http://www.oracle.com/accessibility/>

### Accessibility of Code Examples in Documentation

JAWS, a Windows screen reader, may not always correctly read the code examples in this document. The conventions for writing code require that closing braces should appear on an otherwise empty line; however, JAWS may not always read a line of text that consists solely of a bracket or brace.

### Accessibility of Links to External Web Sites in Documentation

This documentation may contain links to Web sites of other companies or organizations that Oracle Corporation does not own or control. Oracle Corporation neither evaluates nor makes any representations regarding the accessibility of these Web sites.

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## Other Information Sources

Users can choose from many sources of information, including online documentation, training, and support services, to increase their knowledge and understanding of Oracle Public Sector Budgeting.

When this guide refers to other Oracle Applications documentation, use only the Release 11*i* versions of those guides.

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.

## MetaLink

Oracle MetaLink is Oracle Support Services' premier web support service and offers technical support, information, and a wide variety of product documentation online. Included on the MetaLink site are new release features, user's and administrator's guides, error message manuals, eTRMs (electronic technical reference manuals), upgrade information, and articles on product functionality, current issues, setup and installation, and troubleshooting.

MetaLink is available at <http://metalink.oracle.com/>.

## Online Documentation

All Oracle Applications documentation is available online in HTML or PDF.

- **Online Help** - The new features section, located in the product overview chapter in the HTML help, describes new features in 11*i*. This information is updated for each new release of Oracle Public Sector Budgeting. The new features section also includes information about any features that were not yet available when this guide was printed. For example, if the system administrator installs software from mini-packs or an upgrade, this section describes the new features.

Online help patches with the latest help are available on MetaLink.

- **11i Features Matrix** - This document lists new features available by patch and identifies any associated new documentation. The new features matrix document is available on MetaLink.

- 
- **About Oracle Public Sector Budgeting Document** - Refer to the About Oracle Public Sector Budgeting document on MetaLink to learn about new documentation or documentation patches available for download.

## Related User's Guides

Oracle Public Sector Budgeting shares business and setup information with other Oracle Applications products. Users may want to refer to other user's guides when setting up and using Oracle Public Sector Budgeting.

Read the guides online by choosing Library from the expandable menu on the HTML help window, by reading from the Oracle Applications Document Library CD included in the media pack, or using a Web browser with a URL provided by the system administrator.

Purchase printed guides, if required, from the Oracle Store at <http://oraclestore.oracle.com>.

## Guides Related to All Products

### Oracle Applications User's Guide

This guide explains how to enter data, query, run reports, and navigate using the graphical user interface available with this release of Oracle Public Sector Budgeting and any other Oracle Applications products. This guide also includes information on setting user profiles, as well as running and reviewing reports and concurrent processes.

Access this user's guide by choosing Getting Started with Oracle Applications from any Oracle Applications help file.

## User's Guides Related to This Product

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 Discoverer Administrator's Guide*
- *Oracle Discoverer Installation and Upgrade Guide*

- 
- *Oracle Discoverer User Guide*
  - *Oracle Financial Analyzer User's Guide*
  - *Oracle General Ledger User's Guide*
  - *Using Oracle HRMS - The Fundamentals*

## **Installation and System Administration**

### **Oracle Applications Concepts**

This guide provides an introduction to the concepts, features, technology stack, architecture, and terminology for Oracle Applications, Release 11*i*. It is a useful first book to read before an installation of Oracle Applications. This guide also introduces the concepts behind Applications-wide features such as Business Intelligence (BIS), languages and character sets, and Self Service Web Applications.

### **Installing Oracle Applications**

This guide provides instructions for managing the installation of Oracle Applications products. In Release 11*i*, much of the installation process is handled using Oracle Rapid Install, which minimizes the time to install Oracle Applications, the Oracle8 technology stack, and the Oracle8*i* Server technology stack by automating many of the required steps. This guide contains instructions for using Oracle Rapid Install and lists the tasks needed to complete an installation. Use this guide in conjunction with individual product user's guides and implementation guides.

### **Upgrading Oracle Applications**

Refer to this guide when upgrading Oracle Applications Release 10.7 or Release 11.0 products to Release 11*i*. This guide describes the upgrade process and lists database and product-specific upgrade tasks. To upgrade to Release 11*i*, users must be at Release 10.7, in NCA, SmartClient, or character mode, or Release 11.0. Users cannot upgrade to Release 11*i* directly from releases prior to 10.7.

### **Maintaining Oracle Applications**

Use this guide to run various AD utilities, such as AutoUpgrade, AutoPatch, AD Administration, AD Controller, AD Relink, License Manager, and others. The guide contains how-to steps, screenshots, and other information needed to run the AD utilities. This guide also provides information on maintaining the Oracle Applications file system and database.

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### **Oracle Applications System Administrator's Guide**

The guide provides planning and reference information for the Oracle Applications system administrator. The guide contains information on how to define security, customize menus and online help, and manage concurrent processing.

### **Oracle Alert User's Guide**

This guide explains how to define periodic and event alerts to monitor the status of Oracle Applications data.

### **Oracle Applications Developer's Guide**

This guide contains the coding standards followed by the Oracle Applications development staff. It describes the Oracle Application Object Library components needed to implement the Oracle Applications user interface (UI) described in the *Oracle Applications User Interface Standards for Forms-Based Products*. It also provides information to help users build custom Oracle Forms Developer 6i forms so that they integrate with Oracle Applications.

### **Oracle Applications User Interface Standards for Forms-Based Products**

This guide contains the UI standards followed by the Oracle Applications development staff. It describes the UI for Oracle Applications products and how to apply this UI to the design of an application built by using Oracle Forms.

## **Other Implementation Documentation**

### **Oracle Applications Product Update Notes**

Use this guide as a reference for upgrading an installation of Oracle Applications. It provides a history of the changes to individual Oracle Applications products between Release 11.0 and Release 11i. It includes new features, enhancements, and changes made to database objects, profile options, and seed data for this interval.

### **Multiple Reporting Currencies in Oracle Applications**

Users who employ the multiple reporting currencies feature to record transactions in more than one currency must use this manual before implementing Oracle Public Sector Budgeting. This manual details additional steps and setup considerations for implementing Oracle Public Sector Budgeting with this feature.

---

## **Multiple Organizations in Oracle Applications**

This guide describes how to set up and use Oracle Public Sector Budgeting with the Oracle Applications multiple organization support feature, so users can define and support different organization structures when running a single installation of Oracle Public Sector Budgeting.

## **Oracle Workflow Administrator's Guide**

This guide explains how to complete the setup steps necessary for any Oracle Applications product that includes workflow-enabled processes, as well as how to monitor the progress of runtime workflow processes.

## **Oracle Workflow Developer's Guide**

This guide explains how to define new workflow business processes and customize existing Oracle Applications-embedded workflow processes. It also describes how to define and customize business events and event subscriptions.

## **Oracle Workflow User's Guide**

This guide explains how Oracle Applications users can view and respond to workflow notifications and monitor the progress of their workflow processes.

## **Oracle Workflow API Reference**

This guide describes the APIs provided for developers and administrators to access Oracle Workflow.

## **Oracle Applications Flexfields Guide**

This guide provides flexfields planning, setup, and reference information for the Oracle Public Sector Budgeting implementation team, as well as for users responsible for the ongoing maintenance of Oracle Applications product data. This manual also provides information on creating custom reports on flexfields data.

## **Oracle eTechnical Reference Manuals**

Each eTechnical Reference Manual (eTRM) contains database diagrams and a detailed description of database tables, forms, reports, and programs for a specific Oracle Applications product. This information helps users convert data from existing applications, integrate Oracle Applications data with non-Oracle applications, and write custom reports for Oracle Applications products. Oracle eTRM is available on MetaLink.

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### **Oracle Manufacturing APIs and Open Interfaces Manual**

This manual contains up-to-date information about integrating with other Oracle Manufacturing applications and with other systems. The guide includes APIs and open interfaces found in Oracle Manufacturing.

### **Oracle Order Management Suite APIs and Open Interfaces Manual**

The manual contains up-to-date information about integrating with other Oracle Manufacturing applications and with other systems. The guide includes APIs and open interfaces found in Oracle Order Management Suite.

### **Oracle Applications Message Reference Manual**

This manual describes all Oracle Applications messages. The guide is available in HTML format on the documentation CD-ROM for Release 11*i*.

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## Navigation Paths

Navigation paths for windows in Oracle Public Sector Budgeting are documented for the system as they are shipped. If responsibilities are changed after installation the documented navigation paths may not be correct.

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## Training and Support

### Training

Oracle offers a complete set of training courses to help users and their staffs master Oracle Public Sector Budgeting and reach full productivity quickly. These courses are organized into functional learning paths, so users take only those courses appropriate to their jobs or areas of responsibility.

Users have a choice of educational environments. They can attend courses offered by Oracle University at any one of our many Education Centers, or can arrange for our trainers to teach at their facility, or can employ the Oracle Learning Network (OLN), Oracle University's online education utility. In addition, Oracle training professionals can tailor standard courses or develop custom courses to meet users' needs. For example, users can employ their own organizational structure, terminology, and data as examples in a customized training session delivered at their own facility.

### Support

From on-site support to central support, our team of experienced professionals provides the help and information needed to keep Oracle Public Sector Budgeting working for all users. This team includes the technical representative, account manager, and Oracle's large staff of consultants and support specialists with expertise in users' specific business areas, managing an Oracle server, and users' hardware and software environments.

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## Do Not Use Database Tools to Modify Oracle Applications Data

**We STRONGLY RECOMMEND that users never use SQL\*Plus, Oracle Data Browser, database triggers, or any other tool to modify Oracle Applications tables, unless otherwise instructed.**

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 Applications data, they risk destroying the integrity of the data and lose the ability to audit changes to the data.

Because Oracle Applications tables are interrelated, any change made using Oracle Applications can update many tables at once. But when users modify Oracle Applications data using anything other than Oracle Applications, 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 Applications.

When users employ Oracle Applications to modify the data, Oracle Applications automatically checks that the changes are valid. Oracle 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.

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## 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 Applications, an integrated suite of more than 160 software modules for financial management, supply chain management, manufacturing, project systems, human resources, and customer relationship 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.

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## Documentation Sales

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<http://oraclestore.oracle.com>.

Support sales contact information by region and country is available at  
<http://www.oracle.com/support/index.html?contact.html>.

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## Feedback

Thank you for using Oracle Public Sector Budgeting and this user's guide.

Oracle values comments and feedback. At the end of this guide is a Reader's Comment Form that users can employ to explain what they like or dislike about Oracle Public Sector Budgeting or this user's guide. Mail comments to the following address or call us directly at (650) 506-7000.

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Oracle Corporation

500 Oracle Parkway

Redwood Shores, CA 94065

U.S.A

Or, send electronic mail to [appsdoc\\_us@oracle.com](mailto:appsdoc_us@oracle.com).



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## Product Overview

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

- Definition
- Overview
- New Features in Oracle Public Sector Budgeting

## Definition

Oracle 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

Oracle Public Sector Budgeting includes features that allow 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
- set up budget revision rules
- support position control
- revise projections
- map flexfields
- extract encumbrance balances
- support multiple reporting currencies

## Generate Complete Budgets

Oracle 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 Oracle 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, Oracle 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**

Oracle 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**

Oracle 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 Oracle 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.

## **Budget Revision Rules**

The budget revision rules feature enables users to set up rules that control how budgets are balanced. Users can also define budget revision rule sets to group budget revision rules.

## **Support Position Control**

Oracle Public Sector Budgeting supports position control, using the allowing users to record information on position FTE, cost, and distribution in position control tables, then upload that information into Oracle HRMS.

## **Revise Projections**

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

## **Map Flexfields**

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 Oracle Public Sector Budgeting.

## **Extract Encumbrance Balances**

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

## **Support Multiple Reporting Currencies**

Oracle Public Sector Budgeting enables organizations to maintain and report budgeting information at the transaction level in more than one functional currency.

## New Features in Oracle Public Sector Budgeting

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

- budget revisions
- budget revision rules
- position control
- revise projections
- flexfield mapping
- encumbrance extraction
- multiple reporting currencies
- data selection profile



# 2

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## 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 Financials and Oracle Applications
- Setting Up Oracle 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 Oracle Public Sector Budgeting. The guide is divided into the following parts:

- Setting Up Oracle Financials and Oracle Applications
- Setting Up Oracle 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 Financials and Oracle Applications

Implementation of Oracle 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,

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Workflow, Financial Analyzer and Discoverer, and describes the setup steps that are required for Oracle Public Sector Budgeting.

**Note:** Oracle 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 Financials or Oracle Financials and Oracle Applications:

- Oracle Applications Flexfields Guide
- Oracle Applications System Administrator's Guide
- Oracle Applications User's Guide
- *Using Oracle HRMS - The Fundamentals*
- *Customizing, Reporting, and System Administration in Oracle HRMS*
- *Managing Compensation and Benefits Using Oracle HRMS*
- *Managing People Using Oracle HRMS*
- 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 Oracle Public Sector Budgeting

Complete setup checklists and detailed descriptions of setup steps required for implementation of Oracle 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:

- Oracle 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
- Position Control Interface
- 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
- Multiple Reporting Currencies

## 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

## Defining a Budget Revision Rule

The following procedures describe how to define a budget revision rule:

- Budget Revision Rules

## 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
- Convert Organization Attribute
- Validate GL Budget Sets
- Create Adopted Budget

## Workflow

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

- Workflow
- Oracle 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
- Position Control Interface

## References

The following references provide information for using Oracle Public Sector Budgeting:

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

## Setting Up Oracle Financials and Oracle Applications

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

### Oracle Public Sector Budgeting Setup Overview

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

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

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

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

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

## Setting Up Oracle Public Sector Budgeting

This section describes the setup procedures in Oracle Public Sector Budgeting.

Implementation of Oracle Public Sector Budgeting also requires setup of products in Oracle 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 Oracle 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 Oracle 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 Oracle 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

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 Oracle Public Sector Budgeting.

Details on flexfield mapping are provided in the following chapter:

- Flexfield Mapping Setup, page 20-1

## Position Control Interface

The position control interface enables users to employ the position control features in HRMS to carefully monitor the difference between budgeted costs and actual plus commitment costs and assert approval security for position costs.

Details on setting up the position control interface are provided in the following chapter:

- Position Control Interface Setup, page 21-1

## **Annual Checklist**

The annual checklist is used to review setup in Oracle 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 22-1

## 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 23-1

### 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 24-1

### 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 25-1

### 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 26-1

## View Projected Elements

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 27-1

## Worksheet Consolidation

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 28-1

## Multiple Reporting Currencies

MRC is a set of features that enables an organization to maintain and report budgeting information at the transaction level in more than one functional currency.

Details on multiple reporting currencies are provided in the following chapter:

- Multiple Reporting Currencies Procedures, page 29-1

## 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 30-1

## 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 31-1

### 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 32-1

### Local Parameters

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 33-1.

## Revising a Budget

This section describes the features used to revise a budget.

### Budget Revisions

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 34-1

### Budget Revision Rules

Budget revision rules allow users to specify how budgets should be balanced. Users can also group budget revision rules into sets.

Details on budget revision rules are provided in the following chapter:

- Budget Revision Rules Procedures, page 35-1

## 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 36-1

## 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 37-1

### 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 38-1

### Maintain Budget Account Codes

The Maintain Budget Account Codes concurrent process is used to assign General Ledger account code combinations to account sets in Oracle 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 39-1

## 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 40-1

## 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 41-1

## 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 42-1

## Maintain Budget Positions

The Maintain Budget Positions concurrent process is used to assign positions in Oracle 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 43-1

## 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 Oracle Public Sector Budgeting.

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

- Assign Position Defaults Procedures, page 44-1

## 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 45-1

## 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 46-1

## 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 Oracle 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 47-1

## Convert Organization Attribute

The Convert Organization Attribute concurrent process is used to consolidate user-defined organization attributes into the predefined organization attribute.

Details on the Convert Organization Attribute concurrent process are provided in the following chapter:

- Convert Organization Attribute Procedures, page 48-1

## **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 49-1

## **Create Adopted Budget**

The Create Adopted Budget concurrent process is used to create a baseline budget for budget revision line items.

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

- Create Adopted Budget Procedures, page 50-1

## **Workflow**

This section describes Workflow procedures used in Oracle Public Sector Budgeting.

### **Using Workflow in Oracle Public Sector Budgeting**

Oracle 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 Oracle Public Sector Budgeting are described in the following chapter:

- Using Oracle Workflow in Oracle Public Sector Budgeting Procedures, page 51-1

## Reports

This section describes the predefined reports in Oracle Public Sector Budgeting.

### Generate Predefined Reports

Oracle 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 chapters:

- Reports Procedures, page 52-1
- Reports Procedures, Continued, page 53-1

## Reporting and Analysis

This section describes reporting and analysis in Oracle Public Sector Budgeting.

### Using Discoverer to Generate Reports

Oracle 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 54-1

### Using Spreadsheets with Oracle Public Sector Budgeting

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

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

- Using Spreadsheets with Oracle Public Sector Budgeting Procedures, page 55-1

### Using Financial Analyzer with Oracle Public Sector Budgeting

Oracle 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 Oracle Public Sector Budgeting Procedures, page 56-1

## Topical Essays

This section describes topical essays for Oracle Public Sector Budgeting.

### Workflow Processes

Oracle 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

### Oracle Public Sector Budgeting Process

Oracle Public Sector Budgeting provides comprehensive budgeting functions.

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

- Oracle Public Sector Budgeting Process, page B-1

### Managing Salary Distributions for Positions Extracted from Oracle Labor Distribution Process

Oracle 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

Oracle 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 Non-Oracle HRMS Process, page D-1

## **Handling Reorganization During the Budget Development Cycle Process**

Oracle 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

## **Position Control Interface Process**

The position control interface enables users to take advantage of the position control features in Oracle HRMS to carefully monitor and control personnel costs and assert the approval hierarchy for position control.

Details on the position control interface are described in the following appendix:

- Position Control Interface Process, page F-1

## References

This section describes references for Oracle 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

## References

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# Part I

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## Setting Up Oracle Financials and Applications



# 3

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## 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, page 3-2
- Oracle Public Sector Budgeting Setup Checklist, page 3-3
- Oracle Public Sector Budgeting Setup Steps, page 3-9

## Overview

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

Complete all required setup steps for the following applications before beginning the Oracle 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.

## Oracle Public Sector Budgeting Setup Checklist

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

**Note:** The sequence indicated for the setup checklist applies to the Oracle 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 Oracle Public Sector Budgeting Setup Checklist**

Step Number	Setup Step	Type	Product
<b>System Administration</b>			
1.	Create New Responsibilities	required	System Administration
2.	Implement Function Security	optional	System Administration
3.	Create Additional Users	required	System Administration
4.	Create Additional MRC Budget Super User Responsibilities, as needed.	optional	System Administration
5.	Turn on Enable Cancel Query profile option	optional	System Administration
<b>General Ledger</b>			
6.	Define Set of Books. Assign Calendar, Functional Currency, and Account Structure to Set of Books.	required	General Ledger
7.	Set MRC Profile Options	optional	General Ledger
<b>Human Resource Management Systems</b>			
8.	Define Key Flexfields for Business Group	required for Position Budgeting	HRMS

**Table 3-1 Oracle Public Sector Budgeting Setup Checklist**

<b>Step Number</b>	<b>Setup Step</b>	<b>Type</b>	<b>Product</b>
9.	Define Job Flexfield	required for Position Budgeting	HRMS
10.	Define Position Flexfield	required for Position Budgeting	HRMS
11.	Define Grade Flexfield	required for Position Budgeting	HRMS
12.	Define People Group Flexfield	required for Position Budgeting	HRMS
13.	Define Cost Allocation Flexfield	required for Position Budgeting	HRMS
14.	Define Descriptive Flexfields	optional	HRMS
15.	Create Locations	required for Position Budgeting	HRMS
16.	Define Organization Hierarchies, Enable Position Control, if applicable	required for Position Budgeting	HRMS
17.	Define Jobs	required for Position Budgeting	HRMS
18.	Define Positions	required for Position Budgeting	HRMS
19.	Define Grades	required for Position Budgeting	HRMS
20.	Define Grade Rates	required for Position Budgeting	HRMS
21.	Define Pay Scales	required for Position Budgeting	HRMS

**Table 3–1 Oracle Public Sector Budgeting Setup Checklist**

Step Number	Setup Step	Type	Product
22.	Relate Grades to Progression Points	required for Position Budgeting	HRMS
23.	Define Scale Rates	required for Position Budgeting	HRMS
24.	Define Payrolls	required for Position Budgeting	HRMS
25.	Map Cost Allocation Flexfield	required for Position Budgeting	[not part of standard HRMS checklist]
26.	Define a Salary Basis	required for Position Budgeting	HRMS
27.	Link Salary Element	required for Position Budgeting	HRMS
28.	Enter New Hire Information for Every Employee	required for Position Budgeting	HRMS
29.	Set HRMS Profile Options	required	HRMS
<b>Oracle Public Sector Budgeting</b>			
	<p><b>Note:</b> These checklists are guidelines only. Refer to the explanatory section and related chapters for detailed information regarding the requirements for setting up Oracle Public Sector Budgeting.</p> <p><b>Note:</b> The position budgeting setup steps are only required for organizations using position budgeting.</p> <p><b>Note:</b> Perform the following steps in the order listed.</p>		

**Table 3–1 Oracle Public Sector Budgeting Setup Checklist**

<b>Step Number</b>	<b>Setup Step</b>	<b>Type</b>	<b>Product</b>
<b>Line Item Budgeting</b>			
30.	Define Budget Year Types	required	Oracle Public Sector Budgeting
31.	Define Budget Calendar	required	Oracle Public Sector Budgeting
32.	Define Standard Budget Items	optional	Oracle Public Sector Budgeting
33.	Set Up General Ledger Interfaces	required	Oracle Public Sector Budgeting
34.	Set Up General Ledger Budget Sets	required	Oracle Public Sector Budgeting
35.	Define Global Account Sets	optional	Oracle Public Sector Budgeting
36.	Define Budget Group Categories	optional	Oracle Public Sector Budgeting
37.	Define Budget Stages	optional	Oracle Public Sector Budgeting
38.	Set Up Budget Groups and Security	required	Oracle Public Sector Budgeting
39.	Define Budget Review Groups and Budget Review Group Rules for Account Sets	optional	Oracle Public Sector Budgeting
40.	Set Line-Item Budgeting Profile Options	optional	Oracle Public Sector Budgeting
<b>Position Budgeting</b>			

**Table 3–1 Oracle Public Sector Budgeting Setup Checklist**

<b>Step Number</b>	<b>Setup Step</b>	<b>Type</b>	<b>Product</b>
41.	Define Oracle Public Sector Budgeting Position Key Flexfield	required	Oracle Public Sector Budgeting
42.	Define Position Attributes	required	Oracle Public Sector Budgeting
43.	Define Data Extract	required	Oracle Public Sector Budgeting
44.	Run Data Extract	required	Oracle Public Sector Budgeting
45.	Review or Modify Position Attribute Values	required	Oracle Public Sector Budgeting
46.	Define Global Position Sets	optional	Oracle Public Sector Budgeting
47.	Define Budget Review Groups and Budget Review Group Rules for Position Sets	optional	Oracle Public Sector Budgeting
48.	Define Elements	required	Oracle Public Sector Budgeting
49.	Define Position Default Rules	required	Oracle Public Sector Budgeting
50.	Apply Position Defaults	required	Oracle Public Sector Budgeting
51.	Review or Modify Positions	required	Oracle Public Sector Budgeting
52.	Refresh Data Extract	optional	Oracle Public Sector Budgeting

**Table 3–1 Oracle Public Sector Budgeting Setup Checklist**

<b>Step Number</b>	<b>Setup Step</b>	<b>Type</b>	<b>Product</b>
53.	Repeat Steps 40 to 49 as needed	optional	Oracle Public Sector Budgeting
54.	Set Position Budgeting Profile Options	optional	Oracle Public Sector Budgeting
<b>Budget Revisions</b>			
55.	Define General Ledger Budget Sets	required	Oracle Public Sector Budgeting
56.	Set Budget Revisions Profile Options	required; some optional	Oracle Public Sector Budgeting
<b>Labor Distribution</b>			
57.	Set Up Labor Distribution	optional	Labor Distribution
<b>Workflow</b>			
58.	Set Up Workflow	required	Workflow
<b>Discoverer</b>			
59.	Set Up Discoverer	optional	Discoverer
<b>Financial Analyzer</b>			
60.	Set Up Financial Analyzer	optional	Financial Analyzer
61.	Set Up Financial Analyzer Profile Options	optional	Oracle Public Sector Budgeting

## Oracle Public Sector Budgeting Setup Steps

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

### 1. Create New Responsibilities

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

**Table 3–2 Menu, Submenu, and Function Names**

<b>Menu Name</b>	<b>Submenu Name</b>	<b>Function Name</b>
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 Worksheet Inquiry
	Maintain Position Information	Maintain Elements View Projected Element Rates Maintain Position Default Rules Maintain Positions

**Table 3–2 Menu, Submenu, and Function Names**

<b>Menu Name</b>	<b>Submenu Name</b>	<b>Function Name</b>
	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 Position Mapping 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 Budget Revision Rules

**Table 3–2 Menu, Submenu, and Function Names**

<b>Menu Name</b>	<b>Submenu Name</b>	<b>Function Name</b>
	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 Worksheet Inquiry
	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

**Table 3–2 Menu, Submenu, and Function Names**

Menu Name	Submenu Name	Function Name
MRC Budget Super User	Worksheet	Modify Worksheet for MRC Budget Super User
	Budget Revisions	Budget Revision Definition for MRC Budget Super User
	Reports	Submit Requests View Requests Define Standard Request Sets

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 Oracle Public Sector Budgeting or assign existing users access to Oracle 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. Create Additional MRC Budget Super User Responsibilities (Optional)

Create an additional MRC Budget Super User Responsibility for each reporting currency used in Oracle Public Sector Budgeting using the PSB\_MRC\_NAVIGATOR\_GUI menu and the MRC Programs PSB request group.

### 5. Turn on Enable Cancel Query profile Option

The common user profile options for Oracle Applications can be specified as part of Oracle Applications System Administration setup. There are four levels at which a profile can be set: Site, Application, Responsibility, and User. Most profiles are

seeded with default values at the site-level that serve as the defaults until they are overridden at other levels

**Table 3–3 Administrator Profile Option Levels**

Feature	Profile Option Name	Site	Applica-tion	Respon-sibility	User
Enables Cancel Query profile option	FND:Enable Cancel Query		x	x	x

**Table 3–4 Administrator Profile Option Values**

Profile Option Name	Value	Description
FND: Enable Cancel Query	Yes	if enabled, users are warned when a query may take a long time to return a result.

## 6. Define Set of Books

Define a set of books.

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

To enable multiple reporting currencies, see Setting Up MRC, *Multiple Reporting Currencies in Oracle Applications*.

## 6. Set MRC Profile Options (Optional)

This section includes the following parts:

- Set Profile Option Levels
- Set Profile Option Values

For information on setting profile option levels and setting profile option values, see Overview of Setting User Profiles, *Oracle Applications System Administrator's Guide*.

### Set Profile Option Levels

Set the following profile options in Oracle Public Sector Budgeting.

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

**Table 3–5 Profile Option Levels**

Feature	Profile Option Name	Site	Applica- tion	Respon- sibility	User
MRC	MRC: Reporting Set of Books			x	

### Set Profile Option Values

Table 3–6 describes the profile option values.

**Table 3–6 MRC Profile Option Values**

Profile Option Name	Value	Description
MRC: Reporting Set of Books	list of values	select reporting set of books to be associated with MRC Super User Responsibility  Note: The MRC: Reporting Set of Books profile option value is set to N/A automatically at the site level.  Oracle Corporation does not recommend that users change this value.

## 8. 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*.

## 9. Define Job Flexfield

Define a job flexfield in System Administration. Oracle 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*.

## 10. Define Position Flexfield

Define a position flexfield in System Administration. Oracle 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*.

## 11. Define Grade Flexfield

Define a grade flexfield in System Administration. Oracle 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*.

## 12. 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*.

## 13. Define Cost Allocation Flexfield

Define a cost allocation flexfield in System Administration. Oracle 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*.

## 14. Define Descriptive Flexfields (Optional)

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*.

## 15. Create Locations

Define at least one location and address for the organization.

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

## 16. 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*.

To use position control, see *Position Management and Position Control Budgets*, available on OracleMetaLink.

## 17. 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*.

## 18. 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.

## 19. Define Grades

Define grades for the organization.

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

## 20. 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*.

## 21. Define Pay Scales

Define pay scales for the organization.

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

## 22. 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*.

## 23. Define Scales Rates

Define grade scales for each grade.

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

## 24. 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*.

## 25. 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*.

## 26. Define A Salary Basis

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

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

## 27. 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.

## 28. 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*.

## 29. 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.

## 30. 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.

## 31. Set HRMS Profile Options

This section includes the following parts:

- Set Profile Option Levels
- Set Profile Option Values

### Set Profile Option Levels

Set the following profile options for the position control interface in HRMS.

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

**Table 3–7 Profile Option Levels**

Feature	Profile Option Name	Site	Applica- tion	Respon- sibility	User
Position Control	HR: User Type		x		
	HR: Business Group			x	
	HR: Security Profile			x	
	Date Track: Enabled		x		
	Date Track: Reminder		x		

### Set Profile Option Values

Table 3–8 describes the profile option values.

**Table 3–8 Position Control Profile Option Values, HRMS**

Profile Option Name	Value	Description
HR: User Type	list of values	set to HR User
HR: Business Group	list of values	<p>specify appropriate business group</p> <p><b>Note:</b> Can be set at site level if only one business group exists. If more than one business group exists, set at the responsibility level.</p> <p><b>Note:</b> The business group in this profile must match the business group associated with the Oracle Public Sector Budgeting responsibility.</p>

**Table 3–8 Position Control Profile Option Values, HRMS**

Profile Option Name	Value	Description
HR: Security Profile	list of values	restrict access to specific business groups, organizations, or positions <b>Note:</b> The business group associated with this security profile must match the business group associated with the Oracle Public Sector Budgeting responsibility.
Date Track: Enabled	yes or no	enables date tracking. Date tracking allows budget users to initiate positions that are effective in the upcoming budget year from the budget worksheet of some future budget period from budget revisions. <b>Note:</b> Enabling date tracking is recommended, since budget users might need to propose positions at a later date.
Date Track: Reminder	list of values	Set to Never pop warning window at the application level. This recommended setting allows Oracle Public Sector Budgeting to display pop-up warning windows when applicable.

### 32. 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.

### 33. Set Up General Ledger Interfaces (Required)

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.

### 34. Define General Ledger Budget Sets

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

**Note:** If using MRC, define a GL budget set for each reporting set of books.

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

### 35. 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.

### 36. 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.

### 37. 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.

### 38. 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.

### **39. 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.

### **40. 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 Oracle Public Sector Budgeting.

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

**Table 3–9 Profile Option Levels**

<b>Feature</b>	<b>Profile Option Name</b>	<b>Site</b>	<b>Applica- tion</b>	<b>Respon- sibility</b>	<b>User</b>
General Ledger Mapping	PSB: GL Map Criteria	x			
	PSB: Create Zero Balance Account	x			
Annotate Account Lines	PSB: Edit and Create Notes	x			
Make Global Data Selection Profile Available to Child or Distributed Worksheets	PSB: Inherit Global Worksheet Data Selection Profile	x			

## Set Profile Option Values

Table 3–10 describes the profile option values.

**Table 3–10 Oracle Public Sector Budgeting Profile Option Values**

Profile Option Name	Value	Description
PSB: GL Map Criteria	Start Date, End Date	<p>specifies whether Start Date or End Date for General Ledger periods is used to map to Oracle Public Sector Budgeting periods, when the two periods are different in budget worksheet</p> <p><b>Note:</b> 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.</p> <p><b>Note:</b> If a date is not selected, the General Ledger period Start Date is used to map General Ledger periods to Oracle Public Sector Budgeting periods.</p>
PSB: Create Zero Balance Account	yes or no	<p>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.</p> <p><b>Note:</b> Changes to profile options made during implementation affect only subsequent worksheets. Worksheets that existed before the profile option changes are made do not reflect the changes.</p>
PSB: Edit and Create Notes	yes or no	<p>Yes enables the ability to create notes within a worksheet. It also enables automatic creation of notes when line items and positions are affected by standard budget items or local parameters.</p>
PSB: Inherit Global Worksheet Data Selection Profile	yes or no	<p>Yes makes the global data selection profile available to child or distributed worksheets.</p>

## 41. Define Oracle Public Sector Budgeting Position Key Flexfield

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

The Oracle 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 Oracle 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 Oracle Public Sector Budgeting.

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

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

## 42. 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.

## 43. 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 Oracle Public Sector Budgeting.

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

## 44. 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 Oracle Public Sector Budgeting.

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

## 45. Review or Modify Position Attribute Values

Review or modify the position attribute values brought into Oracle 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.

#### **46. 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.

#### **47. 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.

#### **48. 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.

#### **49. 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.

#### **50. Apply Position Defaults**

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

To apply position defaults, see [Assign Position Defaults Procedures](#), page 44-1.

## 51. 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.

## 52. 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.

## 53. Repeat Steps 40 to 49 as Needed (Optional)

Repeat steps 40 to 49 as needed.

## 54. 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 Oracle Public Sector Budgeting.

Table 3–11 describes the recommended typical profile option levels settings.

**Table 3–11 Profile Option Levels**

Feature	Profile Option Name	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 3–12 describes the profile option values.

**Table 3–12 Oracle 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.  <b>Note:</b> 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 Oracle Public Sector Budgeting. No indicates that users are always prompted to select a data extract in a new session.  <b>Note:</b> 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

## 55. 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.

## 56. Set Budget Revision Profile Options

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 Oracle Public Sector Budgeting.

Table 3–13 describes the recommended typical profile option levels settings.

**Table 3–13 Profile Option Levels**

<b>Feature</b>	<b>Profile Option Name</b>	<b>Site</b>	<b>Applica- tion</b>	<b>Respon- sibility</b>	<b>User</b>
Budget Revision	PSB: Auto Balance Budget Revision Journal	x			
	PSB: GL Budget Set	x			
	PSB: Budget Revision by Position	x			
	PSB: HR Budget	x			
	PSB: Require Budget Revision Justification	x			

## Set Profile Option Values

Table 3–14 describes the profile option values.

**Table 3–14 Oracle Public Sector Budgeting Profile Option Values**

Profile Option Name	Value	Description
PSB: Auto Balance Budget Revision Journal	yes or no	<p>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.</p> <p><b>Note:</b> Revision requestors do not have the option to change this setting.</p>
PSB: GL Budget Set	list of values	<p>Set to implement a default site-wide General Ledger budget set.</p> <p><b>Note:</b> Individual revision requestors can 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.</p> <p><b>Note:</b> Sites with multiple sets of books 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 must be updated.</p> <p><b>Note:</b> Sites with a single set of books set the PSB: GL Budget Set profile option at the site level and adjust the setting after the General Ledger Budget Set is defined for a new budget cycle.</p>

**Table 3–14 Oracle Public Sector Budgeting Profile Option Values**

Profile Option Name	Value	Description
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.
PSB: HR Budget	list of values	Set to implement a default site-wide HRMS budget. <b>Note:</b> This profile is required for users intending to use HRMS Position Control. <b>Note:</b> Individual revision requestors can optionally choose a different HRMS budget for infrequent revisions that do not apply to the current budget as set forth in the default HRMS budget.
PSB: Require Budget Revision Justification	yes or no	Set to Yes when creating a new budget revision so that the Justification field in the Budget Revision window is mandatory. If set to No, the Justification field is optional.

## 57. 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*.

## 58. 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*.

## 59. 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 Using Oracle Discoverer to Generate Reports Procedures, page 54-1.

## 60. Set Up Financial Analyzer (Optional)

Set up Financial Analyzer to enable online processing for multidimensional analyses of Oracle 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 Oracle Public Sector Budgeting Procedures, page 56-1 and the *Oracle Financial Analyzer User's Guide*.

## 61. 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 Oracle Public Sector Budgeting.

Table 3–15 describes the recommended typical profile option levels settings.

**Table 3–15 Profile Option Levels**

Feature	Profile Option Name	Site	Applica-tion	Respon-sibility	User
Web Server	PSB: Express Web URL	x			

### Set Profile Option Values

Table 3–16 describes the profile option values.

**Table 3–16 Oracle 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. <b>Note:</b> Required if Financial Analyzer is used to analyze Oracle Public Sector Budgeting data.

# **Part II**

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## **Setting Up Oracle Public Sector Budgeting**



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## Budget Year Types Setup

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

- Definition, page 4-2
- Overview, page 4-2
- Budget Year Types Procedure, page 4-3
- Budget Year Types Window, page 4-3
- Budget Year Types Window Description, page 4-4

## 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 Oracle 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 .
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

Name	Description	System Year Type	Sequence
Prior 2	Prior Year 2	Prior Year	100
Prior 1	Prior Year 1	Prior Year	101
Current	Current Year	Current Year	102
Proposed 1	Proposed Year 1	Proposed Year	103
Proposed 2	Proposed Year 2	Proposed Year	104

## 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 <b>Note:</b> 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  <b>Note:</b> can have multiple prior years or proposed years, but must have only one current year <b>Note:</b> 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  <b>Note:</b> 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 shows sample data for the budget year types setup.

**Table 4-2 Sample Budget Year Types Setup**

<b>Name</b>	<b>Description</b>	<b>System Year Type</b>	<b>Sequence</b>
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

Budget Year Types Window Description

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# 5

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## Budget Calendar Setup

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

- Definition, page 5-2
- Overview, page 5-2
- Prerequisites, page 5-4
- Budget Calendar Procedure, page 5-5
- Budget Calendar Window, page 5-6
- Budget Calendar Window Description, page 5-7

## 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.

**Note:** If a budget consists of more than one year, those years must all be included in the same budget calendar.

## 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 52-1.

## 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 Oracle 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 .
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. 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**

The screenshot shows the 'Budget Calendar' window with the following details:

- Name:** 2002.03 Budget Calendar
- Description:** 2002.03 Budget Calendar
- Year Section:**
  - Year Name:** 1999-2000
  - Year Type:** Prior 1
  - Year Description:** Fiscal Year 2000
  - Year Date Range:** 01-JUL-1999 - 30-JUN-2000
  - Period Distribution:** Month
  - Position Cost Calculation Period:** (empty)
- Periods Table:**

Period Name	Period Description	From	To
Jul 99	Jul 99	01-JUL-1999	31-JUL-1999
Aug 99	Aug 99	01-AUG-1999	31-AUG-1999
Sep 99	Sep 99	01-SEP-1999	30-SEP-1999
Oct 99	Oct 99	01-OCT-1999	31-OCT-1999
Nov 99	Nov 99	01-NOV-1999	30-NOV-1999
Dec 99	Dec 99	01-DEC-1999	31-DEC-1999
Jan 00	Jan 00	01-JAN-2000	31-JAN-2000
Feb 00	Feb 00	01-FEB-2000	29-FEB-2000

**Figure 5-2 Copy Calendar Pop-Up Window**

The screenshot shows the 'Copy Calendar' pop-up window with the following details:

- Copy From:** XX FY02 Budget Calendar
- Shift Years?:**
- Buttons:** Cancel, Copy

## 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
<b>Year Region</b>			
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 <b>Note:</b> 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 <b>Note:</b> 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 <b>Note:</b> Period distribution of year is used for proposed years only. <b>Note:</b> 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 <b>Note:</b> Position costs are summarized by budget periods in the worksheet. <b>Note:</b> 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
<b>Periods Region</b>			
Period Name	default, optional		period name; default name can be changed <b>Note:</b> There are no periods for a period distribution of year. <b>Note:</b> 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
<b>Copy Calendar Pop-Up Window</b>			
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 <b>Note:</b> 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 shows sample setup data for the prior year in the 1998 Official Budget. Bold indicates a field name.

**Table 5-2 1998 Official Budget - Prior Year**

<b>Field</b>	<b>Value</b>
<b>Name</b>	1998 Budget
<b>Description</b>	1998 Official Budget
<b>Year Region</b>	
<b>Year Name</b>	1996-1997
<b>Year Type</b>	PRIOR1
<b>Year Description</b>	PRIOR1
<b>Year Date Range</b>	01-FEB-1996, 31-JAN-1997
<b>Period Distribution</b>	Quarter
<b>Position Cost Calculation Period</b>	Quarter

Table shows sample period data for the prior year in the 1998 Official Budget.

**Table 5-3 1998 Official Budget - Prior Year, Periods Region**

<b>Period Name</b>	<b>Period Description</b>	<b>From</b>	<b>To</b>
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 shows sample setup data for the current year in the 1998 Official Budget. Bold indicates a field name.

**Table 5-4 1998 Official Budget - Current Year**

<b>Field</b>	<b>Value</b>
<b>Name</b>	1998 Budget
<b>Description</b>	1998 Official Budget
<b>Year Region</b>	
<b>Year Name</b>	1997-1998
<b>Year Type</b>	Current
<b>Year Description</b>	Current
<b>Year Date Range</b>	01-FEB-1997, 31-JAN-1998
<b>Period Distribution</b>	Month
<b>Position Cost Calculation Period</b>	Month

Table shows sample period data for the current year in the 1998 Official Budget.

**Table 5-5 1998 Official Budget - Current Year, Periods Region**

<b>Period Name</b>	<b>Period Description</b>	<b>From</b>	<b>To</b>
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

**Table 5-5 1998 Official Budget - Current Year, Periods Region**

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 shows sample setup data for the proposed year in the 1998 Official Budget. Bold indicates a field name.

**Table 5-6 1998 Official Budget - Proposed Year**

<b>Field</b>	<b>Value</b>
<b>Name</b>	1998 Budget
<b>Description</b>	1998 Official Budget
<b>Year Region</b>	
<b>Year Name</b>	1998-1999
<b>Year Type</b>	PROP1
<b>Year Description</b>	PROP1
<b>Year Date Range</b>	01-FEB-1998, 31-JAN-1999
<b>Period Distribution</b>	Month
<b>Position Cost Calculation Period</b>	Month

Table shows sample period data for the proposed year in the 1998 Official Budget.

**Table 5-7 1998 Official Budget - Proposed Year, Periods Region**

<b>Period Name</b>	<b>Period Description</b>	<b>From</b>	<b>To</b>
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

**Table 5-7 1998 Official Budget - Proposed Year, Periods Region**

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

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## Standard Budget Items Setup

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

- Definition, page 6-2
- Overview, page 6-2
- Standard Budget Items Procedure, page 6-4
- Standard Budget Item Window, page 6-5
- Standard Budget Item Window Description, page 6-6

## 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 52-1.

## Standard Budget Items Procedure

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

1. In Oracle 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 .
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

The screenshot shows a window titled "Standard Budget Item" with the following fields:

- Short name: Desk
- Name: Broyhill Clerical Desk
- Unit of Measure: EACH
- Description: Standard Series B Desk

Below these fields is a section titled "Costs" containing a table with the following data:

Set of Books	Currency Code	Account Segments	Cost
Vision Operations (USA)	USD	01-111-1000-0000-000	340.00

## 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
<b>Costs Region</b>			
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 <b>Note:</b> 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 shows sample setup data for an auto. Bold indicates a field name.

**Table 6–2 Standard Budget Items - Auto**

Field	Value
<b>Short Name</b>	Auto-Full Size
<b>Name</b>	Auto - 6 Passenger Car
<b>Unit of Measure</b>	Each

**Table 6–2 Standard Budget Items - Auto**

<b>Field</b>	<b>Value</b>
<b>Description</b>	Auto - 6 Passenger, Standard Equipment

Table shows sample cost data for an auto.

**Table 6–3 Standard Budget Items - Auto, Costs Region**

<b>Set of Books</b>	<b>Currency Code</b>	<b>Account Segments</b>	<b>Cost</b>
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 shows sample setup data for a computer. Bold indicates a field name.

**Table 6–4 Standard Budget Items - Computer**

<b>Field</b>	<b>Value</b>
<b>Short Name</b>	NC Computer
<b>Name</b>	Computer - NC Standard
<b>Unit of Measure</b>	Each
<b>Description</b>	Computer - NC Standard
<b>Costs Region</b>	
<b>Set of Books</b>	XYZ Location
<b>Currency Code</b>	USD
<b>Account Segments</b>	...72422...
<b>Cost</b>	550.00

Standard Budget Item Window Description

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## General Ledger Interfaces Setup

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

- Definition, page 7-2
- Overview, page 7-2
- Prerequisites, page 7-4
- General Ledger Interfaces Procedure, page 7-5
- GL Interfaces Setup Window, page 7-6
- GL Interfaces Setup Window Description, page 7-8

## 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 Oracle 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 Oracle 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

General Ledger summary templates or fund balance accounts must be used.

### Summary Templates Process

The summary templates process consists of the following steps:

1. Users select the General Ledger summary templates to be used in Oracle 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 31-1.

For information on the Create GL Budget Journals concurrent process, see *Post Budgets to General Ledger Procedures*, page 40-1.

## 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 Oracle 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 Oracle 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 .
3. Save or save and continue as follows:  
**File - Save or Save and Proceed**
4. Close the window.



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

GL Interfaces Setup

Set of Books **Vision Operations (USA)**

Summary Templates **Fund Balance Accounts**

Fund Balance Account

**01-110-6100-0000-000**

Template Account

Fund Balance Account Description

**Operations-Facilities Resources-Miscellaneous Employee Ex-No Sub Account-f**

## 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 Oracle Public Sector Budgeting
<b>Summary Templates Tab</b>			
Template Name	optional	list of values	summary templates that are enabled in Oracle Public Sector Budgeting
<b>Fund Balance Account Tab</b>			
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 <b>Note:</b> Only one template for each set of books can be used.
[Accounting Flexfield Description]	display only		accounting flexfield description

### Example: Summary Templates Setup

Table illustrates sample General Ledger templates selected for use in Oracle Public Sector Budgeting, for the set of books XYZ Organization. Bold indicates a field name.

**Table 7-2 Sample Summary Templates Setup, Summary Templates Region**

<b>Field</b>	<b>Values</b>
<b>Template Name</b>	Department/Major Object Category Division/Major Object Category Fund/Department Department/Division Fund/Department/Major Object

### Example: Fund Balance Accounts Setup

Table 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.

The set of books is XYZ Organization.

**Table 7-3 Sample Fund Balance Accounts Setup, Fund Balance Accounts Region**

<b>Fund Balance Account</b>	<b>Template Account</b>
01.0000.3111	x
02.0000.3121	
14.0000.3131	



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## 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, page 8-2
- Overview, page 8-2
- Prerequisites, page 8-6
- General Ledger Budget Sets Procedure, page 8-7
- GL Budget Sets Window, page 8-8
- GL Budget Sets Window Description, page 8-9

## 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 Oracle 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 shows the values for the GL budget set parameters for dual budgets.

**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 shows the GL budget set parameter for extracting data.

**Table 8–2 GL Budget Set Parameter for Extracting Data**

Field	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 Oracle 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 shows the values for posting budget data at the end of budget preparation.

**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		
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 Oracle 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 34-1.

## Prerequisites

- ❑ General Ledger budgets must be defined.  
To define General Ledger budgets, see *Oracle General Ledger User's Guide*.

## General Ledger Budget Sets Procedure

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

1. In Oracle 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 .
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

The screenshot shows the 'GL Budget Sets' window with the following configuration:

- Set of Books: Vision Operations (USA)
- GL Budget Set: Vis Ops 2002 Budget Set

**GL Budgets**

Budget Name	Start Period	End Period	Posting Type
BIS CORPORATE	Jan-99	Dec-02	

**Account Sets**

Set Name	Account Range		
	Include/Exclude	From To	
Vis Ops Fin & Adm	Exclude	00-730-7660-0000 99-730-7660-9999	
Vision Ops Exec C	Include	00-730-7690-0000 99-730-7695-9999	
Vision Ops Finan	Include	00-730-5800-0000 99-730-5800-9999	
Vision Ops Purch	Include	00-730-6100-0000 99-730-6155-9999	

Validate Budget Set

## 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 Oracle Public Sector Budgeting
GL Budget Set	required		budget set name
Descriptive Flexfield	optional		field for user customization
<b>GL Budgets Region</b>			
Budget Name	required	list of values	budget name in General Ledger <b>Note:</b> 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 <b>Note:</b> All indicates that the budget tracks all changes; Permanent indicates that only permanent changes are tracked.
<b>Account Sets Region</b>			
Set Name	optional	list of values or accounting flexfield pop-up window	account set to be mapped to General Ledger budget <b>Note:</b> Account sets may be defined at a later time. Validations are performed upon worksheet creation or posting.
<b>Account Range Region</b>			
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 Flexfield	optional		field for user customization
Validate Budget Set		button	starts concurrent process to validate budget set

## GL Budget Sets Window Description

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## Global Account and Position Sets Setup

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

- Definition, page 9-2
- Global Account Sets Overview, page 9-2
- Global Position Sets Overview, page 9-5
- Prerequisites, page 9-8
- Global Account and Position Sets Procedure, page 9-9
- Account and Position Sets Window, page 9-10
- Account and Position Sets Window Description, page 9-12

## 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 Oracle 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 Oracle Public Sector Budgeting.

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

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

## Process

Oracle 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 Oracle 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 can be defined either directly in the budget group window or first in the Account and Position Sets window, then referenced in the Budget Group window. If users define the budget group account set in the Account and Position Sets window, the Use in Budget Group check box must be selected.

## Example

Table 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 52-1.

## 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 23-1, Period Allocation Rules Procedures, page 24-1, or Constraints Procedures, page 25-1.

To update General Ledger account code combinations for all account sets, see Maintain Budget Account Codes Procedures, page 39-1.

## 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 Oracle Public Sector Budgeting:

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

## Process

Oracle 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 Oracle 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 shows sample attributes and attribute values for a Human Resources position set.

**Table 9–2 Human Resources Position Set**

Attribute Name	Attribute Values
Job	HR Manager HR 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 HR Managers and HR 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, HR Managers or HR 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, an organization defines a position set with an attribute named contract length. The attribute applies only to positions in the Human Resources department and not those in the Legal department. If users try to define a position set to identify employees that are not contract workers by creating a position set where the contract length field is left blank, positions in both the Human Resources and Legal departments are added to the set.

To eliminate the Legal department employees, 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 .

**Table 9–3 Sample Position Set Definition with Null Value**

Attribute	Value
Organization	Human Resources
Contract Length	

### Defining Local Position Sets

Local position sets are defined in other windows in Oracle 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 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
hazardous positions	requirement to apply a different fringe benefit rate to hazardous 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 23-1, or Constraints Procedures, page 25-1.

To run the Maintain Budget Positions concurrent process, see Maintain Budget Positions Procedures, page 43-1.

## 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 Oracle Public Sector Budgeting.  
To define an HRMS data extract and extracting data to Oracle 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 Oracle Public Sector Budgeting, navigate to the Account and Position Sets window as follows:

**Setup - Options - Account/Position Sets**

2. Enter data in each field of the Account and Position Sets window as described in Table .

3. Save or save and continue as follows:

**File - Save or Save and Proceed**

4. Close the window.

**Note:** Once a global account set or position set has been used in Oracle Public Sector Budgeting, it cannot be updated or deleted, except when the account set is used in the budget group, and the budget group is not frozen.

**Note:** Position sets are required for position budgeting only. Refer to the Oracle 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**

The screenshot shows the 'Account and Position Sets' window. The 'Set Name' is 'Vis Ops Sales'. Under 'Set Type', 'Account Set' is selected. The 'Set of Books' is 'Vision Operations (USA)'. There is an unchecked checkbox for 'Use in Budget Group'. The 'Data Extract Name' and 'Attribute Selection Type' fields are empty.

The 'Set Lines' section contains a table with the following data:

Include/Exclude	— Account —		
	From	To	
Include	00.410.4110.0000.000	99.410.4150.9999.999	
Include	00.410.5800.0000.000	99.410.5800.9999.999	
Include	00.410.6100.0000.000	99.410.6155.9999.999	
Include	00.410.7410.0000.000	99.410.7540.9999.999	
Exclude	00.410.7430.0000.000	99.410.7430.9999.999	
Exclude	00.410.7520.0000.000	99.410.7520.9999.999	
Include	00.410.7640.0000.000	99.410.7680.9999.999	
Exclude	00.410.7660.0000.000	99.410.7660.9999.999	
Include	00.410.7690.0000.000	99.410.7695.9999.999	



## 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 <b>Note:</b> The combination of the Set Name and Set Type must be unique.
<b>Set Type Region</b>			
Set Type	required	radio button	set type: Account Set, Position Set <b>Note:</b> 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
Use in Budget Group	radio button	check box	if selected, indicates that account set can be used within budget groups <b>Note:</b> Once users reference an account set for which the check box is selected, it cannot be deselected. <b>Note:</b> Users with account sets defined directly in the budget groups can optionally select this check box.
Data Extract Name	required for position set	list of values	data extract for position set
Budget Group	optional		budget group for budget revision <b>Note:</b> appears only when users navigate to the Account and Position Sets window using the <b>Budget Revisions - Account and Position Sets</b> path
Attribute Selection Type	required for position set	drop-down list	attribute selection type: Match All, Match At Least One <b>Note:</b> Match All indicates that only positions with all of the matching attribute values in the Set Lines region are included in the position set. <b>Note:</b> Match At Least One indicates that positions with any matching attribute values in the Set Lines region are included in the position set.
<b>Set Lines Region (Account Set)</b>			

**Table 9–5 Account and Position Sets Window Description**

Field Name	Type	Features	Description
Include/Exclude	required	list of values	designates whether to include or exclude range of accounts in account set <b>Note:</b> At least one range of accounts must be included in account set.
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
<b>Set Lines Region (Position Set)</b>			
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 <b>Note:</b> 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**

Table illustrates setup of an account set for capital projects. Bold indicates a field name.

**Table 9–6 Account Set - Capital Projects**

Field	Value
<b>Set Name</b>	Building Projects
<b>Set Type Region</b>	
<b>Set Type</b>	Account Set

**Table 9-6 Account Set - Capital Projects**

Field	Value
Set of Books	ABC Organization
Data Extract Name	[field not available for account sets]
Attribute Selection Type	[field not available for account sets]

Table illustrates set lines for an account for capital projects.

**Table 9-7 Account Set - Capital Projects, Set Lines Region**

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

### Example: Account Set - Investment Revenue

Table illustrates setup of an account set for investment revenue. Bold indicates a field name.

**Table 9-8 Account Set - Investment Revenue**

Field	Value
Set Name	Investment Revenue
<b>Set Type Region</b>	
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]
<b>Set Lines Region</b>	
Include/Exclude	Include
From [Account]	00.0000.4410
To [Account]	zz.zzzz.4419

### Example: Position Set - Human Resources Positions

Table illustrates setup of a position set for Human Resource positions. Bold indicates a field name.

**Table 9–9 Position Set - Human Resource Positions**

<b>Field</b>	<b>Value</b>
<b>Set Name</b>	Human Resources Positions
<b>Set Type Region</b>	
<b>Set Type</b>	Position Set
<b>Set of Books</b>	[field not available for position sets]
<b>Data Extract Name</b>	Data Extract 1
<b>Attribute Selection Type</b>	Match At Least One
<b>Set Lines Region</b>	
<b>Attribute Name</b>	Job
<b>Attribute Values</b>	1222.Human Resource Director 1223.Human Resource Manager 1224.Human Resource Assistant

### Example: Position Set - Compensation Group

Table illustrates setup of a position set for a compensation group. Bold indicates a field name.

**Table 9–10 Position Set - Compensation Group**

<b>Field</b>	<b>Value</b>
<b>Set Name</b>	Union Permanent Positions
<b>Set Type Region</b>	
<b>Set Type</b>	Position Set
<b>Set of Books</b>	[field not available for position sets]
<b>Data Extract Name</b>	Data Extract 2

**Table 9–10 Position Set - Compensation Group**

<b>Field</b>	<b>Value</b>
<b>Attribute Selection Type</b>	Match All
<b>Set Lines Region</b>	
<b>Attribute Name</b>	Employment Type
<b>Attribute Values</b>	Permanent
<b>Compensation Group</b>	Union A Union B Union C

---

## Budget Group Categories Setup

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

- Definition, page 10-2
- Overview, page 10-2
- Budget Group Categories Procedure, page 10-4
- Budget Group Categories Window, page 10-5
- Budget Group Categories Window Description, page 10-6

## 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.

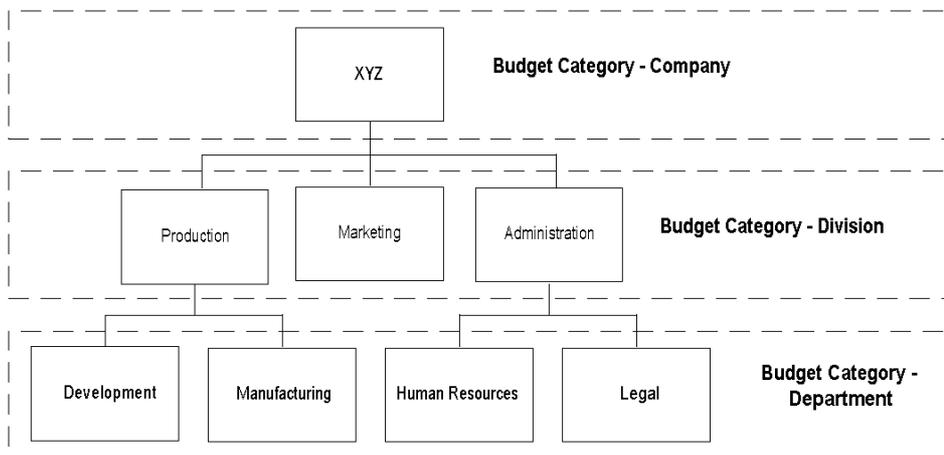
## Overview

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 company and shows budget group categories that can be used in the workflow process. The highest-level office, XYZ Company owns the Production, Marketing and Administration Divisions. The Production Division owns the Development and Manufacturing Departments, while the Administration Division owns the Human Resources and Legal Departments.

**Figure 10–1 Budget Group Categories for a Company**



## 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 Oracle 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. A company can define budget categories for Production, Marketing and Administration 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.

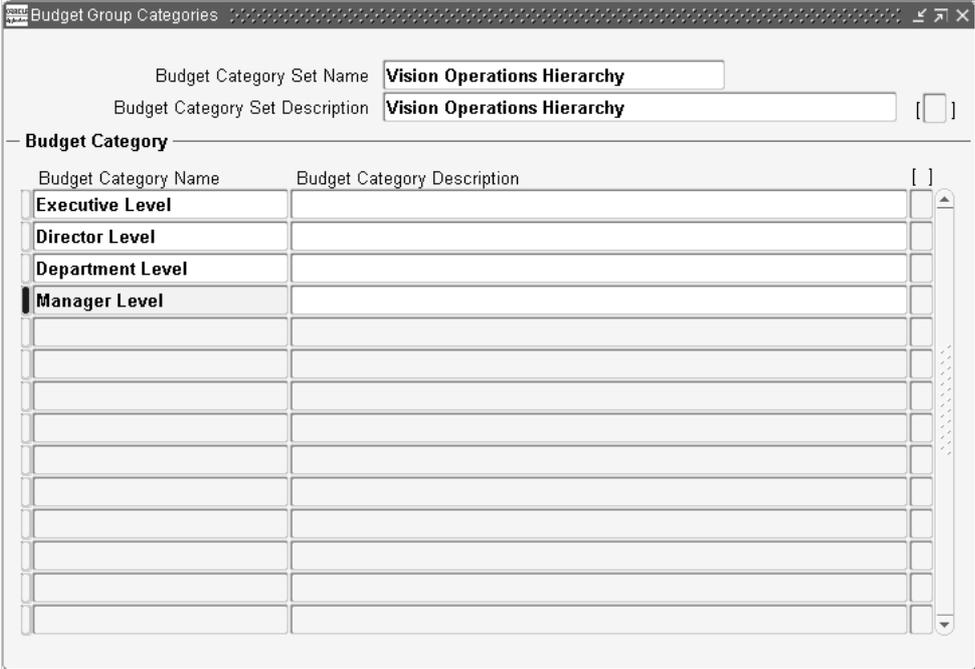
1. In Oracle Public Sector Budgeting, navigate to the Budget Group Categories window as follows:

**Setup - Budget Hierarchy - Budget Group Categories**

2. Enter data in each field of the Budget Group Categories window as described in Table .
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
<b>Budget Category Region</b>			
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

Table illustrates setup of budget group categories for the Budget Category Set named Company Categories for custom reporting of Departments in a Company.

**Table 10–2 Sample Company Budget Group Category Set, Budget Category Region**

Budget Category Name	Budget Category Description
Finance	Finance Department
Human Resources	Human Resources Department
Legal	Legal Department
Health and Safety	Employee Health and Safety Department
Public Relations	Public Relations Department

---

## Budget Stages Setup

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

- Definition, page 11-2
- Overview, page 11-2
- Budget Stages Procedure, page 11-5
- Budget Stages Window, page 11-6
- Budget Stages Window Description, page 11-7

## 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 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. Oracle 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. Oracle 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 31-1.

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 36-1.

## Budget Stages Procedure

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

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

**Setup - Options - Stages**

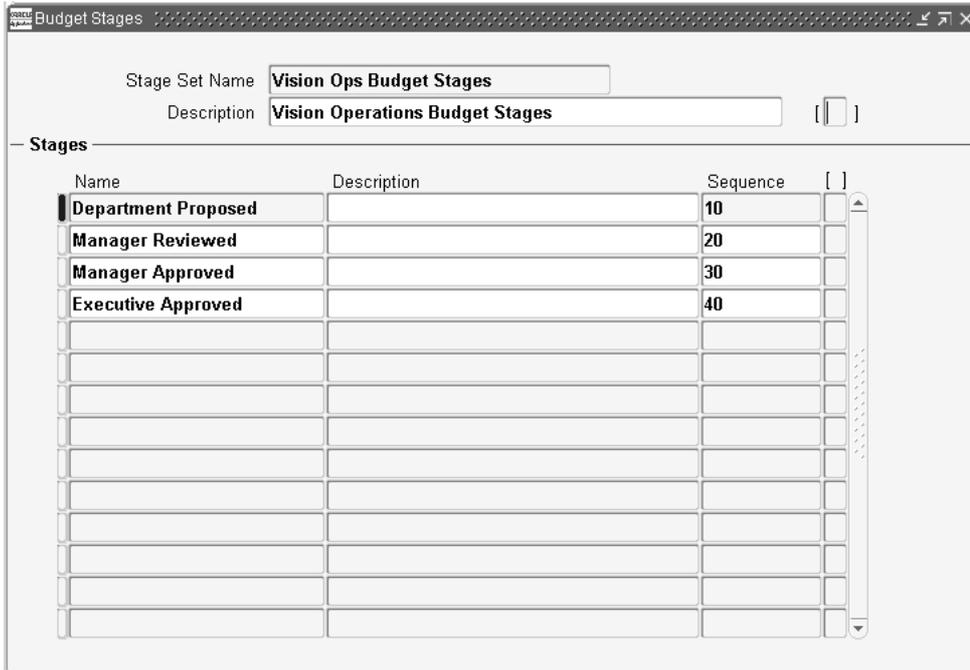
2. Enter data in each field of the Budget Stages window as described in Table .
3. Save or save and continue as follows:

**File - Save or Save and Proceed**

4. Close the window.

## Budget Stages Window

Figure 11-1 Budget Stages Window



The screenshot shows a window titled "Budget Stages" with a standard Windows-style title bar. Below the title bar, there are two text input fields: "Stage Set Name" containing "Vision Ops Budget Stages" and "Description" containing "Vision Operations Budget Stages". To the right of the description field is a small icon consisting of two vertical bars. Below these fields is a section header "Stages" followed by a table. The table has three columns: "Name", "Description", and "Sequence". The first four rows are populated with the following data:

Name	Description	Sequence
Department Proposed		10
Manager Reviewed		20
Manager Approved		30
Executive Approved		40

## 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
<b>Stages Region</b>			
Name	required		budget stage name; must be unique
Description	optional		budget stage description
Sequence	required		sequence of stages in stage set <b>Note:</b> highest sequence represents final stage in stage set <b>Note:</b> 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 illustrates setup of an official budget stage set. The stage set name is Official Budget, and the description is Official Budget Stages.

**Table 11–3 Official Budget Stage Set, 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 illustrates setup of an annual management plan stage set. The stage set name is Annual Management Plan, and the description is Management Plan Stages.

**Table 11-4 Annual Management Plan Stage Set, Stages Region**

<b>Name</b>	<b>Description</b>	<b>Sequence</b>
Dept. Directors	Department Directors - Estimated	1
City Manager	City Manager - Final	2

---

## Budget Groups and Security Setup

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

- Definition, page 12-3
- Overview, page 12-3
- Prerequisites, page 12-9
- Budget Groups and Security Procedure, page 12-10
- Budget Group Window, Top Level Tab, page 12-13
- Budget Group Window Description, Top Level Tab, page 12-14
- Budget Group Window, Account Ranges Tab, page 12-16
- Budget Group Window Description, Account Ranges Tab, page 12-17
- Budget Group Window, Responsibilities Tab, page 12-18
- Budget Group Window Description, Responsibilities Tab, page 12-19
- Budget Group Window, Long Description Tab, page 12-20
- Budget Group Window Description, Long Description Tab, page 12-21
- Budget Group Window, Notifiers Tab, page 12-22
- Budget Group Window Description, Notifiers Tab, page 12-23
- Budget Group Window, Categories Tab, page 12-24
- Budget Group Window Description, Categories Tab, page 12-25
- Copy Budget Group Pop-Up Window, page 12-26

- 
- Budget Group Window Description, Copy Budget Group Pop-Up Window, page 12-27
  - Select Budget Group Window, page 12-33
  - Select Budget Group Window Description, page 12-34
  - Find Budget Groups Window, page 12-35
  - Find Budget Groups Window Description, page 12-36
  - Save As Window, page 12-37
  - Save As Window Description, page 12-38
  - View Budget Group Errors Window, page 12-39
  - View Budget Group Errors Window Description, page 12-40

## 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:

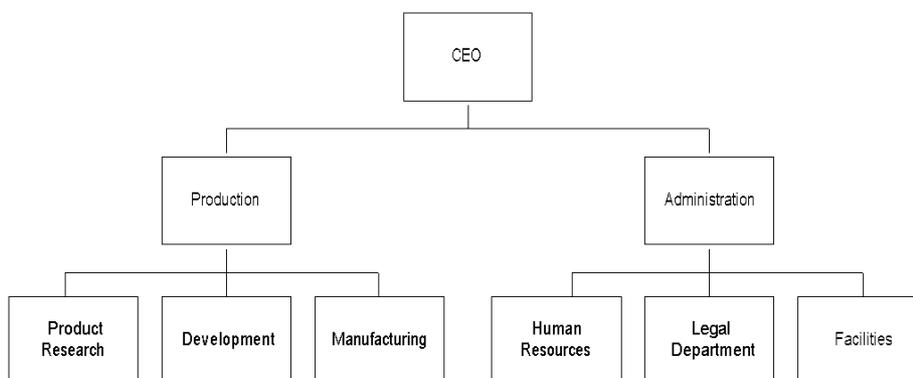
- designate a budget group as a top-level budget group
- assign business group from HRMS to top-level budget group
- create a mid-level or parent budget group
- create a lowest-level budget group
- assign a range of accounts to budget groups
- set the number of proposed years and effective dates for 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
- associate a budget group with an HRMS organization, when position control is enabled
- 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 Oracle 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 CEO is the parent group for the Administration and Production groups. The Production group is the parent group for the Product Research, Development, and Manufacturing groups. The Administration group is the parent group for the Human Resources, Legal Department and Facilities groups.

**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, Oracle 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
- Budget Revision

For example, if the head of the Production department 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 Production department. If the departments' budget proposals are approved directly by the budget office, then the Production 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 Administration budget group, the assigned person or persons receive notification. When a worksheet is submitted to the Production budget group, 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 Oracle Public Sector Budgeting Super User responsibility automatically has access to all worksheets.

### **Validate Budget Group Hierarchy Concurrent Process**

When freezing the budget group hierarchy, Oracle 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.
- Organization field is entered and the organizations of the child budget groups belong to the business group associated with the top budget group
- 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, Oracle 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.

**Note:** This process is not applicable if the range of accounts for budget group are defined in the Account Set window and referenced in the budget group.

### **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**

Oracle 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 52-1.

## 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 37-1.

To update General Ledger account code combinations for all account sets, see Maintain Budget Account Codes Procedures, page 39-1.

To delete a budget group hierarchy, see Delete Budget Group Hierarchy Procedures, page 41-1.

## Prerequisites

- Budget group categories must be defined.

To define budget group categories, see [Budget Group Categories Setup](#), page 10-1.

## 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 Oracle 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 Oracle 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 Oracle Public Sector Budgeting 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 Oracle 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 12-16.
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 12-17.

## Budget Group Window, Top Level Tab

**Figure 12-2 Budget Group Window, Top Level Tab**

The screenshot shows the 'Budget Group' window with the following fields and values:

- Short Name: **Vision Operations** (with a checked  Top Level)
- Name: **Vision Operations**
- Description: **Vision Operations Budget Group**
- Parent Budget Group: (empty)
- Position Control Extract: (empty)
- Organization: **Vision Corporation**
- Number of Proposed Years: (empty)
- Effective Dates: **01-JAN-1997** - (empty) [ ]

The 'Top Level' tab is active, displaying the following fields:

- Set of Books: **Vision Operations (USA)**
- Position Account Ranges: **Vision Ops Position Accounts**
- Non Position Account Ranges: **Vision Ops Non-Position Accounts**
- Budget Group Category Set: **Vision Operations Hierarchy**
- Business Group: **Vision Corporation**

Buttons at the bottom:

## Budget Group Window Description, Top Level Tab

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

Field Name	Type	Features	Description
<b>Header Region</b>			
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 <b>Note:</b> Field is not used for top-level budget groups.
Position Control Extract	display only		system data extract name for the top-level budget group <b>Note:</b> This extract comes from the position control upload process.
Organization	optional	list of values	HRMS organization that budget group is associated with <b>Note:</b> Although data entry is optional, this field is required if position control is enabled and when budget worksheets and budget revisions are uploaded to the HRMS budget.
Number of Proposed Years	optional		number of proposed years for budget group <b>Note:</b> 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
<b>Top Level Tab</b>			
Set of Books	required	list of values	set of books for budget group hierarchy

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

Field Name	Type	Features	Description
Position Account Ranges	optional	list of values	accounts rolled up from position accounts; accounts to which position expenses are charged
Non Position Account Ranges	optional	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 <b>Note:</b> Select a business group to associate a budget group hierarchy with an HRMS organizational hierarchy.
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

Short Name **viv Fin Dept**  Top Level

Name **viv\_Finance Department**

Description

Parent Budget Group **viv City** **viv city**

Position Control Extract Organization **PSBVIS Finance**

Number of Proposed Years

Effective Dates **01-JAN-1999** - [ ]

Top Level Account Ranges Responsibilities Long Description Notifiers Categories

Set Name	From	To	Include/Exclude	From	To
<b>viv_Finance</b>	<b>01-JAN-1999</b>		<b>Include</b>	<b>00-700-0000-0000-4</b>	<b>zz-700-zzzz-zzzz-z</b>

## 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
<b>Account Ranges Tab</b>			
Set Name	required for lowest-level budget groups	list of values	name of global account sets designated as used in the budget group <b>Note:</b> Users can optionally define the account set here. Unlike other local account sets, account sets defined directly in the budget group can be referenced elsewhere.
From [Effective Dates]	required	list of values: pop-up calendar	effective start date for account set <b>Note:</b> 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 <b>Note:</b> 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 <b>Note:</b> 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 <b>Note:</b> 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

Short Name **Vision Operations**  Top Level

Name **Vision Operations**

Description **Vision Operations Budget Group**

Parent Budget Group

Position Control Extract Organization **Vision Corporation**

Number of Proposed Years

Effective Dates **01-JAN-1997** - [ ] [ ]

Top Level Account Ranges **Responsibilities** Long Description Notifiers Categories

Responsibility

- Budget User - CEO, Vision Operations**
- 
- 
-

## 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
<b>Responsibilities Tab</b>			
Responsibility	required	list of values	<p>sets security for Oracle Public Sector Budgeting by designating responsibilities that can access and submit worksheet for budget group</p> <p><b>Note:</b> 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.</p> <p><b>Note:</b> The Oracle Public Sector Budgeting 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.</p>

## Budget Group Window, Long Description Tab

**Figure 12-5 Budget Group Window, Long Description Tab**

Budget Group

Short Name   Top Level

Name

Description

Parent Budget Group

Position Control Extract  Organization

Number of Proposed Years

Effective Dates  -  [ ]

Description

**This Budget Group is created for Finance Department and is the Parent Budget Group for the Accounting and Treasury Department.**

## 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
<b>Long Description Tab</b>			
Description	optional		long description of budget group

## Budget Group Window, Notifiers Tab

Figure 12-6 Budget Group Window, Notifiers Tab

Short Name:   Top Level

Name:

Description:

Parent Budget Group:

Position Control Extract:  Organization:

Number of Proposed Years:

Effective Dates:  -  [ ]

Top Level | Account Ranges | Responsibilities | Long Description | **Notifiers** | Categories

Notifier

<input checked="" type="checkbox"/>	Tucker, Mr. William
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

## 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
<b>Notifiers Tab</b>			
Notifier	required	list of values	designates role or individual that receives Workflow notifications of budget distribution, submission, and worksheet operations  <b>Note:</b> 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 Oracle Public Sector Budgeting to keep it valid.  <b>Note:</b> Only one role per budget group is allowed; multiple users can be assigned to one role.

## Budget Group Window, Categories Tab

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

Short Name:   Top Level

Name:

Description:

Parent Budget Group:

Position Control Extract:  Organization:

Number of Proposed Years:

Effective Dates:  -  [ ]

Top Level | Account Ranges | Responsibilities | Long Description | Notifiers | **Categories**

Categories

<input type="text" value="Executive Level"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

## 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
<b>Categories Tab</b>			
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 shows the Copy Budget Group pop-up window description.

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

Field Name	Type	Features	Description
<b>Copy Budget Group Pop-Up Window</b>			
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

Table 12-8 illustrates setup of an Internal Audit budget group.

**Table 12-8 Internal Audit Budget Group**

Field	Value
Short Name	Internal Audit
Top Level	
Name	Internal Audit
Description	Internal Audit
Parent Budget Group	CEO's Office
Number of Proposed Years	1
Effective Dates	01-JUL-1999
<b>Range of Accounts Region</b>	
Effective Dates	
Set Name	Internal Audit
From [Effective Dates]	01-JUL-1999
To [Effective Dates]	

**Table 12–8 Internal Audit Budget Group**

<b>Field</b>	<b>Value</b>
<b>Account Range</b>	
<b>Include/Exclude</b>	Include
<b>From [Account Range]</b>	00.00.1200.0000.0000
<b>To [Account Range]</b>	zz.zz.1299.zzzz.zzzz
<b>Long Description Region</b>	
[Long Description]	Internal Audit, Goals, Performance Measures
<b>Responsibility Region</b>	
[Responsibility]	Main Budget User
<b>Notify Region</b>	
[Notify]	Judy Black
<b>Budget Group Categories Region</b>	
[Budget Group Categories]	Division Manager

### Example: Administrative Computing Budget Group

Table 12–9 illustrates setup of an Administrative Computing budget group. Bold indicates a field name.

**Table 12–9 Administrative Computing Budget Group**

<b>Field</b>	<b>Value</b>
<b>Short Name</b>	Administrative Computing
<b>Top Level</b>	
<b>Name</b>	Administrative Computing
<b>Description</b>	Administrative Computing
<b>Parent Budget Group</b>	Admin
<b>Number of Proposed Years</b>	1
<b>Effective Dates</b>	01-JUL-1999

**Table 12–9 Administrative Computing Budget Group**

Field	Value
<b>Range of Accounts Region</b>	
<b>Effective Dates</b>	
Set Name	Administrative Computing
From [Effective Dates]	01-JUL-1999
To [Effective Dates]	
<b>Account Range</b>	
Include/Exclude	Include
From [Account Range]	00.00.2110.0000.0000
To [Account Range]	zz.zz.2119.zzzz.zzzz
<b>Long Description Region</b>	
[Long Description]	Administrative Computing, Goals, Performance Measures
<b>Responsibility Region</b>	
[Responsibility]	Administrative Computing User
<b>Notify Region</b>	
[Notify]	Judy Black
<b>Budget Group Categories Region</b>	
[Budget Group Categories]	Section Manager

## Example: Budget Group Hierarchy and Security

Table 12–10 shows the budget group hierarchy for Production.

**Table 12–10 Budget Group Hierarchy for Production**

Budget Group	Account Ranges Authorized for Access	Account Ranges Directly Assigned
Production	00.11.5001 to 99.13.9999	
Product Research	00.11.5001 to 99.11.9999	00.11.5001 to 99.11.9999
Development	00.12.5001 to 99.12.9999	00.12.5001 to 99.12.9999
Manufacturing	00.13.5001 to 99.13.9999	00.13.5001 to 99.13.9999

Product Research users can only access accounts from 00.11.5001 to 99.11.9999 in the Production worksheet. Product Research users cannot access accounts assigned to other budget groups in the hierarchy. Similarly, the Development and Manufacturing Departments can only access the account ranges assigned directly to them.

### Access to Accounts Through Inheritance and Assignment

The Production budget group gains access to account ranges 00.11.5001 to 99.13.9999 by inheriting from its child accounts. The Production budget group is not assigned any account ranges in this case.

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

Table 12–11 shows the accounts accessed.

**Table 12–11 Access to Accounts Through Inheritance and Assignment**

Budget Group	Account Ranges Authorized for Access	Account Ranges Directly Assigned
Production	00.11.5001 to 99.13.9999	00.11.9000 to 99.13.9999

**Table 12–11 Access to Accounts Through Inheritance and Assignment**

Budget Group	Account Ranges Authorized for Access	Account Ranges Directly Assigned
Product Research	00.11.5001 to 99.11.8999	00.11.5001 to 99.11.8999
Development	00.12.5001 to 99.12.8999	00.12.5001 to 99.12.8999
Manufacturing	00.13.5001 to 99.13.8999	00.13.5001 to 99.13.8999

With this budget group hierarchy, Product Research users cannot access accounts 00.11.9000 to 00.11.9999, even though the accounts relate to Product Research spending. The Development and Manufacturing Departments similarly cannot access accounts 9000 to 9999 for their departments.

The Production 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, Table 12–12 shows a budget group setup.

**Table 12–12 Budget Group Setup**

Budget Group	Notify	Responsibility
Production	David Samuel	Production Responsibility
Product Research	Brian Daniels	Product Research Responsibility
Development	Mark Peters	Development Responsibility
Manufacturing Department	Eric Durby	Manufacturing Responsibility

Table 12–13 shows the setup in Oracle Applications System Administration.

**Table 12–13 System Administration Setup**

User	Employee	Responsibility
dsamuel	David Samuel	Production Responsibility

**Table 12–13 System Administration Setup**

User	Employee	Responsibility
bdaniels	Brian Daniels	Product Research Responsibility
mpeters	Mark Peters	Development Responsibility
edurby	Eric Durby	Manufacturing Responsibility

After logging in, users have worksheets available to them as shown in Table 12–14.

**Table 12–14 Worksheets Available to Users**

User	Responsibility	Worksheet Selection
dsamuel	Production Responsibility	Production
bdaniels	Product Research Responsibility	Product Research
mpeters	Development Responsibility	Development
edurby	Manufacturing Responsibility	Manufacturing

When dsamuel logs in and chooses the Production Responsibility, access is gained to the Production worksheet with account ranges for all the child accounts. When bdaniels logs in and selects the Product Research Responsibility, access is gained to the Product Research worksheet. Similarly, the other department heads gain access to their departmental worksheets.

To improve query performance, the top-level budget group, in this case, Production, can work with a smaller, departmental worksheet such as the Product Research 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

The screenshot shows a window titled "Select Budget Group" with a tree view on the left and a form on the right. The tree view shows a hierarchy with "Vision Operations" selected. The form contains the following fields:

Short Name	Vision Operations
Description	Vision Operations Budget Group
Proposed Years	
Set of Books	Vision Operations (USA)
Category Set	Vision Operations Hierarchy
Effective Date	01 JAN 1997 -
Freeze Flag	N
<b>Account Range</b>	
Position	Vision Ops Position Accounts
Non Position	Vision Ops Non-Position Accounts

At the bottom of the window, there is a "Summary" tab and an "Open" button.

## Select Budget Group Window Description

**Table 12–15** *Select Budget Group Window Description*

Field Name	Type	Features	Description
[navigation tree pane]	default	navigation tree	displays budget groups and hierarchy
<b>Summary Pane</b>			
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 <b>Note:</b> 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
<b>Account Range Region</b>			
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
<b>Footer Region</b>			
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

The screenshot shows a window titled "Find Budget Groups" with the following fields and controls:

- Short Name:
- Name:
- Parent Short Name:
- Root Short Name:
- Buttons: Find, Cancel, GoTo, Save As, Clear
- Results section with a table:

— Results —				
	Name	Short Name	Parent Short Name	Parent Name
<input checked="" type="checkbox"/>	CBC KIE Budget Group	CBC KIE	CBC TOP	CBC Top Budget
<input type="checkbox"/>				

## Find Budget Groups Window Description

**Table 12–16 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
<b>Results Region</b>			
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
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
Description	display only		budget group short description

## Save As Window

Figure 12–11 Save As Window



## Save As Window Description

**Table 12–17** *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 <b>Note:</b> 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

The screenshot shows a window titled "View Budget Group Errors". At the top, there are two text boxes: "Budget Group Name" containing "Vision Operations" and "Short Name" containing "Vision Operatic". Below these is a "Description" section with a scrollable text area containing the following text:

The budget group has not been frozen due to validation errors. Please check the errors by checking the Error Messages Report or the View Validations screen of the Budget Group form for the root budget group.

There are warnings detected due to account range test of "Includes" only ranges, or accounts not in an allowed range. These warning messages are treated as errors when you choose not to force freeze or when you choose to force freeze the budget group if warning messages will not affect the worksheet and the budget group is not frozen.

-----

START OF VALIDATION ERROR/WARNING MESSAGES

-----

Account 01-420-7330-0000-000 has budgeting enabled but does not belong to any budget group.

Account 03-404-4110-0000-110 has budgeting enabled but does not belong to any budget group.

-----

Below the scrollable area is a "Details" section with a text box containing the same text as the "Description" section. At the bottom right of the window is a "Print" button.

## View Budget Group Errors Window Description

**Table 12–18** *View Budget Group Errors Window Description*

<b>Field Name</b>	<b>Type</b>	<b>Features</b>	<b>Description</b>
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

---

## 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, page 13-2
- Overview, page 13-2
- Prerequisites, page 13-5
- Budget Review Groups Procedure, page 13-6
- Review Group Window, page 13-7
- Review Group Window Description, page 13-9
- Select Review Group Window, page 13-11
- Select Review Group Window Description, page 13-12
- Budget Review Group Rules Procedure, page 13-13
- Review Group Rules Window, page 13-14
- Review Group Rules Window Description, page 13-17

## 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 Oracle 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 36-1.

To update General Ledger account code combinations for all account sets, see *Maintain Budget Account Codes Procedures*, page 39-1.

To update positions for all position sets, see *Maintain Budget Positions Procedures*, page 43-1.

## 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.

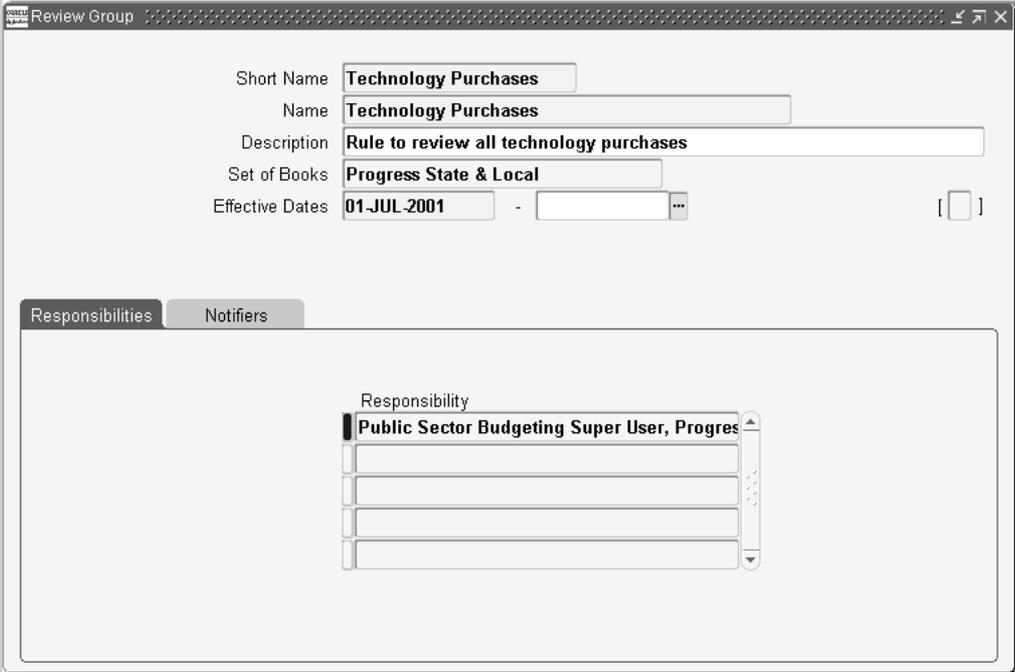
1. In Oracle Public Sector Budgeting, navigate to the Select Review Group window as follows:

**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, Responsibilities Tab



**Figure 13–2 Review Group Window, Notifiers Tab**

Review Group

Short Name:

Name:

Description:

Set of Books:

Effective Dates:  -

Responsibilities | **Notifiers**

Notifier

<input checked="" type="checkbox"/>	Young, Mrs. Susan Mary (Sue)
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

## Review Group Window Description

**Table 13–1 Review Group Window Description**

Field Name	Type	Features	Description
<b>Header Region</b>			
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
<b>Responsibilities Tab</b>			
Responsibility	required	list of values	designates responsibilities that can access and submit worksheet for review group
<b>Notifiers Tab</b>			
Notifier	required	list of values	designates users or roles that must receive notification and approve a worksheet for the review group  <b>Note:</b> Only one approver per review group is allowed.

### Example: Equipment Review Group

Table 13–2 illustrates setup of an Equipment review group. Bold indicates a field name.

**Table 13–2 Equipment Review Group**

Field	Value
<b>Short Name</b>	Equip Review Group
<b>Name</b>	Equipment Review Group
<b>Description</b>	Equipment Review Group
<b>Set of Books</b>	XYZ Organization

**Table 13–2 Equipment Review Group**

<b>Field</b>	<b>Value</b>
<b>Effective Dates</b>	01-JUL-1999
<b>Responsibility Region</b>	
<b>[Responsibility]</b>	Equipment Review Group User
<b>Notify Region</b>	
<b>[Notify]</b>	Judy Black

### Example: Construction Review Group

Table 13–3 illustrates setup of a Construction review group. Bold indicates a field name.

**Table 13–3 Capital Review Group**

<b>Field</b>	<b>Value</b>
<b>Short Name</b>	Construction Review
<b>Name</b>	Construction Review Group
<b>Description</b>	Construction Review Group
<b>Set of Books</b>	XYZ Organization
<b>Effective Dates</b>	01-JUL-1997, 30-JUN-1999
<b>Responsibility Region</b>	
<b>[Responsibility]</b>	Construction Review Group
<b>Approvers Region</b>	
<b>[Notify]</b>	Judy Black



## Select Review Group Window Description

**Table 13–4** *Select Review Group Window Description*

<b>Field Name</b>	<b>Type</b>	<b>Features</b>	<b>Description</b>
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 Oracle 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

The screenshot shows the 'Review Group Rules' window with the following configuration:

- Review Group Rule: **Technology Purchases**
- Description: **Technology Purchases**
- Review Group: **Technology Purchases**
- Top Budget Group: **Progress (Top Level)**
- Initiation Budget Group Category: **Organization**

**Rule Type**

- Account
- Position
- New Positions

**Approval Option**

- Request Approval
- Notify Approver

**Sets**

Set Name	Account Range	
	Include/Exclude	From To
Technology Purc	Include	0000-0000-0000-00 // // // // // // //
	Include	0000-0000-0000-00 // // // // // // //
	Include	0000-0000-0000-00 // // // // // // //

Figure 13-5 Review Group Rules Window, Position Rule Type

Review Group Rule: **viv Position Rule**

Description: [ ]

Review Group: **viv Review Committee**

Top Budget Group: **viv city**

Initiation Budget Group Category: **Department Level**

**Rule Type**

- Account
- Position
- New Positions

**Approval Option**

- Request Approval
- Notify Approver

[ ]

**Sets**

Set Name	Selection Type	Attribute Name	Attribute Values
<b>XX_Exempt</b>	<b>Match All</b>	<b>FLSA Code</b>	<b>Exempt</b>
[ ]	[ ]	[ ]	[ ]
[ ]	[ ]	[ ]	[ ]
[ ]	[ ]	[ ]	[ ]

**Figure 13–6 Review Group Rules Window, New Position Rule Type**

The screenshot shows a window titled "Review Group Rules (XX Dec 2002 Extract)". The form contains the following fields and options:

- Review Group Rule: **XX\_Review Board Rule**
- Description: (empty)
- Review Group: **XX\_Review Board**
- Top Budget Group: **City of XX**
- Initiation Budget Group Category: **Manager Level**

Below these fields are two sections of radio buttons:

- Rule Type**
  - Account
  - Position
  - New Positions
- Approval Option**
  - Request Approval
  - Notify Approver

To the right of the radio buttons is a small icon of a document with a plus sign. Below the radio buttons is a section titled "Sets" which contains a table for defining account ranges:

Set Name	Include/ Exclude	From	To	( )

## 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 <b>Note:</b> 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
<b>Sets Region</b> <b>[Account Rule Type]</b>			
Set Name	required	list of values	account set name <b>Note:</b> 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 <b>Note:</b> 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 <b>Note:</b> 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 <b>Note:</b> can use same range of accounts for different review groups if effective dates are different
Descriptive Flexfield	optional		field for user customization
<b>Sets Region [Position Rule Type]</b>			
Set Name	required	list of values	position set name <b>Note:</b> 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 <b>Note:</b> Match All indicates that only positions with all matching attribute values are included in the position set. <b>Note:</b> 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
<b>Sets Region [New Position Rule Type]</b>			
			<b>Note:</b> Oracle 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

Table 13–6 illustrates setup of a Construction review group rule. Bold indicates a field name,

**Table 13–6 Construction Review Group Rule**

<b>Field</b>	<b>Value</b>
<b>Review Group Rules</b>	Construction Group Rules
<b>Description</b>	Construction Review Group Rules
<b>Review Group</b>	Construction Review Group
<b>Top Budget Group</b>	XYZ Organization
<b>Initiation Budget Group Category</b>	Vice President
<b>Rule Type</b>	Account Set
<b>Approval Option</b>	Request Approval
<b>Sets Region [Account Rule Type]</b>	
<b>Set Name</b>	Capital Construction
<b>Include/Exclude</b>	Include
<b>From [Account Range]</b>	00.0000.8100
<b>To [Account Range]</b>	zz.zzzz.8199

### Example: Position Review Group Rule

Table 13–7 illustrates setup of a Position review group rule. Bold indicates a field name.

**Table 13–7 Position Review Group Rule**

<b>Field</b>	<b>Value</b>
<b>Review Group Rule</b>	Position Review Group Rule

**Table 13–7 Position Review Group Rule**

<b>Field</b>	<b>Value</b>
<b>Description</b>	Review Group
<b>Review Group</b>	Position Review Group
<b>Top Budget Group</b>	XYZ Organization
<b>Initiation Budget Group Category</b>	Division Level
<b>Rule Type</b>	Position Set
<b>Approval Option</b>	Request Approval
<b>Sets Region [Position Rule Type]</b>	
<b>Set Name</b>	Main Position
<b>Selection Type</b>	Match All
<b>Attribute Name</b>	Income
<b>Attribute Values</b>	Main

**Example: New Position Review Group Rule**

Table 13–8 illustrates setup of a New Position review group rule. Bold indicates a field name.

**Table 13–8 New Position Review Group Rule**

<b>Field</b>	<b>Value</b>
<b>Review Group Rule</b>	New Position Review Group Rule
<b>Description</b>	New Position Review Group
<b>Review Group</b>	New Position Review Group
<b>Top Budget Group</b>	XYZ Organization
<b>Initiation Budget Group Category</b>	HR Director
<b>Rule Type</b>	New Position Set

**Table 13–8 New Position Review Group Rule**

<b>Field</b>	<b>Value</b>
<b>Approval Option</b>	Request Approval

Review Group Rules Window Description

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## Position Attributes Setup

This chapter describes how to set up position attributes. The following sections are in this chapter:

- Definition, page 14-2
- Overview, page 14-2
- Prerequisites, page 14-5
- Position Attributes Mapping Procedure, page 14-6
- Attribute Mapping Details Window, page 14-7
- Attribute Mapping Details Window Description, page 14-8
- Position Attributes Procedure, page 14-9
- Position Attributes Window, page 14-10
- Position Attributes Window Description, page 14-11

## 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 Oracle Public Sector Budgeting.

Position attributes are used to assign positions to position sets.

## Predefined Position Attributes

Oracle 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
Organization	Character

Organizations can modify the following usage options of the predefined attributes:

- Use in Default Rules
- Required for Positions
- Use in Position Sets

For information on predefined attributes, see Table 14-4, page 14-11.

### Pre-existing User-Defined Organizations

Organization is now a predefined attribute that cannot be adjusted by users. In some cases, users may have pre-existing, user-defined attributes that are called Organization.

Use the Convert Organization Attribute concurrent process to consolidate the existing organization attributes into the predefined organization attribute.

### User Defined Position Attributes

Oracle Public Sector Budgeting allows users to select HRMS attributes that are associated with positions, employees, or assignments and define them as position attributes in Oracle Public Sector Budgeting.

Users can also define position attributes directly in Oracle Public Sector Budgeting.

The following position data is brought into Oracle 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 Oracle 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 <b>Note:</b> For vacant positions, salary information defined at the position level is brought into Oracle 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 Oracle 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 Oracle Public Sector Budgeting.  
Oracle 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 Oracle 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 Oracle 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.

**Note:** Only map Oracle Public Sector Budgeting position attributes to HRMS attributes that are DateTracked.

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 Type	Name	Title	Se
Descriptive Flexfield	PER_POSITIONS	Additional Position Details	PE
Descriptive Flexfield	Job Developer DF	Further Job Information	PE
Descriptive Flexfield	Assignment Developer DF	Further Assignment Information	PE
Descriptive Flexfield	Person Developer DF	Further Person Information	PE
Descriptive Flexfield	PER_ALL_POSITIONS		PE
Quick Codes	EMP_CAT		PE
Quick Codes	US_FIT_FILING_STATUS		PA

## 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
Title	required for descriptive flexfield		descriptive flexfield title
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 Oracle 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

The screenshot shows the 'Position Attributes' window with the following details:

- Name:** Adjustment Date
- Data Type:** Date
- Business Group:** Setup Business Group
- Value Table:**
- Display Options:**
  - Display In Worksheet
  - Display Prompt:** Adjustment Date
  - Display Sequence:** [Empty field]
- Usage Options:**
  - Use in Default Rules
  - Required For Positions
  - Use in Position Sets
- Definition Types:**
  - Key Flexfield
  - Descriptive Flexfield
  - Quick Code
  - Other Attributes
  - None

Buttons at the bottom: 'Create System Attributes' and 'Attribute Values'.

Figure 14–3 Create System Attributes Pop-Up Window

The screenshot shows the 'Create System Attributes' pop-up window with the following details:

- Business Group:** Vision Industries
- Buttons:** Create and Cancel

## 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 <b>Note:</b> Position attribute information is brought in from HRMS or users can create position attributes directly in Oracle Public Sector Budgeting. <b>Note:</b> 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
<b>Display Options Region</b>			
Display In Worksheet	optional	check box	if selected, position attribute is displayed in the worksheet <b>Note:</b> 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
<b>Usage Options Region</b>			
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 <b>Note:</b> Position attribute cannot be used in the attribute assignment formula for position parameters.
<b>Definition Types Region</b>			
Definition Types	required	radio button	values: Key Flexfield, Descriptive Flexfield, Quick Code, Other Attributes, None <b>Note:</b> Definition type indicates where in HRMS position attribute information comes from. <b>Note:</b> None indicates that no definition type is available in HRMS. Users can set up a definition type in Oracle Public Sector Budgeting. <b>Note:</b> Predefined attributes are always set to None, except for the Adjustment Date
<b>Definition Types Region, Key Flexfield</b>			
Flexfield Name	required	list of values	flexfield name defined in HRMS
Structure Name	required	list of values	structure name for flexfield specified <b>Note:</b> Use the same structure that is used for the business group.
Segment Name	required	list of values	segment name for structure specified
<b>Definition Types Region, Descriptive Flexfield</b>			
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
<b>Definition Types Region, Quick Code</b>			
Quick Code Name	required	list of values	Quick Code name

**Table 14–4 Position Attributes Window Description**

Field Name	Type	Features	Description
<b>Definition Types Region, Other Attributes</b>			
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
<b>Footer Region</b>			
Create System Attributes		button	opens Create System Attributes window
Attribute Values		button	opens Position Attribute Values window
<b>Create System Attributes Pop-Up Window</b>			
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

Position Attributes Window Description

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## 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, page 15-2
- Overview, page 15-2
- Prerequisites, page 15-10
- Extract Data from HRMS and Labor Distribution Procedures, page 15-11
- Extract Data From Human Resources Window, page 15-12
- Extract Data From Human Resources Window Description, page 15-13
- Labor Distribution Mapping Window, page 15-14
- Labor Distribution Mapping Window Description, page 15-15
- View Data Extract Errors Window, page 15-16
- View Data Extract Errors Window Description, page 15-17

## 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 Oracle Public Sector Budgeting
- validate the data in the interface tables and check the tables for errors
- transfer data from the interface tables to Oracle 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 Oracle Public Sector Budgeting

## Process

The data extract process is used to bring data from HRMS to Oracle Public Sector Budgeting. If Labor Distribution is installed, the process also brings data from Labor Distribution to Oracle 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 Oracle 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, Oracle Public

Sector Budgeting will obtain salary account distributions from Labor Distribution. For assignments that do not follow the Labor Distribution payrolls, Oracle 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 Oracle 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. Oracle 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, Oracle Public Sector Budgeting will average the FTE value by the number of assigned positions.

### Start Extract Process

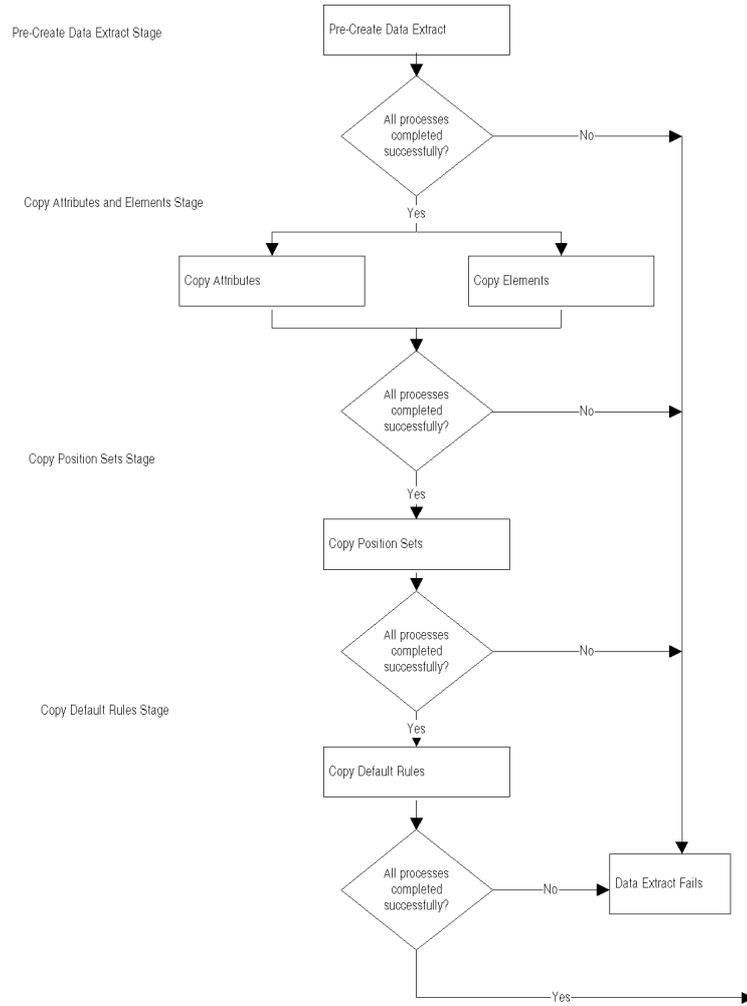
When users click the **Start Extract Process** button, a group of parallel processes are launched. The processes are grouped in stages, and all processes in a stage must complete successfully or else the data extract fails. The processes and stages are as follows.

- 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

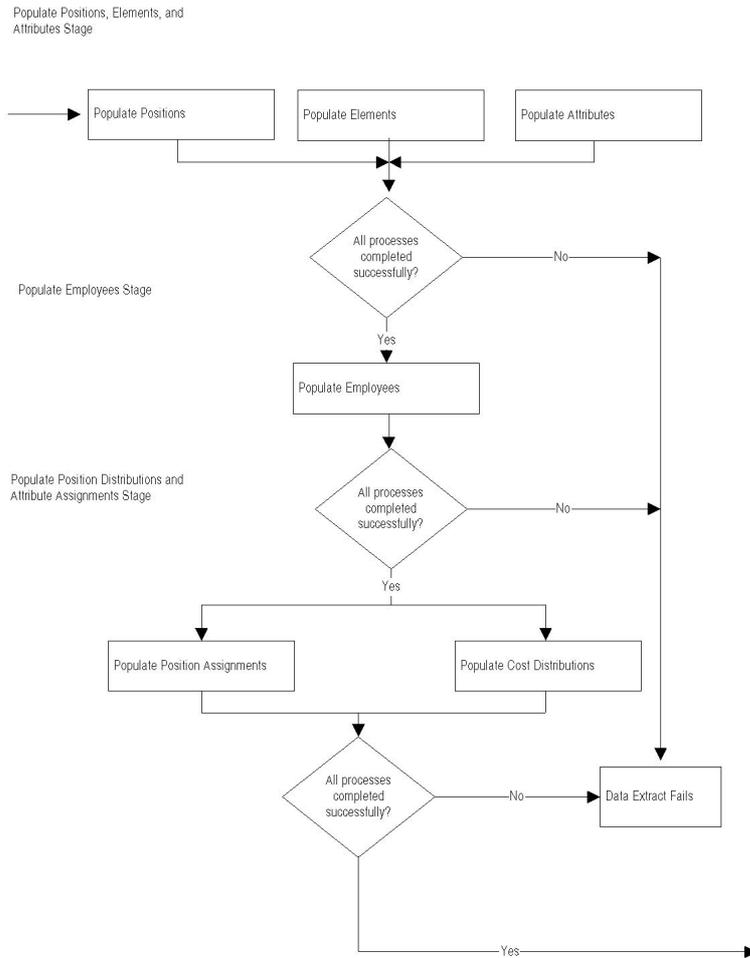
- Copy Default Rules Stage
  - Copy Default Rules Process
- Populate Positions, Elements, and Attributes Stage
  - Populate Positions Process
  - Populate Elements Process
  - Populate Attributes Process
- Populate Employees Stage
  - Populate Employees Process
- Populate Position Distributions and Attribute 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

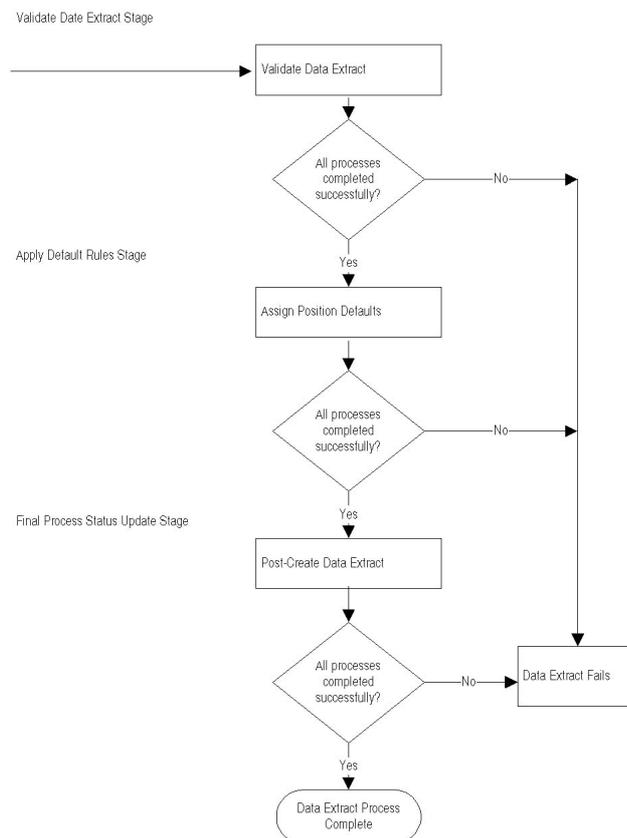
Figure 15–1, Figure 15–2, and Figure 15–3 show the parallel processes.

**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 Oracle 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 Oracle Public Sector Budgeting.

#### **Apply Defaults**

Users apply position default rules to overwrite HRMS position assignments with position assignments that are created in Oracle 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 Oracle Public Sector Budgeting.

## Reports

To generate the Validation Results Report or Pooled Position Report for Worksheet reports, see Reports Procedures, page 52-1.

## Reference

To run the Assign Position Defaults concurrent process, see Assign Position Defaults Procedures, page 44-1.

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 45-1.

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 Non-Oracle 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 Oracle 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*

The screenshot shows a window titled "Extract Data From Human Resources". It contains the following fields and options:

- Name: **Vis Ops Final Feb 2002 Extract**
- Set of Books: **Vision Operations (USA)**
- Business Group: **Vision Corporation**
- Position Structure: **PSB Position Flexfield**
- As of Date: **22-FEB-2002**

**Processes**

- Copy Data Extract
- Populate Interface
- Validate Data
- Populate Data
- Apply Defaults

**Copy Options**

From:

Buttons at the bottom: Labor Distribution Mapping, View Validations, Start Extract Process

## Extract Data From Human Resources Window Description

**Table 15–1** *Extract Data From Human Resources Window Description*

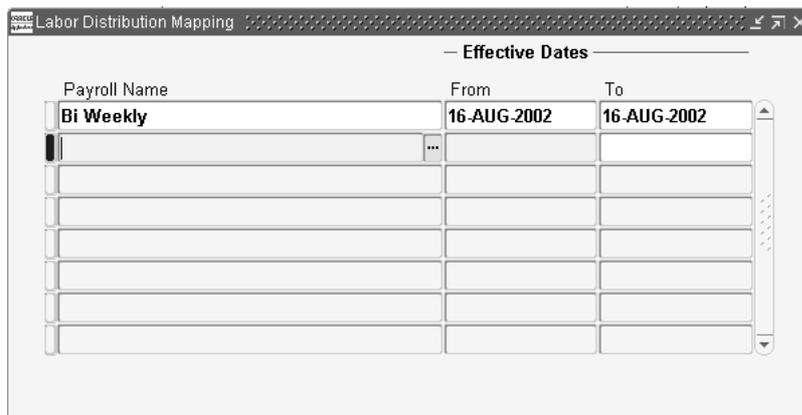
Field Name	Type	Features	Description
Name	required		data extract name; must be unique
Set of Books	required	list of values	set of books for data extract <b>Note:</b> Set of books is used to restrict the payroll information that Oracle Public Sector Budgeting looks at to obtain employee information.
Business 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
<b>Processes Region</b>			
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. <b>Note:</b> 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 Oracle Public Sector Budgeting during data extract. <b>Note:</b> 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	<p>If selected, position default rules are used to assign non-salary elements, FTE allocations, and attribute assignments to positions that are assigned to employees.</p> <p>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.</p> <p><b>Note:</b> Users may need to edit the attribute value table before applying position default rules.</p>
<b>Copy Options Region</b>			
From	required	list of values	data extract from which to copy
<b>Footer Region</b>			
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**



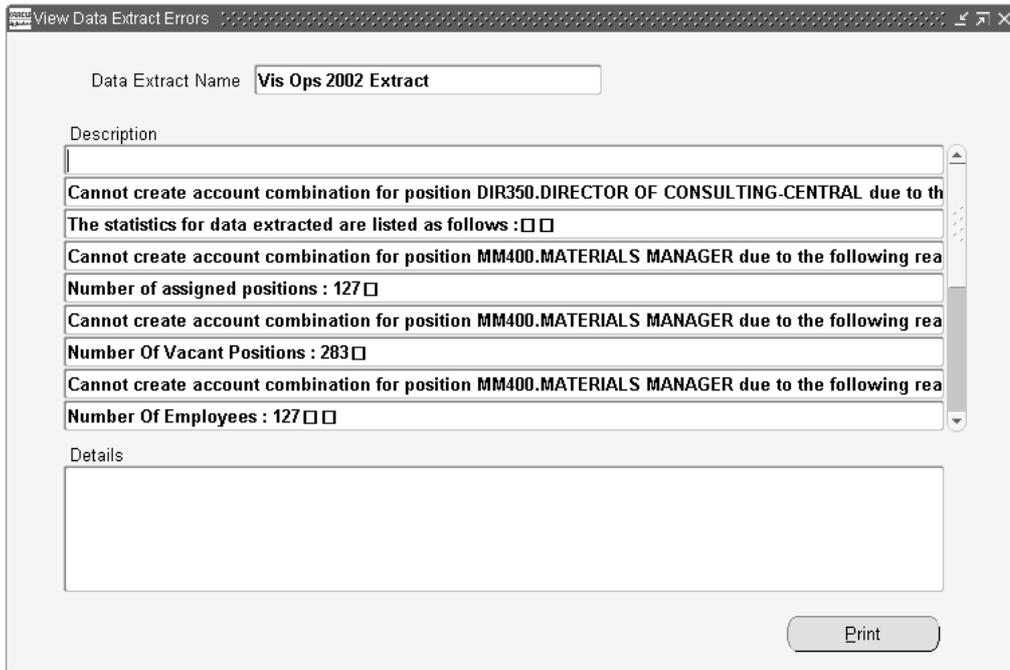
## Labor Distribution Mapping Window Description

**Table 15–2 Labor Distribution Mapping Window Description**

<b>Field Name</b>	<b>Type</b>	<b>Features</b>	<b>Description</b>
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*

<b>Field Name</b>	<b>Type</b>	<b>Features</b>	<b>Description</b>
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

View Data Extract Errors Window Description

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## Position Attribute Values Setup

This chapter describes how to modify or set up position attribute values. The following sections are in this chapter:

- Definition, page 16-2
- Overview, page 16-2
- Prerequisites, page 16-3
- Position Attribute Values Procedure, page 16-4
- Position Attribute Values Window, page 16-5
- Position Attribute Values Window Description, page 16-6

## 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 Oracle Public Sector Budgeting.

To extract data from HRMS to Oracle 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.

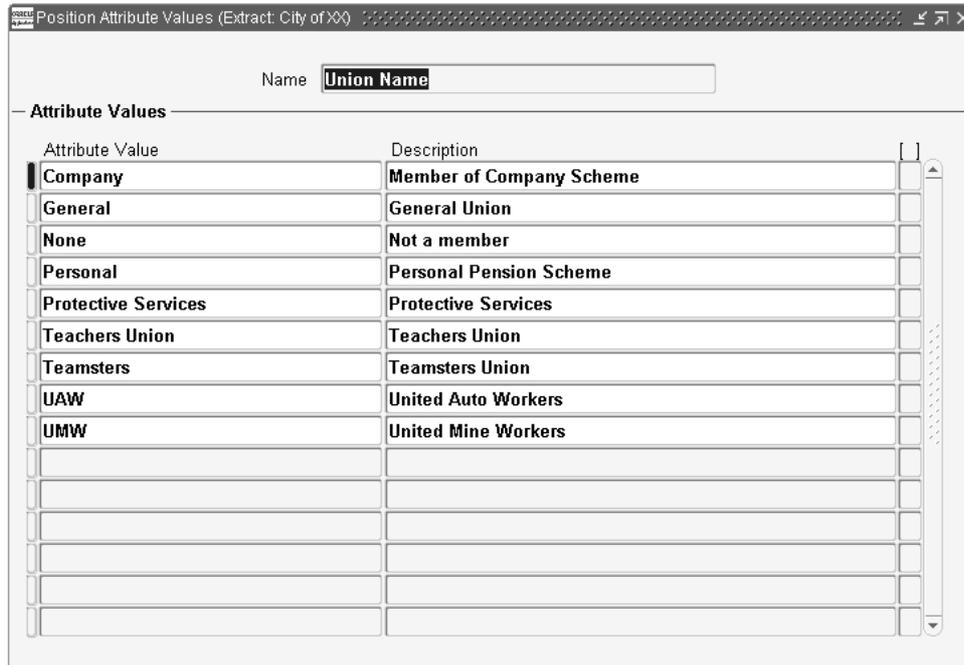
1. In Oracle Public Sector Budgeting, navigate to the Position Attribute Values window as follows:

**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



The screenshot shows a window titled "Position Attribute Values (Extract: City of XXX)". At the top, there is a "Name" field containing "Union Name". Below this is a section titled "Attribute Values" which contains a table with two columns: "Attribute Value" and "Description". The table lists various union-related categories and their corresponding descriptions. A vertical scrollbar is visible on the right side of the table.

Attribute Value	Description
Company	Member of Company Scheme
General	General Union
None	Not a member
Personal	Personal Pension Scheme
Protective Services	Protective Services
Teachers Union	Teachers Union
Teamsters	Teamsters Union
UAW	United Auto Workers
UMW	United Mine Workers

## Position Attribute Values Window Description

**Table 16–1 Position Attribute Values Window Description**

Field Name	Type	Features	Description
Name	required		position attribute name
<b>Attribute Values Region</b>			
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

Table 16–2 illustrates setup of position attribute values for a compensation group.

**Table 16–2 Position Attribute Values - Compensation Group, Attribute Values Region**

Attribute Value	Description
Mgr 1	Manager 1
Mgr 5	Manager 5
Mgr 8	Manager 8

### Example: EEO Category

Table 16–3 illustrates setup of position attribute values for an EEO category.

**Table 16–3 Position Attribute Values - EEO Category, Attribute Values Region**

Attribute Value	Description
Craft Worker	Craft Worker
Laborers	Laborers
Office & Clerical	Office & Clerical
Officials & Managers	Officials & Managers
Operatives	Operatives
Professionals	Professionals

**Table 16-3 Position Attribute Values - EEO Category, Attribute Values Region**

<b>Attribute Value</b>	<b>Description</b>
Sales Workers	Sales Workers
Service Workers	Service Workers
Technicians	Technicians

Position Attribute Values Window Description

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# 17

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## Elements Setup

This chapter describes how to maintain elements. The following sections are in this chapter:

- Definition, page 17-2
- Overview, page 17-2
- Prerequisites, page 17-4
- Elements Procedure, page 17-5
- Elements Window, page 17-6
- Elements Window Description, page 17-11
- Element Cost Distribution Window, page 17-16
- Element Cost Distribution Window Description, page 17-18

## 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
- associate Oracle Public Sector Budgeting elements with HRMS budget sets, for uploading budgets to HRMS

## 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 Oracle 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 Oracle Public Sector Budgeting to new local position sets that are created when defining elements.

## **Reference**

To extract salary elements from HRMS to Oracle 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 Oracle 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**

Elements (2002-2003 Data Extract)

Name  Budget Set

Value Type   Salary

Maximum Value Type  Salary Type

Maximum Value

Element Dates  -

**Processing Options**

Processing Type

Period Type

Processing Period

**Usage Options**

Option Table

Follow Salary Distribution

Required Element

Overwrite Value [ ]

---

**Element Options**

Name	From	To	Value
General A	01-JUL-2000		9.95
General B			
Premium			

**Figure 17-2 Elements Window, Element Rates Region, Benefits or Tax Element**

The screenshot shows a software window titled "Elements (Extract: City of XX)". The main configuration area includes the following fields and options:

- Name:** XX Disability Insurance
- Budget Set:** XX Disability Insurance
- Value Type:** Percent of Salary
- Maximum Value Type:** (empty)
- Maximum Value:** (empty)
- Element Dates:** 01-JUL-1997 - (empty)
- Processing Options:**
  - Processing Type: Recurring
  - Period Type: Calendar Month
  - Processing Period: (empty)
- Usage Options:**
  - Salary
  - Salary Type: (dropdown)
  - Option Table
  - Follow Salary Distribution
  - Required Element
  - Overwrite Value

Below these options is the **Element Rates** section, which contains a table with the following data:

From	To	Value
01-JUL-1997		1

At the bottom right of the window is a button labeled "Account Distribution".

**Figure 17-3 Elements Window, Salary Options (Grade Scale) Region**

Elements (2002-2003 Data Extract)

Name:  Budget Set:

Value Type:   Salary Salary Type:

Maximum Value Type:  Element Dates:  -

**Processing Options**

Processing Type:  Period Type:  Processing Period:

**Usage Options**

Option Table  Follow Salary Distribution  Required Element  Overwrite Value [ ]

---

**Salary Options (Grade Scale)**

Name	Step	Progression	From	To	Value
H.1.All	1	1	01-JUL-1999		5.57
H.1.All	2	2			
H.1.All	3	3			
H.1.All	4	4			

Figure 17-4 Elements Window, Salary Options (Grade Rates) Region

Elements (2002-2003 Data Extract)

Name: **Salary** Budget Set:

Value Type: **Amount**  **Salary** Salary Type: **Grade Rate**

Maximum Value Type:

Maximum Value:

Element Dates: **01-JUL-1999** -

**Processing Options**

Processing Type: **Recurring**

Period Type:

Processing Period:

**Usage Options**

Option Table

Follow Salary Distribution

Required Element

Overwrite Value

---

**Salary Options (Grade Rates)**

Name	Sequence	From	To	Value	Min	Middle
S.1.All	10	01-JUL-1999			23794	27867
S.2.All	20					
S.3.All	30					
S.4.All	40					

Account Distribution

Figure 17-5 Elements Window, Element Rates Region, Salary Element

Elements (WJ Data Extract)

Name: **VJ TEST 1**

Value Type: **Amount**

Maximum Value Type: [ ]

Maximum Value: [ ]

Element Dates: **01-DEC-2002** - [ ]

Budget Set: [ ]

**Salary**

Salary Type: **Value**

**Processing Options**

Processing Type: **Recurring**

Period Type: [ ]

Processing Period: [ ]

**Usage Options**

Option Table

Follow Salary Distribution

Required Element

Overwrite Value [ ]

**Element Rates**

From	To	Value
<b>01-DEC-2002</b>	[ ]	<b>1000</b>
[ ]	[ ]	[ ]
[ ]	[ ]	[ ]
[ ]	[ ]	[ ]

[ Account Distribution ]

## Elements Window Description

**Table 17–1 Elements Window Description**

Field Name	Type	Features	Description
Name	required		element name; must be unique for data extract <b>Note:</b> 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 <b>Note:</b> 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 <b>Note:</b> 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 <b>Note:</b> End date is optional.
Budget Set	optional	list of values	HRMS budget set that Oracle Public Sector Budgeting element is associated with <b>Note:</b> Although data entry is optional in the window, this information is required for uploading budgets to HRMS.
<b>Salary Region</b>			
Salary	optional	check box	if selected, indicates salary element <b>Note:</b> Users can extract salary element information from HRMS or create salary elements in Oracle Public Sector Budgeting.
Salary Type	required; salary element only	drop-down list	values: Grade Rate, Grade Step, Value

**Table 17–1 Elements Window Description**

Field Name	Type	Features	Description
<b>Processing Options Region</b>			
Processing Type	required	drop-down list	values: Nonrecurring, Recurring <b>Note:</b> Any element paid more than once a year is a recurring element.
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 <b>Note:</b> Period type is used for benefits or tax elements only. <b>Note:</b> To take full advantage of Oracle 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 <b>Note:</b> Processing period is used for benefits or tax elements. <b>Note:</b> 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.
<b>Usage Options Region</b>			
Option Table	optional	check box	if selected, indicates that one or more options are available for this element <b>Note:</b> Options are specified in the Element Options region. <b>Note:</b> 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.

**Table 17–1 Elements Window Description**

Field Name	Type	Features	Description
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 <b>Note:</b> If deselected, users must specify all accounting flexfield segments and percentage distributions. <b>Note:</b> 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
<b>Element Options Region [Benefits or tax element with options]</b>			
Name	required		element option name <b>Note:</b> An element can have multiple element options.
From	required	list of values: pop-up calendar	start date of value related to element option <b>Note:</b> 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 <b>Note:</b> An element option can have multiple values with different beginning and end dates.
Value	required		value of element option for specified dates
<b>Element Rates Region [Benefits or tax element without options]</b>			
From	required	list of values: pop-up calendar	start date of value related to element rate <b>Note:</b> An element can have multiple element rates.
To	optional	list of values: pop-up calendar	end date of value related to element rate <b>Note:</b> An element can have multiple element rates.
Value	required		value of element rate for specified dates

**Table 17-1 Elements Window Description**

Field Name	Type	Features	Description
<b>Salary Options (Grade Scale) Region [Salary element on grade step]</b>			
Name	required		grade name
Step	required		grade step
Progression	required		indicates sequence that an employee can progress through from one grade step to another, or from one grade to another
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
<b>Salary Options (Grade Rates) Region [Salary element on grade rate]</b>			
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

**Table 17-1 Elements Window Description**

Field Name	Type	Features	Description
<b>Element Rates Region [Salary element not following grade scale or grade rate]</b>			
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
Value	optional		salary amount for non-grade salary <b>Note:</b> 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.
<b>Footer Region</b>			
Account Distribution		button	opens Element Cost Distribution window

## Element Cost Distribution Window

**Figure 17-6** *Element Cost Distribution Window, Follow Salary Distribution Used*

The screenshot shows a window titled "Element Cost Distribution (XX Disability Insurance)". At the top, the "Position Set Group Name" is set to "XX Disability Insurance 4 all". Below this, there are two main sections: "Position Sets" and "Account Distributions".

**Position Sets**

Set Name	Selection Type	Attribute Name	Attribute Values
XX_All Positions	Match At Le...	Job	5000.Buyer + 950

**Account Distributions**

From	To	Overwrite Segments
01-JUL-1997		01-6165-0000-000

Figure 17-7 Element Cost Distribution Window, Follow Salary Distribution Not Used

The screenshot shows a window titled "Element Cost Distribution (Dental)". At the top, there is a text field for "Position Set Group Name" containing the text "Dental for All". Below this, the window is divided into two main sections: "Position Sets" and "Account Distributions".

**Position Sets**

Set Name	Selection Type	Attribute Name	Attribute Values
All Positions	Match All	Job	5000.Buyer + 950

**Account Distributions**

From	To	Account Code	Percent
01-JUL-1997		01-745-6140-0000-000	100

## 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  <b>Note:</b> 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.  <b>Note:</b> Leave deselected to speed up performance when querying records in the Element Cost Distribution window.
<b>Position Sets Region</b>			
Set Name	required	list of values	position set name <b>Note:</b> 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 <b>Note:</b> Match All indicates that only positions with all of the matching attribute values are included in the position set. <b>Note:</b> 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
<b>Account Distributions Region [Benefits or tax element; Follow Salary Distribution used]</b>			
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 <b>Note:</b> The benefits element cost is often charged to a different account than the salary element. The benefits element uses a different object code segment.
<b>Account Distributions Region [Benefits or tax element; Follow Salary Distribution not used]</b>			
From	required	list of values: pop-up calendar	start date for account distribution <b>Note:</b> can have account distributions for multiple time periods
To	optional	list of values: pop-up calendar	end date for account distribution <b>Note:</b> 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

Element Cost Distribution Window Description

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## Position Default Rules Setup

This chapter describes how to define position default rules. The following sections are in this chapter:

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

## 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 44-1.

## Prerequisites

- ❑ Position attributes must be defined.  
To define position attributes, see Position Attributes Setup, page 14-1.
- ❑ Data from HRMS must be extracted to Oracle Public Sector Budgeting.  
To extract data from HRMS to Oracle 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 Oracle 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 (2002-2003 Data Extract)

Default Rule Name:   Global Default Rule

Processing Sequence:

**Position Sets**

Set Name	Selection Type	Attribute Name	Attribute Values
Police	Match All	Job	1000.MANAGER
		Organization_X	Progress Special
		FTE	1

Attribute Assignments | Salary Assignments | Non-Salary Assignments | Salary Distribution | FTE Allocation

Attribute Name	Attribute Value
EEO Category	Officials and Managers
Employment Category	Fulltime-Regular
Pension Type	Employee/100% match

## Position Default Rules Window Description, Attribute Assignments Tab

**Table 18–1** Position Default Rules Window Description, Attribute Assignments Tab

Field Name	Type	Features	Description
<b>Header Region</b>			
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. <b>Note:</b> 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.
<b>Position Sets Region</b>			
Set Name	required	list of values	position set name to which position default rule applies; position default rule can apply to multiple position sets <b>Note:</b> Select global position set from list of values or create new local position set. <b>Note:</b> 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 <b>Note:</b> Match All indicates that only positions with all of the matching attribute values are included in the position set. <b>Note:</b> 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**

<b>Field Name</b>	<b>Type</b>	<b>Features</b>	<b>Description</b>
<b>Attribute Assignments Tab</b>			
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 (2002-2003 Data Extract)

Default Rule Name:   Global Default Rule

Processing Sequence:

**Position Sets**

Set Name	Selection Type	Attribute Name	Attribute Values
Police	Match All	Job	1000.MANAGER
		Organization_X	Progress Special
		FTE	1

Attribute Assignments | **Salary Assignments** | Non-Salary Assignments | Salary Distribution | FTE Allocation

Element Name	Salary Basis	Element Option	Step	Value Type	Value
H.5.All	Hourly	H.5.All	3		

## 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
<b>Salary Assignments Tab</b>			
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 <b>Note:</b> 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 (2002-2003 Data Extract)

Default Rule Name:   Global Default Rule

Processing Sequence:

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**Position Sets**

Set Name	Selection Type	Attribute Name	Attribute Values
Police	Match All	Job	1000.MANAGER
		Organization_X	Progress Special
		FTE	1

Attribute Assignments | Salary Assignments | **Non-Salary Assignments** | Salary Distribution | FTE Allocation

Element Name	Element Option	Value Type	Value
Dental	General B	Amount	12.5
Medical	Premium	Amount	139
Retirement	Retirement	Percent of Salary	10

## 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
<b>Non-Salary Assignments Tab</b>			
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 (2002-2003 Data Extract)

Default Rule Name   Global Default Rule

Processing Sequence

**Position Sets**

Set Name	Selection Type	Attribute Name	Attribute Values
Police	Match All	Job	1000.MANAGER
		Organization_X	Progress Special
		FTE	1

Attribute Assignments | Salary Assignments | Non-Salary Assignments | **Salary Distribution** | FTE Allocation

Account	Allocation %
1001-1001-1010-3630-1009-3121-51100-000000	100
Total	100

## 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
<b>Salary Distribution Tab</b>			
Account	required	list of values: accounting flexfield pop-up window	account that element costs are distributed to; can distribute to multiple accounts <b>Note:</b> 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 (2002-2003 Data Extract)

Default Rule Name   Global Default Rule

Processing Sequence

**Position Sets**

Set Name	Selection Type	Attribute Name	Attribute Values
Police	Match All	Job	1000.MANAGER
		Organization_X	Progress Special
		FTE	1

Attribute Assignments | Salary Assignments | Non-Salary Assignments | Salary Distribution | **FTE Allocation**

Period Number	Monthly	Quarterly	Semi Annual
1	100	100	100

## 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
<b>FTE Allocation Tab</b>			
Period Number	default, display only		period number for monthly, quarterly, or semi-annual allocation <b>Note:</b> 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

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## Positions Setup

This chapter describes how to review or modify positions. The following sections are in this chapter:

- Definition, page 19-2
- Overview, page 19-2
- Prerequisites, page 19-3
- Positions Procedure, page 19-4
- Select Positions Window, page 19-7
- Select Positions Window Description, page 19-8
- Positions Window, page 19-9
- Positions Window Description, page 19-13

## 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 Oracle 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 Oracle 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 Oracle Public Sector Budgeting.  
To extract data from HRMS to Oracle 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 Oracle 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**.

If HRMS is installed, and position hierarchies are not position-control enabled, continue at step 15.

Alternatively, if HRMS is installed and at least one HRMS organization is position-control enabled, the Organization window appears.

8. Enter the appropriate organization and its effective date for the new position in the Organization window.

**Note:** The organization and its effective date are used to determine if an organization is position-control enabled.

9. Click **OK**.

If the new position is for an organization that has position control enabled, the HRMS Positions Transaction window opens.

If the new position is for an organization that does not have position control enabled, the HRMS Position window opens.

10. Enter data in the HRMS window.

To enter data in the HRMS windows, see Defining a Position, *Using Oracle HRMS - The Fundamentals*, Position Management and Position Control Budgets, available on OracleMetalink, and Position Control Interface Process.

**Note:** It is recommended that users enter payroll information, since it is required when the budget for the new position is uploaded to the HRMS budget.

**Note:** Although it is not required, it is recommended that users enter the salary basis, grade, step, and grade or scale rate in the HRMS window. If this data is not entered here, users must provide a salary assignment in Oracle Public Sector Budgeting.

11. Save as follows:

**File - Save**

12. Close the HRMS window.

**Note:** The new position is automatically brought from HRMS into Oracle Public Sector Budgeting.

13. Using the Oracle Public Sector Budgeting Select Positions window, query the new position.
14. Click **Open** to open the position in the Positions window.
15. Enter data in the following fields of the Oracle Public Sector Budgeting Positions window as described in Table 19-1.

- From [Effective Dates]  
This field is populated by information from the HRMS windows.
- To [Effective Dates]
- Name  
This field is populated by information from the HRMS windows.
- Name [Attributes Region]
- Value [Attributes Region]
- From [Attributes Region]
- To [Attributes Region]

**Note:** Attributes already entered in the HRMS windows are populated in the Attributes region. Users must enter all other applicable attributes, values, and effective dates.

16. 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.

17. 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.

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 Oracle Public Sector Budgeting.

18. Save or save and continue as follows:

**File - Save or Save and Proceed**

19. Close the window.

## Select Positions Window

Figure 19–1 Select Positions Window

The screenshot shows a window titled "Select Positions (2002-2003 Data Extract)". It contains a table with the following columns: Position, Job, Employee Number, and Employee Name. The first row is selected.

Position	Job	Employee Number	Employee Name
100001.ADMINISTRATOR	1000.MANAGER	1	Palmer, Mr. James
100002.HUMAN RESOURCES DII	1000.MANAGER	2	Lasher, Ms. Tina Lu
800003.RECRUITMENT MANAGE	8000.CLERK	14	Vollmer, Ms. Mary
800001.BENEFITS ADMINISTRA	8000.CLERK	16	White, Mr. Roy All
800002.PAYROLL MANAGER	8000.CLERK	15	Chin, Miss Lisa Ma
900001.HR ADMIN ASSISTANT	9000.ADMINISTRATIVE ASSIST	17	Hamilton, Mr. Alex
800004.PAYROLL CLERK I	8000.CLERK	18	Green, Mrs. Caroly
800005.PAYROLL CLERK II	8000.CLERK	19	Simpson, Mr. Harol
800006.TIME ENTRY CLERK I	8000.CLERK	20	Appling, Mr. Luis F
800007.TIME ENTRY CLERK II	8000.CLERK	21	Riverton, Ms. Minni
100003.FINANCE DIRECTOR	1000.MANAGER	3	Alfred, Mrs. Rose A
900002.FINANCE ADMIN ASSIST	9000.ADMINISTRATIVE ASSIST	34	McNally, Ms. Donn

At the bottom of the window are three buttons: "Requery", "New", and "Open".

Figure 19–2 Organization Window

The screenshot shows a dialog box titled "Organization". It contains two input fields:

- Organization Effective Date: 19-SEP-2002
- Organization: Administration

At the bottom of the dialog box are two buttons: "Cancel" and "Ok".

## 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
<b>Footer Region</b>			
Requery		button	requeries positions
New		button	opens HRMS Positions or Position Transactions window or If HRMS is installed and at least one HRMS organization is position-control enabled, opens the Organization window.
Open		button	opens selected position in Positions window
<b>Organization Window</b>			
			<b>Note:</b> The Organization window appears only if HRMS is installed and at least one HRMS organization is position-control enabled.
Organization Effective Date	required		effective date for organization
Organization	required		HRMS organization to which new position belongs
Cancel	button		closes window
OK	button		accepts selected data and opens appropriate HRMS window

# Positions Window

**Figure 19–3 Positions Window, Salary Tab**

Positions (2002-2003 Data Extract)

**Effective Dates**

From: 01-JUL-1999  
To: [ ]

Name: 100001.ADMINISTRATOR [ ]

New Position

Employee Number: 1

---

**Attributes**

Name	Value	From	To
Job	1000.MANAGER	01-JUL-1999	[ ]
FTE	1	01-JUL-1999	[ ]
Hire Date	08-AUG-2000	01-JUL-1999	[ ]
Default Weekly Hours	40	01-JUL-1999	[ ]

[Create Default Assignments](#)

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**Salary** | Element | Distribution | Employee

Salary Name	Option	Step		Value	View Rates	
		Step	Basis		From	To
S.4.All	S.4.All	1	Annual	[ ]	01-JUL-1999	[ ]
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]

**Figure 19–4 Positions Window, Element Tab**

Positions (2002-2003 Data Extract)

**Effective Dates**

From: 01-JUL-1999  
To:

Name: 100001.ADMINISTRATOR [ ]

New Position

Employee Number: 1

**Attributes**

Name	Value	From	To
Job	1000.MANAGER	01-JUL-1999	
FTE	1	01-JUL-1999	
Hire Date	08-AUG-2000	01-JUL-1999	
Default Weekly Hours	40	01-JUL-1999	

Create Default Assignments

Salary | **Element** | Distribution | Employee

Name	Option Name	Value	View Rates	Value Type	From	To
			<input type="checkbox"/>			
Medical	Premium		<input checked="" type="checkbox"/>	Amount	01-JUL-1999	
			<input type="checkbox"/>			
			<input type="checkbox"/>			
			<input type="checkbox"/>			
			<input type="checkbox"/>			

Figure 19-5 Positions Window, Distribution Tab

Positions (2002-2003 Data Extract)

**Effective Dates**

From: 01-JUL-1999  
To: [ ]

Name: 100001.ADMINISTRATOR [ ]  
 New Position  
Employee Number: 1

**Attributes**

Name	Value	From	To
Job	1000.MANAGER	01-JUL-1999	[ ]
FTE	1	01-JUL-1999	[ ]
Hire Date	08-AUG-2000	01-JUL-1999	[ ]
Default Weekly Hours	40	01-JUL-1999	[ ]

Create Default Assignments

Salary | Element | **Distribution** | Employee

From	To	Accounts	%
01-JUL-1999	[ ]	1001-1001-1010-2110-1001-1110-5110	100.00
[ ]	[ ]	[ ]	[ ]
[ ]	[ ]	[ ]	[ ]
[ ]	[ ]	[ ]	[ ]
[ ]	[ ]	[ ]	100.00

Figure 19-6 Positions Window, Employee Tab

Positions (2002-2003 Data Extract)

**Effective Dates**

From: 01-JUL-1999  
To:

Name: 100001.ADMINISTRATOR [ ]  
 New Position  
Employee Number: 1

**Attributes**

Name	Value	From	To
Job	1000.MANAGER	01-JUL-1999	
FTE	1	01-JUL-1999	
Hire Date	08-AUG-2000	01-JUL-1999	
Default Weekly Hours	40	01-JUL-1999	

Create Default Assignments

Salary | Element | Distribution | **Employee**

Position Employee: Palmer, Mr. James John (Jim) ...

## Positions Window Description

**Table 19–2 Positions Window Description**

Field Name	Type	Features	Description
<b>Effective Dates Region</b>			
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
<b>Main Region</b>			
Name	required	list of values: pop-up window	position identification key from Oracle 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
<b>Attributes Region</b>			
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 <b>Note:</b> 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 <b>Note:</b> 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 <b>Note:</b> Enabled only if there are no salary, element, or distribution assignments
<b>Salary Tab</b>			

**Table 19–2 Positions Window Description**

Field Name	Type	Features	Description
Salary Name	required	list of values	salary element name for the position
Option	required	list of values	salary option name <b>Note:</b> option not required for positions that do not follow grade rate or grade step
Step	default	list of values	step for grade scale salary <b>Note:</b> field available for grade step only
Basis	required	list of values	salary basis: Annual, Hourly, Monthly, Period
Value	required		salary option value <b>Note:</b> The value can be edited if the salary element is defined to allow overwriting. <b>Note:</b> 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. <b>Note:</b> 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 <b>View Rates</b> button
View Rates		button	opens Element Rates window
From	required	list of values: pop-up calendar	start date for value or step <b>Note:</b> 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 <b>Note:</b> Start and end date for salary element must be within the start and end date for the position.
<b>Element Tab</b>			
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 <b>Note:</b> If there is no value, users can check the values for the corresponding element by double-clicking the Values field or by clicking the <b>View Rates</b> button.

**Table 19–2 Positions Window Description**

Field Name	Type	Features	Description
View Rates		button	opens Element Rates window
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 <b>Note:</b> 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 <b>Note:</b> Start and end date for element must be within the start and end date for the position.
<b>Distribution Tab</b>			
From	required	list of values: pop-up calendar	start date for salary account distribution <b>Note:</b> 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 <b>Note:</b> 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%
<b>Employee Tab</b>			
Position Employee	default		employee name can be updated

Positions Window Description

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# 20

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## Flexfield Mapping Setup

This chapter describes how to map flexfields. The following sections are in this chapter:

- Definition, page 20-2
- Overview, page 20-2
- Prerequisites, page 20-4
- Flexfield Mapping Procedure, page 20-5
- Flexfield Mapping Window, page 20-6
- Flexfield Mapping Window Description, page 20-7

## 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 Oracle 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 26-1.

For information on running the Flexfield Mapping Details Report, see Reports Procedures, page 52-1.

## Prerequisites

- ❑ Flexfield values must be defined in General Ledger.

To define flexfield values, see Defining Descriptive Flexfields for General Ledger, *Oracle General Ledger User's Guide*.

## Flexfield Mapping Procedure

To create flexfield mappings, perform the following steps.

1. In Oracle 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**

The screenshot shows a window titled "Flexfield Mapping" with the following fields and table:

Name:

Description:

Set of Books:

**Segment Values**

Segment Name:

Year Type	Current Value	New Value
XX Prop 1	000	110
XX Prop 2	000	120

## 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
<b>Segment Values Region</b>			
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 <b>Note:</b> Users can change as many values and flexfield segments as desired. <b>Note:</b> A single flexfield segment cannot have more than one value for a single time period.
New Value	required		new value for segment



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## Position Control Interface Setup

This chapter describes how to set up Oracle Public Sector Budgeting and Oracle HRMS to use the position control interface. The following sections are in this chapter:

- Definition, page 21-2
- Overview, page 21-2
- Set Up HRMS, page 21-3
- Set Up Oracle Public Sector Budgeting, page 21-6
- Position Mapping Procedure, page 21-7
- Position Mapping Window, page 21-8
- Position Mapping Window Description, page 21-9

## Definition

The position control interface enables users to employ the position control features in HRMS to carefully monitor the difference between budgeted costs and actual plus commitment costs and assert approval security for position costs.

Users can continue to take advantage of the comprehensive budgeting features in Oracle Public Sector Budgeting to develop and maintain budgets in a centralized manner. Oracle Public Sector Budgeting seamlessly transfers the budget to HRMS and makes it comply with the position control approval security asserted by HRMS.

## Overview

Oracle Public Sector Budgeting integrates with HRMS so that users can extract information from HRMS for use in Oracle Public Sector Budgeting. With the position control interface, users can load position budgeting data back to HRMS for budgetary control of position budgets.

To take advantage of this tight integration, the data elements in Oracle Public Sector Budgeting and HRMS budgets must be the same or mapped accordingly. Data elements include positions, budget periods, salary and fringe benefit elements, account distributions, budget amounts, and full-time equivalents (FTE).

## Set Up HRMS

To use the position control interface, users must ensure that HRMS is set up. The following set up steps must be completed in HRMS.

**Note:** A complete HRMS setup is not addressed here. For information on setting up HRMS, see *Oracle HRMS - The Fundamentals*.

- Set Up HRMS Position Transaction Window
- Set Up HRMS Budget

### Set Up HRMS Position Transaction Window

Enable the HRMS Position Transaction window by completing the following steps.

- Enable position control in the HRMS Organization hierarchy.
- Optionally, create task and role templates.

If users do not create task and role templates, the default Create Template, Update Template, and Basic Role Template can be used.

- Define roles for position transaction approval in Oracle Workflow.

Oracle Public Sector Budgeting users who initiate position transactions must be assigned to roles that allow them to select Create Template on the HRMS Position Transactions window.

- Define routing lists for position transaction approvals in Workflow.
- Define Transaction categories.

### Set Up HRMS Budget

The following elements of the HRMS budget must be set up before Oracle Public Sector Budgeting information is uploaded to HRMS.

- Budget Set
- Budget Calendar
- Budget Characteristics
- Budget Details

### **Budget Set**

When defining the HRMS budget sets that support the upload of budgets from Oracle Public Sector Budgeting to HRMS, users must consider how Oracle Public Sector Budgeting elements are defined. Typically, users must define one HRMS budget set for each Oracle Public Sector Budgeting fringe benefit element. For the Oracle Public Sector Budgeting salary element, users can violate this principle and associate various Oracle Public Sector Budgeting salary elements with the same HRMS budget set. This setup ensures proper account distributions in the uploaded HRMS budget.

### **Budget Calendar**

Users must ensure that the budget periods used to develop and maintain budgets in Oracle Public Sector Budgeting are the same as those in the HRMS calendar. Oracle Public Sector Budgeting supports the following budget periods: month, quarter, semi-annual, and year. HRMS supports additional budget periods, but users must not employ them, or else inaccuracies are introduced.

When worksheets or budget revisions are uploaded to HRMS, the Oracle Public Sector Budgeting budget calendar for the worksheet or the effective dates of the revision is mapped to an HRMS budget calendar. For each Oracle Public Sector Budgeting budget amount in a specific budget period, Oracle Public Sector Budgeting identifies an HRMS budget period that includes the first date of the Oracle Public Sector Budgeting budget period. The budget amount is associated with the HRMS budget period identified.

## Budget Characteristics

Budget characteristics must be defined in HRMS as shown in Table 21–1.

**Table 21–1 Budget Characteristics Definitions**

Field	Value	Explanation
Transfer to GL	unselected	HRMS budget uploaded from Oracle Public Sector Budgeting has been transferred to General Ledger. If Transfer to GL is selected for the budget characteristics to which the Oracle Public Sector Budgeting budget is uploaded, duplicate journal entries occur.
Primary Entity	Position	Oracle Public Sector Budgeting entity for position information is position. HRMS primary entity for the budget characteristics to which Oracle Public Sector Budgeting budget is uploaded must match
Budget Style	Bottom Up	Oracle Public Sector Budgeting uses a bottom-up budget style. The budget characteristics to which Oracle Public Sector Budgeting is uploaded must match.
Budget Measurement Unit (Aggregate)	Money (Accumulate), or FTE (Average), or both	Oracle Public Sector Budgeting supports money and FTE as budget measurement units. HRMS budget characteristics must match. Money must be accumulated across periods, and FTE must be averaged across periods.
GL Segment Map	do not define	Oracle Public Sector Budgeting uses General Ledger mapping of Oracle Payroll to translate accounting flexfield information in Oracle Public Sector Budgeting to cost allocation key flexfield information in HRMS budgets.

## Budget Details

In the HRMS Budget Details window, only the following budget details, as shown in Table 21–2 must be defined for each budget characteristic.

**Table 21–2 Budget Details Definitions**

Field	Value	Explanation
Version	default	must be first version <b>Note:</b> Define only one version before uploading the budget from Oracle Public Sector Budgeting.
From	date	beginning date of budget years
To	date	ending date of budget years

## Set Up Oracle Public Sector Budgeting

Users must perform the following tasks to set up Oracle Public Sector Budgeting.

- Map Budget Group to HRMS Organization
- Set Up Position Identification Mapping
- Convert Organization Attribute Process

### Map Budget Group to HRMS Organization

Users must employ the Budget Group window to map the budget group to the HRMS organization. This step is critical because Oracle Public Sector Budgeting relies on account distributions to assign a position to a budget group and then to the appropriate child worksheet or revision.

To set up budget groups, see Budget Groups and Security Setup, page 21-1.

### Set Up Position Identification Mapping

After installing the new position control features, users must immediately perform position identification mapping. Mapping must be completed for each position control data extract. Users can find the name of the position control data extract in the Budget Group window for each of their top budget groups. Mapping must also be completed for user-defined data extracts that are to be used in future budgets.

All users must perform the mapping if they use budget revisions. The mapping must be done immediately after installation and before any outstanding budget revisions are approved by the final approvers.

If features are installed after users have created a data extract for developing the following year's budget, they must perform position identification mapping for this data extract. The mapping must be done immediately after installation.

The Position Identification Mapping window enables users to map positions created in Oracle Public Sector Budgeting to positions in HRMS.

### Convert Organization Attribute Process

Users can optionally run the Convert Organization Attribute concurrent process after installing the new position control features.

For information on the Convert Organization Attribute concurrent process, see Convert Organization Attribute Procedures, page 48-1.

## Position Mapping Procedure

To enter or update position identification mapping, perform the following steps.

1. In Oracle Public Sector Budgeting, navigate to the Position Identification window as follows:

**Setup - Position - Position Mapping**

2. In the Data Extract field, select a data extract from the list of values.
3. To find positions associated with the data extract, click **Find Positions**.
4. To map Oracle Public Sector Budgeting positions to HRMS positions, enter data as described in Table 21-3.
5. Save or save and continue as follows:

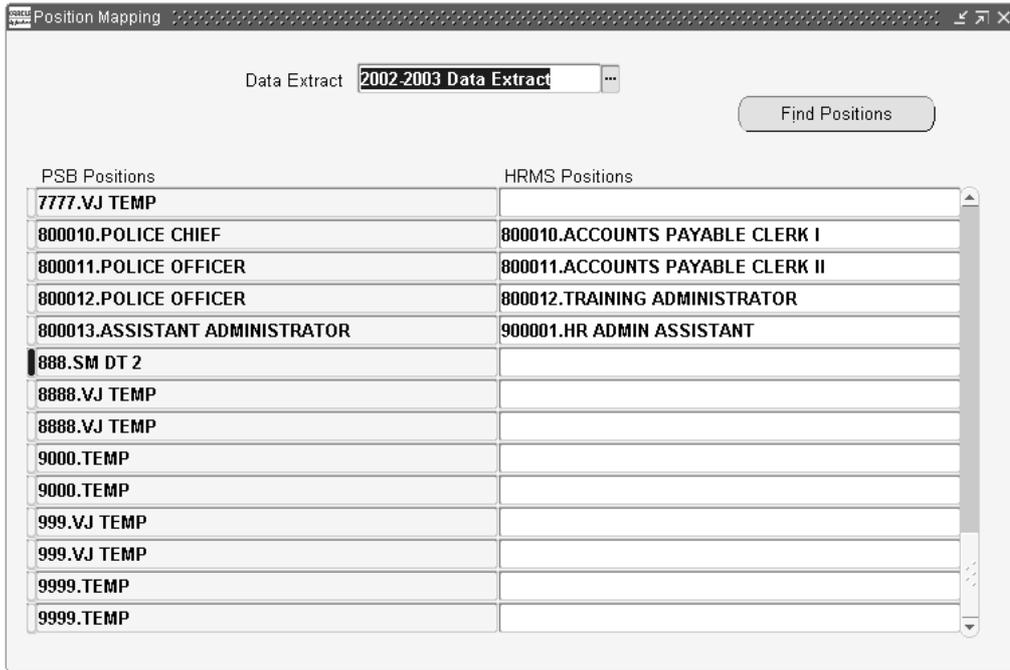
**File - Save or Save and Proceed**

**Note:** Saving establishes the mapping of the HRMS position identification for those Oracle Public Sector Budgeting positions that have an HRMS position.

6. Close the window.

## Position Mapping Window

**Figure 21-1** Position Mapping Window



## Position Mapping Window Description

**Table 21–3** *Position Mapping Window Description*

Field Name	Type	Features	Description
Data Extract	required	list of values	data extracts for which position identifications are mapped
Find Positions	button		searches for positions associated with data extract <b>Note:</b> includes proposed positions and all positions that do not have an HRMS position identifier
PSB Positions	default, display only		displays all positions included in Oracle Public Sector Budgeting for a given data extract
HRMS Positions	required	list of values	immediately after installing the new position control feature, users can select the HRMS positions that correspond to the Oracle Public Sector Budgeting positions

Position Mapping Window Description

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## Annual Checklist Procedures

This chapter describes the annual checklist for Oracle Public Sector Budgeting. The following sections are in this chapter:

- Overview, page 22-2
- Oracle Public Sector Budgeting Annual Checklist, page 22-3
- Oracle Public Sector Budgeting Annual Review Steps, page 22-5

## Overview

This chapter provides an annual checklist for Oracle 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 Oracle Public Sector Budgeting for the first time, see the setup checklists in this guide. Implementation of Oracle Public Sector Budgeting also requires setup of products in Oracle Financials and Oracle Applications.

## Oracle Public Sector Budgeting Annual Checklist

Table 22-1 shows the Oracle 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 22-1 Oracle 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 22–1 Oracle Public Sector Budgeting Annual Checklist**

<b>Step Number</b>	<b>Setup Step</b>
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 Oracle 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 Oracle 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 Oracle 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 Oracle Public Sector Budgeting.

To apply position defaults, see Assign Position Defaults Procedures, page 22-1.

### **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

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## Creating a Budget Worksheet



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## Projection Parameters Procedures

This chapter describes how to define projection parameters for a budget worksheet. The following sections are in this chapter:

- Definition, page 23-2
- Account Projection Parameters Overview, page 23-2
- Element Projection Parameters Overview, page 23-8
- Position Projection Parameters Overview, page 23-10
- Prerequisites, page 23-13
- Projection Parameters Procedure, page 23-14
- Parameter Sets Window, page 23-16
- Parameter Sets Window Description, page 23-18
- Parameter Window, page 23-20
- Parameter Window Description, page 23-23

## 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 main 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 23-1 shows the target account range and the formula used to project accounts from prior year monetary balances. Bold indicates a field name.

**Table 23-1 Prior Year Monetary Balances Parameter**

<b>Field</b>	<b>Value</b>
<b>Set Name</b>	Capital Accounts
<b>Include or Exclude</b>	Include
<b>From [Account Range]</b>	00.0000.8000
<b>To [Account Range]</b>	zz.zzzz.8999
<b>Formula</b>	
<b>Step</b>	1
<b>Operator</b>	=
<b>Period</b>	PRIOR1
<b>Balance Type</b>	Budget
<b>Account</b>	
<b>Currency</b>	USD
<b>Operator</b>	*
<b>Amount</b>	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 23–2 shows the target account range and the formula used to project fringe benefits. Bold indicates a field name.

**Table 23–2 Fringe Benefits Parameter**

<b>Field</b>	<b>Value</b>
<b>Set Name</b>	Employee Benefits
<b>Include or Exclude</b>	Include
<b>From [Account Range]</b>	00.0000.6119
<b>To [Account Range]</b>	zz.zzzz.6119
<b>Formula</b>	
<b>Step</b>	10
<b>Operator</b>	=
<b>Period</b>	PROP1
<b>Balance Type</b>	Estimate
<b>Account</b>	...6221
<b>Currency</b>	USD
<b>Operator</b>	*
<b>Amount</b>	0.3

### Projection of Accounts from Statistical Amounts

Estimates can be based on statistical balances. An organization creates a projection parameter that calculates consulting fee revenues at \$300 per customer based on projected demand.

Table 23-3 shows the target account range and the formula used to project accounts from statistical amounts. Bold indicates a field name.

**Table 23-3 Statistical Amounts Parameter**

<b>Field</b>	<b>Value</b>
<b>Set Name</b>	Consulting Fees
<b>Include or Exclude</b>	Include
<b>From [Account Range]</b>	00.0000.4212
<b>To [Account Range]</b>	zz.zzzz.4212
<b>Formula</b>	
<b>Step</b>	1
<b>Operator</b>	=
<b>Period</b>	PROP1
<b>Balance Type</b>	Estimate
<b>Account</b>	...9953
<b>Currency</b>	STAT
<b>Operator</b>	*
<b>Amount</b>	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 23-4 shows an example of parameters created for a parameter set.

**Table 23-4 Parameter Sequencing**

<b>Parameter Name</b>	<b>Type</b>	<b>Processing Sequence</b>	<b>From [Effective Dates]</b>	<b>To [Effective Dates]</b>
Revenue Parameter 1998-99	Account	45	01-JUL-1998	

**Table 23-4 Parameter Sequencing**

Parameter Name	Type	Processing Sequence	From [Effective Dates]	To [Effective Dates]
Organization Revenue Sharing 1998-99	Account	50	01-JUL-1998	
Revenue Parameter 1999-00	Account	45	01-JUL-1999	
Organization 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 Organization 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 52-1.

## 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 39-1.

## 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 23-5 shows the formula used to project salary element rates for the union.

**Table 23-5 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 52-1.

## 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 Oracle 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 23-6 shows the formula used to project FTE for temporary positions. Bold indicates a field name.

**Table 23-6 FTE for Temporary Positions Parameter**

<b>Field</b>	<b>Value</b>
<b>Set Name</b>	Temporary Positions
<b>Selection Type</b>	Match All
<b>Step</b>	10
<b>Assignment Type</b>	Attribute
<b>Element</b>	
<b>Option</b>	
<b>Grade Step</b>	
<b>Value Type</b>	
<b>Attribute Name</b>	Appointment Status
<b>Attribute Values</b>	Temporary
<b>Element Value</b>	
<b>From [Effective Dates]</b>	01-JAN-1999
<b>To [Effective Dates]</b>	31-DEC-1999
<b>Attribute</b>	FTE
<b>Attribute Value</b>	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 23–7 shows the formula used to project salary element amounts for positions. Bold indicates a field name.

**Table 23–7 Salary Element Amounts for Positions Parameter**

<b>Field</b>	<b>Value</b>
<b>Set Name</b>	Finance Clerk
<b>Selection Type</b>	Match All
<b>Step</b>	10
<b>Assignment Type</b>	Element
<b>Element</b>	Monthly Salary
<b>Option</b>	15
<b>Grade Step</b>	1
<b>Value Type</b>	Amount
<b>Attribute Name</b>	Job Department
<b>Attribute Values</b>	Clerical Finance
<b>Element Value</b>	2000
<b>From [Effective Dates]</b>	01-JAN-2000
<b>To [Effective Dates]</b>	31-DEC-2000
<b>Attribute</b>	
<b>Attribute Value</b>	

## Reports

To generate the Parameter Listing report, see Reports Procedures, page 52-1.

## Reference

For information on global position sets, see Global Account and Position Sets Setup, page 9-1.

To assign new positions in Oracle Public Sector Budgeting to position sets, see Maintain Budget Positions Procedures, page 43-1.

## 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 Oracle 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 23–8.
  - 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 23–8.
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 23–9.
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 23-1 Parameter Sets Window, Assignment Tab**

Name: 2002-2003 FY Parameter Set  
Description: 2002-2003 FY Budget Parameter Set  
Budget Group: HR

Copy From

		— Effective Dates —			
Name	Type	Processing Sequence	From	To	( )
Other Expenditures	Account	50	01-JUL-2000		
Office Supplies	Account	60	01-JUL-2000		
Travel Expenses	Account	70	01-JUL-2000		
2002 Capital Expenditures	Account	80	01-JUL-2000		
2003 Capital Expenditures	Account	90	01-JUL-2000		
Other Revenues	Account	150	01-JUL-2000		

Formulas

Figure 23-2 Parameter Sets Window, Assignment Description Tab

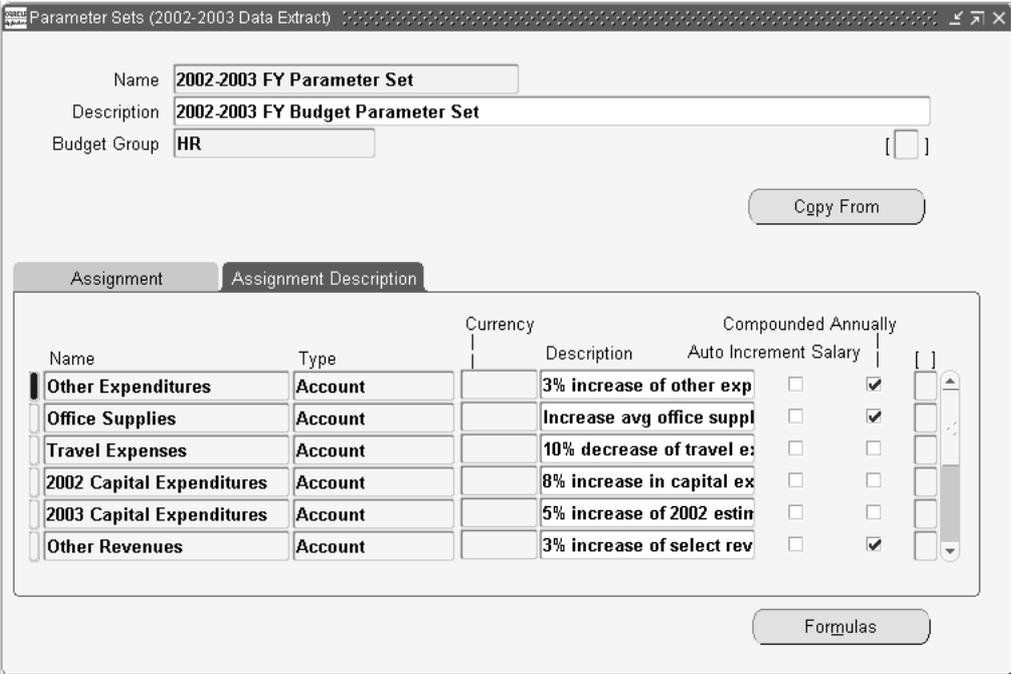
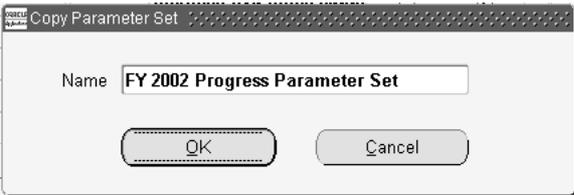


Figure 23-3 Copy Parameter Set Pop-Up Window



## Parameter Sets Window Description

**Table 23–8 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
<b>Assignment Tab</b>			
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 <b>Note:</b> Default processing sequence number is 50. <b>Note:</b> 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 <b>Note:</b> 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 <b>Note:</b> 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
<b>Assignment Description Tab</b>			
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 23–8 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. <b>Note:</b> 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
<b>Footer Region</b>			
Formulas		button	opens Parameter window
<b>Copy Parameter Set Pop-Up Window</b>			
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 23–4 Parameter Window, Account Projection Parameter**

**Parameter (Account)**

Name: **Other Expenditures** Type: **Account**

Description: **3% increase of other expenditu**

Currency:   Compound Annually

---

**Sets**

— Account Range —

Set Name	Include/ Exclude	From	To
<b>Other Expenditur</b>	<b>Include</b>	<b>0000-0000-0000-00</b>	<b>////-////-////-//</b>

---

**Formulas**

Step	Operator	Period	Balance Type	Account	Currency	Operator	Amount
<b>10</b>	<b>=</b>	<b>Prior 1</b>	<b>Actuals</b>		<b>USD</b>	<b>*</b>	<b>1.03</b>

**Figure 23–5 Parameter Window, Element Projection Parameter**

Name:  Type:

Description:

Currency:   Compound Annually

**Formulas**

Step	Element	Option	Grade Step	Value Type	Value	Effective Dates	
						From	To
10	viv test 1			Percent Inc	5	01-JAN-2000	

**Figure 23–6 Parameter Window, Position Projection Parameter without Auto Increment**

Name:  Type:

Description:

Currency:   Compound Annually

**Sets**

Set Name	Selection Type	Attribute Name	Attribute Values
Dental Benefits	Match All	Employment Category	Fulltime-Regular

**Formulas**

Step	Assignment Type	Element	Option	Grade Step	Value Type	Element Value	Effective Dates	
							From	To
10	Element	Dental	General		Percent I	2	01-JUL-2000	
20	Element	Dental	General		Percent I	2	01-JUL-2000	
30	Element	Dental	Premium		Percent I	2	01-JUL-2000	

**Figure 23-7 Parameter Window, Position Projection Parameter with Auto Increment**

The screenshot shows a software window titled "Parameter (2002-2003 Data Extract)". The window contains the following fields and sections:

- Name:** Step Increase
- Type:** Position
- Description:** step increase for select jobs
- Currency:** (empty field)
- Compound Annually

**Sets**

Set Name	Selection Type	Attribute Name	Attribute Values
Step Increase	Match All	Job	4000.ACCOUNTAI

**Formulas**

Every  Days From

Increment Salary By  Type

## Parameter Window Description

**Table 23–9** *Parameter Window Description*

Field Name	Type	Features	Description
<b>Parameter Region</b>			
Name	required		parameter name
Type	required		parameter type: Account, Element, Position
Description	optional		parameter description
Currency	optional	list of values	currency type: monetary, statistical <b>Note:</b> 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.
<b>Account Projection Parameter Sets Region</b>			
Set Name	required	list of values	name of global or local account set making projections for <b>Note:</b> 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 <b>Note:</b> 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 23–9 Parameter Window Description**

Field Name	Type	Features	Description
<b>Formulas Region</b>			
Step	required		sequence of formulas in parameter
Operator	required	list of values	prefix operator for formula: / (divide), = (equal), - (minus), * (multiply), + (plus) <b>Note:</b> 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 <b>Note:</b> 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
<b>Element Projection Parameter Formula Region</b>			
Step	required		sequence of formulas in parameter
Element	required	list of values	element name
Option	optional	list of values	element option name <b>Note:</b> 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 23–9 Parameter Window Description

Field Name	Type	Features	Description
To [Effective Dates]	optional	list of values: pop-up calendar	effective end date for formulas
<b>Position Projection Parameter without Auto Increment Sets Region</b>			
Set Name	required	list of values	name of global or local position set making projections for <b>Note:</b> 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 <b>Note:</b> 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
<b>Formulas Region</b>			
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 <b>Note:</b> not required if user wants to apply all options
Grade Step	default, display only		grade step for salary element

**Table 23–9 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
<b>Position Projection Parameter with Auto Increment Sets Region</b>			
Field Name	Type	Features	Description
Set Name	required	list of values	name of global or local position set making projections for <b>Note:</b> 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 <b>Note:</b> 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 23–9 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
<b>Formulas Region</b>			
Every	required		number of days
Days From	required	drop-down list	date option: Hire Date, Adjustment Date
Increment Salary By	required		increment amount <b>Note:</b> For parameters of type Step, salary can only be incremented by one.
Type	required	list of values	increment type: Amount, Percent, Step

Parameter Window Description

---

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## Period Allocation Rules Procedures

This chapter describes how to define period allocation rules for a budget. The following sections are in this chapter:

- Definition, page 24-2
- Overview, page 24-2
- Prerequisites, page 24-4
- Period Allocation Rules Procedure, page 24-5
- Allocation Rule Sets Window, page 24-7
- Allocation Rule Sets Window Description, page 24-9
- Allocation Rules Window, page 24-12
- Allocation Rules Window Description, page 24-13
- Allocation Percentages Window, page 24-15
- Allocation Percentages Window Description, page 24-16

## 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 rule**

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:

$\text{period amount} = \text{computed annual amount} \times (\text{period percentage rate}/100)$

**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 52-1.

**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 39-1.

## 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 Oracle 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 24-1.
  - 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 24-1.
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 24-3.
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 24-6.
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 24-1 Allocation Rule Sets Window, Assignments Tab

Name:

Description:

Budget Group:  [ ]

**Allocation Rules**

Assignments | Assignment Description

Name	Type	Processing Sequence	Effective Dates		[ ]
			From	To	
Travel Expenses	Percentage Allocation	50	01-JUL-2000		
Expenditures 2	Percentage Allocation	60	01-JUL-2000		
Revenues	Percentage Allocation	70	01-JUL-2000		

**Figure 24–2 Allocation Rule Sets Window, Assignment Description Tab**

Name: Budget Allocation Rule  
 Description: Budget Allocation Rule  
 Budget Group: Progress

Copy From

Allocation Rules

Name	Type	Budget Year Type	Balance Type	Description
Travel Expenses	Percentage Allocation			
Expenditures 2	Percentage Allocation			
Revenues	Percentage Allocation			

Allocation Rules

**Figure 24–3 Copy Allocation Rule Set Pop-Up Window**

Copy Allocation Rule Set

Name: [ ]

Copy Cancel

## Allocation Rule Sets Window Description

**Table 24–1 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
<b>Allocation Rules Region, Assignments Tab</b>			
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 <b>Note:</b> 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 <b>Note:</b> 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 <b>Note:</b> 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
<b>Assignment Description Tab</b>			
Name	default		allocation rule name
Type	default		allocation rule type

**Table 24–1 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 <b>Note:</b> used for Prior Profile allocation rule type only
Balance Type	required; Prior Profile only	list of values	balance type: actuals, budget, estimate <b>Note:</b> used for Prior Profile allocation rule type only
Description	optional		description of the allocation rule
Descriptive Flexfield	optional		field for user customization
<b>Footer Region</b>			
Allocation Rules		button	opens Allocation Rules window
<b>Copy Allocation Rule Set Pop-Up Window</b>			
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 24–2 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 24–2 1999-00 Period Allocations Rule Set**

Field	Value
<b>Allocation Rule Set Region</b>	
<b>Name</b>	1999-00 Period Allocations
<b>Description</b>	1999-00 Period Allocation Rule
<b>Budget Group</b>	XYZ Organization
<b>Allocation Rules, Assignment Region</b>	

**Table 24-2 1999-00 Period Allocations Rule Set**

<b>Field</b>	<b>Value</b>
<b>Name</b>	Follow Last Year Revenue
<b>Type</b>	Prior Profile
<b>Processing Sequence</b>	50
<b>From [Effective Dates]</b>	01-JUL-1999
<b>To [Effective Dates]</b>	
<b>Allocation Rules, Assignment Description Region</b>	
<b>Name</b>	Follow Last Year Revenue
<b>Type</b>	Prior Profile
<b>Budget Year Type</b>	Prior
<b>Balance Type</b>	Actuals
<b>Description</b>	Follow last year revenue



## Allocation Rules Window Description

**Table 24–3 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
<b>Sets Region</b>			
Set Name	required	list of values for global account sets	name of global or local account set that allocation rule applies to <b>Note:</b> 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 <b>Note:</b> 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
<b>Footer Region</b>			
Percentage Allocation		button	opens Allocation Percentages window

### Example: Prior Year Profile Allocation Rule

Table 24-4 shows sample data for a prior year profile allocation rule. Bold indicates a field name.

**Table 24-4 Prior Year Profile Allocation Rule**

<b>Field</b>	<b>Value</b>
<b>Allocation Rules Region</b>	
<b>Name</b>	Company Revenues
<b>Description</b>	Company Revenues Period Allocation
<b>Main Region</b>	
<b>Set Name</b>	Company Revenue
<b>Include/Exclude</b>	Include
<b>From [Account Range]</b>	00.0000.4320
<b>To [Account Range]</b>	zz.zzzz.4329

### Example: Percentage Allocation Rule

Table 24-5 shows sample data for a percentage allocation rule. The name of the rule is Expenditures - Global, and the description is Expenditures - Global Period Allocations. The data for the main region is as follows.

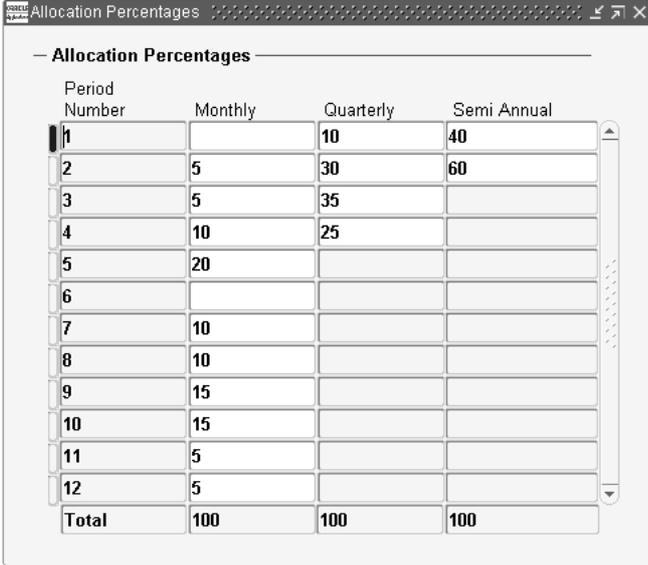
**Table 24-5 Percentage Allocation Rule, Main Region**

<b>Set Name</b>	<b>Include/Exclude</b>	<b>From [Account Range]</b>	<b>To [Account Range]</b>
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 24–5 Allocation Percentages Window**



Period Number	Monthly	Quarterly	Semi Annual
1		10	40
2	5	30	60
3	5	35	
4	10	25	
5	20		
6			
7	10		
8	10		
9	15		
10	15		
11	5		
12	5		
Total	100	100	100

## Allocation Percentages Window Description

**Table 24–6 Allocation Percentages Window Description**

Field Name	Type	Features	Description
<b>Allocation Percentages Region</b>			
Period Number	required		number of allocation rule period <b>Note:</b> 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 <b>Note:</b> must enter at least one period
Quarterly	required		percentage allocation for each quarterly period <b>Note:</b> must enter at least one period
Semi Annual	required		percentage allocation for each semi-annual period <b>Note:</b> 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%

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## Constraints Procedures

This chapter describes how to define constraints for a budget worksheet. The following sections are in this chapter:

- Definition, page 25-2
- Overview, page 25-2
- Prerequisites, page 25-5
- Constraints Procedure, page 25-6
- Constraint Sets Window, page 25-8
- Constraint Sets Window Description, page 25-10
- Constraint Window, page 25-12
- Constraint Window Description, page 25-16

## 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 Oracle 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 52-1.

## **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 31-1.

To manually check constraints for a worksheet, see Worksheet Operations Procedures, page 36-1.

To update General Ledger account code combinations for all account sets, see Maintain Budget Account Codes Procedures, page 39-1.

To assign new positions in Oracle Public Sector Budgeting to position sets, see Maintain Budget Positions Procedures, page 43-1.

## 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 Oracle 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 25-1.
  - 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 25-1.
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 25-2.

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 25-1 Constraint Sets Window, Assignment Tab**

Constraint Sets (2002-2003 Data Extract)

Name: 2002-2003 Constraint Set

Description: 2002-2003 FY Budget Constraint Set

Budget Group: Progress

Threshold: 1 [ ]

Copy From

Assignment | Assignment Description

— Effective Dates —

Name	Type	Severity	From	To	[ ]
General Fund > \$500 Millio	Account	1	01-JUL-2000		
Budget Dept > \$1,900,000	Account	2	01-JUL-2000		
Finace FTE NTE 10	Position	3	01-JUL-2000		
		1			

Formulas

Figure 25-2 Constraint Sets Window, Assignment Description Tab

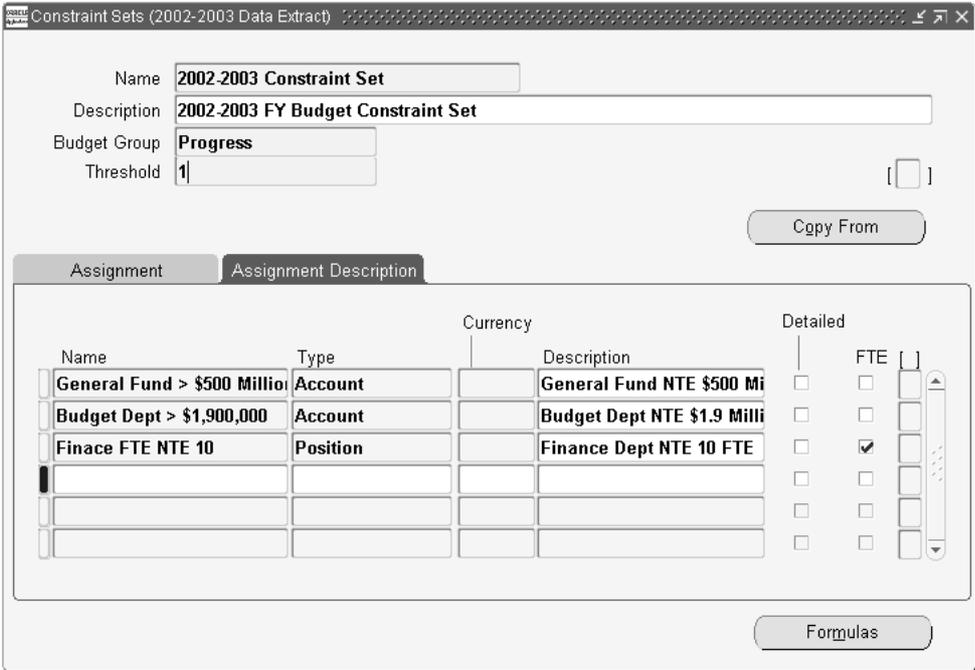
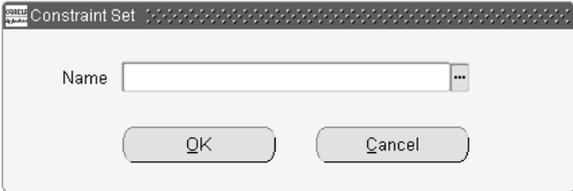


Figure 25-3 Constraint Set Pop-Up Window



## Constraint Sets Window Description

**Table 25–1 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
<b>Assignment Tab</b>			
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 <b>Note:</b> Default severity level is 1. <b>Note:</b> 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 <b>Note:</b> 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 <b>Note:</b> 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
<b>Assignment Description Tab</b>			
Name	default		constraint name
Type	default		constraint type: Account, Element, or Position

**Table 25–1 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 <b>Note:</b> field available for position constraints only
Descriptive Flexfield	optional		field for user customization
<b>Constraint Set Pop-Up Window</b>			
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 25-4 Constraint Window, Account Constraint**

**Constraint (Account)**

Name:  Type:

Description:

Currency:   Detailed  FTE

---

**Sets**

— Account Range —

Set Name	Include/ Exclude	From	To
General Fund	Include	1001-0000-0000-00	1001-1111-1111-11

---

**Formulas**

Step	Operator	Period	Balance Type	Account	Currency	Operator	Amount
10	>						500000000

**Figure 25–5 Constraint Window, Element Constraint**

Constraint (2002-2003 Data Extract)

Name: **Element Constraints** Type: **Element**

Description:

Currency:   Detailed  FTE

**Sets**

Set Name	Selection Type	Attribute Name	Attribute Values
<b>Fringe Benefits</b>	<b>Match All</b>	<b>Pension Type</b>	<b>Employee Only</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Formulas**

Step	Element	Option	Grade Step	Effective Dates	
				From	To
<b>1</b>	<b>Salary</b>	<b>S.1.All</b>		<b>01-JUL-2000</b>	
<input type="text"/>					
<input type="text"/>					
<input type="text"/>					

**Figure 25-6 Constraint Window, Position Constraint without FTE**

Constraint (2002-2003 Data Extract)

Name: **Position Constraints** Type: **Position**

Description:

Currency:   Detailed  FTE

**Sets**

Set Name	Selection Type	Attribute Name	Attribute Values
<b>Union Positions</b>	<b>Match All</b>	<b>Job</b>	<b>9000.ADMINISTRV</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Formulas**

Step	Element	Operator	Value Type	Element Value	Currency	Option	Grade Step
<b>1</b>	<b>Salary</b>	<b>&gt;</b>	<b>Amount</b>	<b>20000</b>	<b>USD</b>	<input type="text"/>	<input type="text"/>
<input type="text"/>							
<input type="text"/>							

**Figure 25–7 Constraint Window, Position Constraint with FTE**

Constraint (2002-2003 Data Extract)

Name: **Finace FTE NTE 10** Type: **Position**

Description: **Finance Dept NTE 10 FTE**

Currency:   Detailed  FTE

**Sets**

Set Name	Selection Type	Attribute Name	Attribute Values
<b>Finance</b>	<b>Match All</b>	<b>Organization_X</b>	<b>Progress Finance</b>

**Formulas**

Operator:

Amount: **10**

## Constraint Window Description

**Table 25–2 Constraint Window Description**

Field Name	Type	Features	Description
<b>Constraint Region</b>			
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 <b>Note:</b> Statistical currency is a value associated with an account; for example, the statistical value of a tuition revenue account could be enrollment. <b>Note:</b> 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 <b>Note:</b> field available for position constraints only
<b>Account Constraint, Sets Region</b>			
Set Name	required	list of values for global account sets	name of global or local account set that constraint applies to <b>Note:</b> 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 <b>Note:</b> 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 25–2 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
<b>Formulas Region</b>			
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  <b>Note:</b> If account segments are not specified, the target account segments are used.  <b>Note:</b> 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
<b>Element Constraint, Sets Region</b>			
Set Name	required	list of values	name of global or local position set that element constraint applies to  <b>Note:</b> Select global position set from list of values or create new local position set.

**Table 25–2 Constraint Window Description**

Field Name	Type	Features	Description
Selection Type	required	drop-down list	selection type: Match All, Match At Least One <b>Note:</b> 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
<b>Formulas Region</b>			
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
<b>Position Constraint without FTE, Sets Region</b>			
Set Name	required	list of values for global position sets	name of global or local position set that constraint applies to <b>Note:</b> Select global position set from list of values or create new local position set.

**Table 25–2 Constraint Window Description**

Field Name	Type	Features	Description
Selection Type	required	drop-down list	selection type: Match All, Match At Least One <b>Note:</b> 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
<b>Formulas Region</b>			
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 <b>Note:</b> 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 25–2 Constraint Window Description**

Field Name	Type	Features	Description
<b>Position Constraint with FTE, Sets Region</b>			
Set Name	required	list of values	name of global or local position set that constraint applies to <b>Note:</b> 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 <b>Note:</b> 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
<b>Formulas Region</b>			
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, as shown in Table 25-3.

**Table 25-3 To Limit Aggregate Revision Dollar Amount**

Field or 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, as shown in Table 25-4.

**Table 25-4 To Limit Individual Revision Dollar Amount**

Field or 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, as shown in Table 25-5.

**Table 25-5 To Limit Aggregate Revision Percentage**

Field or Button	Description
Detailed	deselected
Account Set	any appropriate account set; a universal account set can cover all accounts, if required
Operator	>
Period	blank <b>Note:</b> 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, as shown in Table 25-6.

**Table 25-6 To Limit Aggregate Revision Percentage**

Field or 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 25–6 To Limit Aggregate Revision Percentage**

Field or Button	Description
Period	blank <b>Note:</b> 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%

## Constraint Window Description

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## Create Worksheet Procedures

This chapter describes how to create a worksheet. The following sections are in this chapter:

- Definition, page 26-2
- Overview, page 26-2
- Prerequisites, page 26-7
- Create Worksheet Procedure, page 26-8
- Define Worksheet Window, Worksheet Tab, page 26-13
- Define Worksheet Window Description, Worksheet Tab, page 26-14
- Define Worksheet Window, General Ledger Tab, page 26-16
- Define Worksheet Window Description, General Ledger Tab, page 26-17
- Define Worksheet Window, Commitments Tab, page 26-19
- Define Worksheet Window Description, Commitments Tab, page 26-20
- Define Worksheet Window, Processes Tab, page 26-21
- Define Worksheet Window Description, Processes Tab, page 26-22

## 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
- 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
- creates worksheet lines for functional and reporting currencies, if users enable the General Ledger multiple reporting currencies feature

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

- creates position information for functional and reporting currencies, if users enable the General Ledger multiple reporting currencies feature

### Number of Proposed Years Used to Calculate Budget Amounts

Proposed years are specified by users in Oracle 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 26–1 illustrates how Oracle 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 26–1 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	<b>2 years*</b>	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	<b>2 years*</b>
worksheet	default number of proposed years	4 years	<b>3 years*</b>	<b>1 year*</b>

**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 31-1.

To delete a worksheet, see *Purge Worksheet Procedures*, page 42-1.

## Prerequisites

- ❑ Projection parameters must be defined.  
To define projection parameters, see Projection Parameters Procedures, page 23-1.

## Position Worksheet

The following additional prerequisites are required to create a position worksheet.

- ❑ Data from HRMS must be extracted to Oracle Public Sector Budgeting.  
To extract data from HRMS to Oracle 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 Oracle 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 26-2.
3. 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.

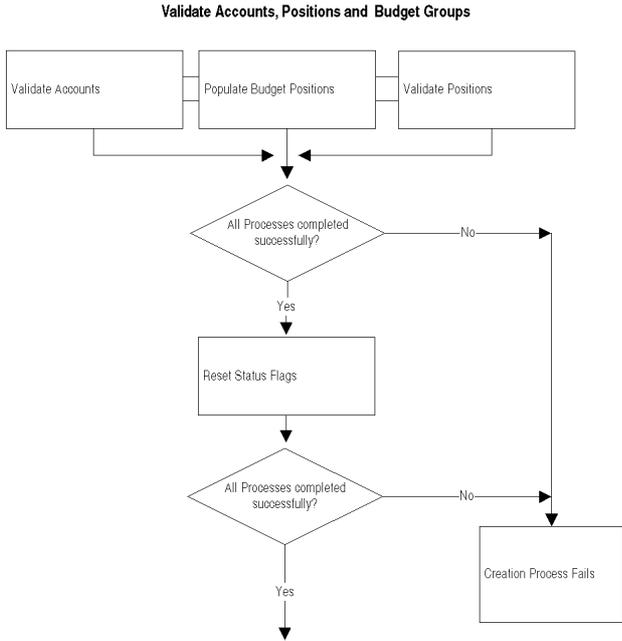
If any phase fails to complete successfully, worksheet creation fails. A Position Worksheet Exception Report showing all positions and errors encountered is created.

The Create Worksheet Line Items request set includes the following phases.

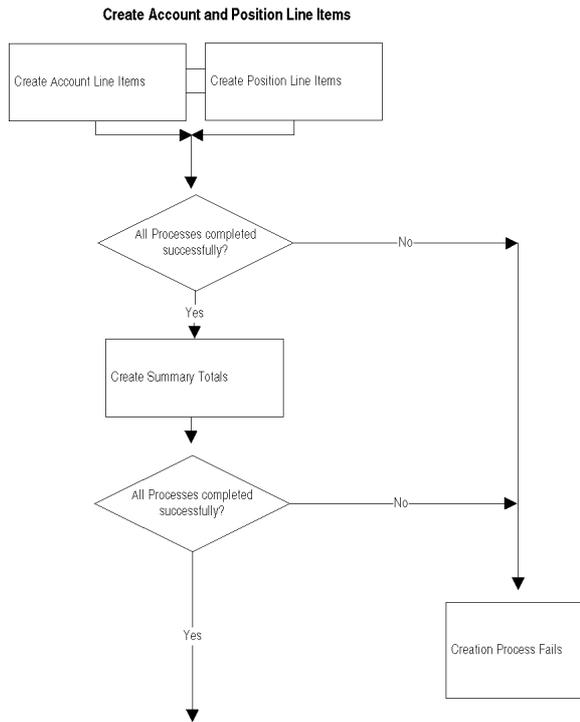
- **Validate Accounts, Positions, and Budget Groups:** status flags are reset after accounts are successfully validated, budget positions successfully populated, and positions successfully validated.
- **Create Account and Position Line Items:** summary totals are created after account line items and position line items are successfully created.
- **Apply Constraints:** Status flags are set after account, position and element constraints are successfully applied.

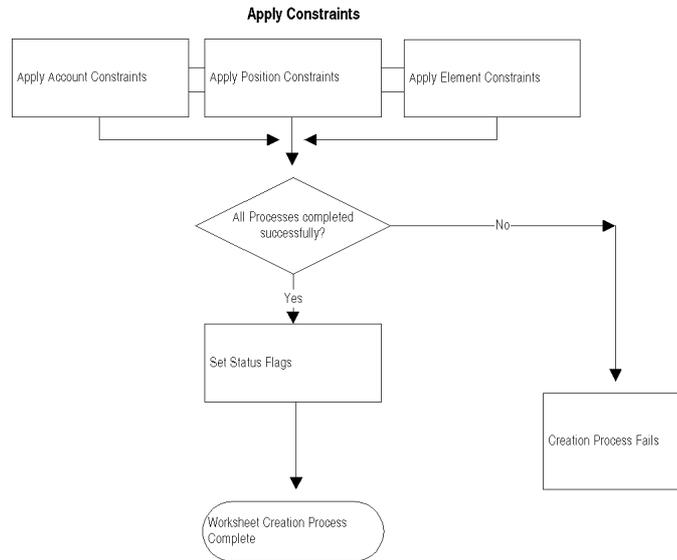
Figure 26-1, Figure 26-2, and Figure 26-3 illustrate the phases of the Create Worksheet Line Items request set.

**Figure 26-1 Validate Accounts, Positions, and Budget Groups Phase Diagram**



**Figure 26–2 Create Account and Position Line Items Phase Diagram**



**Figure 26–3 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 26–4 Define Worksheet Window, Worksheet Tab

The screenshot shows a software window titled "Define Worksheet" with the following fields and options:

- Name:** CBC Commitment WS
- Type:** Distributed
- Description:** CBC Commitment Worksheet
- Worksheet ID:** 2
- Stage Set:** CBC Budget Stages
- Budget Group:** CBC TOP
- Budget by Position
- Extract:** [Empty field]

Below these fields are several tabs: **Worksheet**, **General Ledger**, **Commitments**, **Projects**, and **Processes**. The **Worksheet** tab is active and contains the following sections:

- Calculation Option:**
  - Budget Calendar:** CBC Calendar
  - Years to Calculate:** 6
  - Rounding Factor:** 1
- Parameter Set:** CBC Parameter Set
- Constraint Set:** [Empty field]
- Allocation Rule Set:** CBC Allocation Rule Set

At the bottom right of the window, there are two buttons: **Update GL Balances** and **Create Worksheet**. A small icon of a document is visible in the bottom right corner of the main form area.

## Define Worksheet Window Description, Worksheet Tab

**Table 26–2 Define Worksheet Window Description, Worksheet Tab**

Field Name	Type	Features	Description
<b>Worksheet Region</b>			
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 <b>Note:</b> Stage set is required to maintain different versions of a worksheet.
Budget Group	required	list of values	budget group that worksheet is created for <b>Note:</b> Use a top-level budget group for the official budget; lower level budget groups can be used for forecasting or other purposes. <b>Note:</b> Only budget groups that users have access to can be selected.
<b>Main Region</b>			
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
<b>Worksheet Tab, Calculation Option Region</b>			
Budget Calendar	required	list of values	budget calendar that worksheet is created for
Years to Calculate	required		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 26–2 Define Worksheet Window Description, Worksheet Tab

Field Name	Type	Features	Description
<b>Worksheet Tab, Main Region</b>			
Parameter Set	required	list of values	parameter set used to make estimates or projections for accounts in worksheet <b>Note:</b> If projection parameter is not defined, the default projection value is zero. <b>Note:</b> 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 <b>Note:</b> 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 <b>Note:</b> If no rule is specified, only annual totals are created and period amounts cannot be added to the budget worksheet. <b>Note:</b> 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. <b>Note:</b> Double click in the Allocation Rule Set field to open the Allocation Rule Sets window and define or edit allocation rules for the worksheet.
<b>Footer Region</b>			
Update GL Balances		button	updates General Ledger balances
Create Worksheet		button	creates worksheet lines
<b>Main Region</b>			
Descriptive Flexfield	optional		field for user customization

## Define Worksheet Window, General Ledger Tab

Figure 26-5 Define Worksheet Window, General Ledger Tab

The screenshot displays the 'Define Worksheet' window with the 'General Ledger' tab selected. The window contains the following fields and options:

- Name:** CBC Commitment WS
- Type:** Distributed
- Description:** CBC Commitment Worksheet
- Worksheet ID:** 2
- Budget Group:** CBC TOP
- Stage Set:** CBC Budget Stages
- Budget by Position
- Extract:** [Empty field]

Below these fields are four tabs: Worksheet, **General Ledger**, Commitments, Projects, and Processes. The 'General Ledger' tab is active, showing two sections:

- GL Options:**
  - GL Extract Cutoff: 31-MAR-2002
  - Budget Set Name: CBC Budget Set
  - Flexfield Mapping Set Name: [Empty field]
  - Include Stat Balance
  - Include Translated Balance
  - Include Adjustment Periods
- Encumbrance:**
  - Include Commitment Balance
  - Include Obligation Balance
  - Include Other Balance

At the bottom of the window, there are two buttons: 'Update GL Balances' and 'Create Worksheet'.

## Define Worksheet Window Description, General Ledger Tab

Table 26-3 describes the Define Worksheet window, General Ledger tab. For information on the header and footer regions, see Table 26-2.

**Table 26-3 Define Worksheet Window Description, General Ledger Tab**

Field Name	Type	Features	Description
<b>General Ledger Tab, GL Options Region</b>			
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  <b>Note:</b> If date is entered, Oracle 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.  <b>Note:</b> 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 Oracle 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 Oracle 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 26–3 Define Worksheet Window Description, General Ledger Tab**

Field Name	Type	Features	Description
<b>General Ledger Tab, Encumbrance Region</b>			
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

**Note:** The Commitments tab is displayed only if the Oracle Public Sector Financials (International) application is installed.

**Figure 26–6** Define Worksheet Window, Commitments Tab

The screenshot shows the 'Define Worksheet' window with the 'Commitments' tab selected. The window title is 'Define Worksheet'. The fields are as follows:

Name	CBC Commitment WS	Type	Distributed
Description	CBC Commitment Worksheet		
Worksheet ID	2	Stage Set	CBC Budget Stages
Budget Group	CBC TOP		

Below the fields, there is a checkbox for 'Budget by Position' (unchecked) and an 'Extract' field (empty).

The 'Commitments' tab is active, showing the following settings:

GL Extract Cutoff	31-MAR-2002
Budget Set Name	CBC Budget Set
Include Commitment Balance	<input checked="" type="checkbox"/>
Include Actual Balance	<input checked="" type="checkbox"/>
Include Budget Balance (J)	<input checked="" type="checkbox"/>

At the bottom of the window, there are two buttons: 'Update GL Balances' and 'Create Worksheet'.

## Define Worksheet Window Description, Commitments Tab

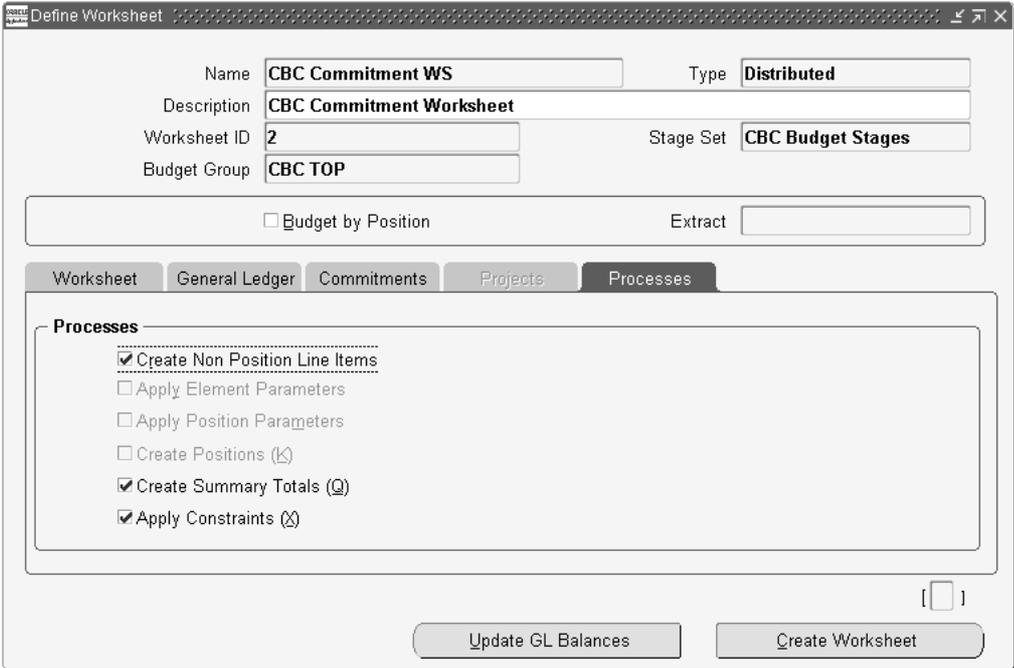
Table 26–4 describes the Define Worksheet window, Commitments tab. For information on the header and footer regions, see Table 26–2.

**Table 26–4 Define Worksheet Window Description, Commitments Tab**

Field Name	Type	Features	Description
<b>Commitments Tab</b>			
			<p><b>Note:</b> The Commitments tab is available only if Oracle Public Sector Financials (International) is installed.</p> <p><b>Note:</b> For information on commitment budgeting, see the <i>Oracle Public Sector Financials (International) User's Guide</i>.</p>
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 Oracle 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 26-7 Define Worksheet Window, Processes Tab



## Define Worksheet Window Description, Processes Tab

Table 26–5 describes the Define Worksheet window, Processes tab. For information on the header and footer regions, see Table 26–2.

**Table 26–5 Define Worksheet Window Description, Processes Tab**

Field Name	Type	Features	Description
<b>Projects Tab</b>			
			<b>Note:</b> For future use
<b>Processes Tab</b>			
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 26–6 shows sample data to create the 1999-00 Mid Year Forecast worksheet.

**Table 26–6 Sample Data for Worksheet Creation**

Field	Value
<b>Worksheet Region</b>	
Name	1999-00 Mid Year Forecast
Type	Non-Distributed
Description	1999-00 Mid Year Forecast
Worksheet ID	175
Stage Set	Mid Year Forecast
Budget Group	Human Resources
<b>Main Region</b>	
Budget By Position	x
Extract	Data Extract 1
<b>Calculation Option Region</b>	
Budget Calendar	1999-00 Mid Year Forecast
Years to Calculate	
Rounding Factor	1
Parameter Set	1999-00 Mid Year Forecast
Constraint Set	
Allocation Rule Set	1999-00 Budget Periods
<b>GL Option Region</b>	
GL Extract Cutoff	31-DEC-1999
Budget Set Name	Funding Budget
Flexfield Mapping Set Name	
Include Stat Balance	x
Include Translated Balance	x
Include Adjustment Periods	x

---

## View Projected Elements Procedures

This chapter describes how to view projected elements. The following sections are in this chapter:

- Definition, page 27-2
- Overview, page 27-2
- PrerequisitesPrerequisites
- Find Worksheets Window, page 27-5
- Find Worksheets Window Description, page 27-6
- Projected Element Rates Window, page 27-7
- Projected Element Rates Window Description, page 27-11

## **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 23-1.
- ❑ Worksheets must be created.  
To create worksheets, see Create Worksheet Procedures, page 26-1.

## View Elements Procedure

To view elements for the worksheet, perform the following steps.

1. In Oracle 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 Document Type Field, select a document type from the list of values.
5. In the Document ID field of the Find Worksheets window, select a document type and ID from the list of values.
6. In the Element field, select an element from the list of values or leave the field blank to select all elements for the worksheet.
7. Click **Find**.
8. Review the data in the Projected Element Rates window.
9. Close the window.

## Find Worksheets Window

**Figure 27-1 Find Worksheets Window**



## Find Worksheets Window Description

**Table 27-1 Find Worksheets Window Description**

Field Name	Type	Features	Description
Document Type	required	list of values	identifies whether element rates are projected by a worksheet or budget revision
Document ID	required	list of values	worksheet or budget revision ID, depending on document type
Element	optional	list of values	salary or fringe benefit name
Clear		button	clears selection
Find		button	searches for projected element rates for the designated worksheet or budget revision

## Projected Element Rates Window

**Figure 27-2 Projected Element Rates Window, Element Options Region**

Projected Element Rates (2002-2003 Data Extract)

Name:

Value Type:

Maximum Value Type:

Maximum Value:

Element Dates:  -

Document Name:

Salary

Salary Type:

---

**Element Options**

Name	From	To	Base Value	Document Value	Currency
General A	01-JUL-2000		9.95		USD
General B					
Premium					

**Figure 27-3 Projected Element Rates Window, Element Rates Region**

The screenshot shows a software window titled "Projected Element Rates (Extract: City of XX)". The window contains several input fields and a table. The fields are: Name (XX Disability Insurance), Value Type (Percent of Salary), Maximum Value Type (empty), Maximum Value (empty), Element Dates (01-JUL-1997), Document Name (13), and a checkbox for Salary (unchecked) with a Salary Type field. Below these is a section titled "Element Rates" containing a table with columns: From, To, Base Value, Document Value, and Currency. The table has five rows, all with "01-JUL-1997" in the From column and "1" in the Base Value column. The Currency column contains "USD".

From	To	Base Value	Document Value	Currency
01-JUL-1997		1		USD
01-JUL-1997		1		USD
01-JUL-1997		1		USD
01-JUL-1997		1		USD
01-JUL-1997		1		USD

**Figure 27-4 Projected Element Rates Window, Salary Options (Grade Scale)**

Projected Element Rates (2002-2003 Data Extract)

Name   Salary

Value Type  Salary Type

Maximum Value Type

Maximum Value

Element Dates  -

Document Name

---

**Salary Options (Grade Scale)**

Name	Step	Sequence	From	To	Base Value	Document Value
S.1.All	1	1	01-JUL-1999		23794	
S.1.All	2	2				
S.1.All	3	3				

**Figure 27-5 Projected Element Rates Window, Salary Options (Grade Rates)**

The screenshot shows a software window titled "Projected Element Rates (Extract: City of XX)". The window contains several input fields and a table.

**Form Fields:**

- Name: **PSBVIS Salary**
- Value Type: **Amount**
- Maximum Value Type: (empty)
- Maximum Value: (empty)
- Element Dates: **01-JUL-1997** - (empty)
- Document Name: **12** | **mass entry**
- Salary**
- Salary Type: **Grade Rate**

**Salary Options (Grade Rates) Table:**

Name	Sequence	From	To	Base Value	Document Value
<b>S06</b>	<b>201</b>	<b>01-JUL-1997</b>		<b>1033.67</b>	
S07	202				
S08	203				
S09	204				
S10	205				

## Projected Element Rates Window Description

**Table 27–2 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
Document Name	display only		document ID and name
<b>Salary Region</b>			
Salary	display only	check box	if selected, indicates salary element <b>Note:</b> Users can extract salary element information from HRMS or create salary elements in Oracle Public Sector Budgeting.
Salary Type	display only		salary type value: Grade Rate, Grade Step
<b>Element Options Region [Benefits or tax element with options]</b>			
Name	display only		name of element option <b>Note:</b> An element can have multiple element options.
From	display only		start date of value related to element option <b>Note:</b> An element option can have multiple values with different beginning and end dates.
To	display only		end date of value related to element option <b>Note:</b> 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
Document Value	display only		Document value of element option for specified dates

Projected Element Rates Window Description

**Table 27-2 Projected Element Rates Window Description**

Field Name	Type	Features	Description
Currency	display only		currency
<b>Element Rates Region [Benefits or tax element without options]</b>			
From	display only		start date of value related to element rate <b>Note:</b> An element can have multiple element rates.
To	display only		end date of value related to element rate <b>Note:</b> An element can have multiple element rates.
Base Value	display only		base value of element rate for specified dates
Document Value	display only		worksheet value of element rate for specified dates
Currency	display only		currency
<b>Salary Options (Grade Scale) Region [Salary element with grade step]</b>			
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
Document Value	display only		worksheet amount or percentage of salary option
Currency	display only		currency
<b>Salary Options (Grade Rates) Region [Salary element with grade rate]</b>			
Name	display only		grade name

**Table 27–2 Projected Element Rates Window Description**

<b>Field Name</b>	<b>Type</b>	<b>Features</b>	<b>Description</b>
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
Document 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

Projected Element Rates Window Description

---

---

## Worksheet Consolidation Procedures

This chapter describes worksheet consolidation. The following sections are in this chapter:

- Definition, page 28-2
- Overview, page 28-2
- Consolidate Worksheets Procedure, page 28-4
- Consolidate Worksheets Window, page 28-5
- Consolidate Worksheet Window Description, page 28-6

## 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 26-1.

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 31-1.

## Consolidate Worksheets Procedure

To consolidate worksheets, perform the following steps.

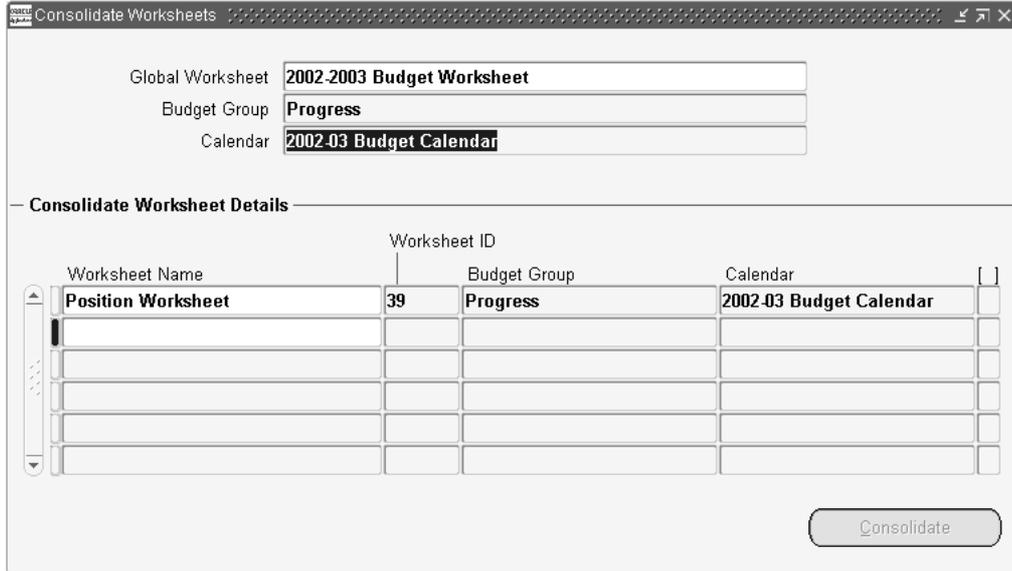
1. In Oracle Public Sector Budgeting, navigate to the Consolidate Worksheet window as follows:

**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 28-1.
4. Save or save and continue as follows:  
**File - Save or Save and Proceed**
5. Close the window.

## Consolidate Worksheets Window

**Figure 28–1 Consolidate Worksheets Window**



## Consolidate Worksheet Window Description

**Table 28–1 Consolidate Worksheet Window Description**

Field Name	Type	Features	Description
Global Worksheet	required	list of values	global worksheet name <b>Note:</b> field not queryable; tab to next field to automatically retrieve records <b>Note:</b> duplicate combination of global worksheet and local worksheet not allowed <b>Note:</b> 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
<b>Consolidate Worksheet Details Region</b>			
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 <b>Note:</b> Use a top-level budget group for the official budget; lower level budget groups can be used for forecasting or other purposes. <b>Note:</b> 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
<b>Footer Region</b>			
Consolidate		button	consolidates global and local worksheets

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## Multiple Reporting Currencies Procedures

This chapter describes how to use the Oracle Applications multiple reporting currencies (MRC) feature with Oracle Public Sector Budgeting. The following sections are in this chapter:

- Definition, page 29-2
- Overview, page 29-2
- Prerequisites, page 29-7
- Using MRC with Budget Worksheets Procedure, page 29-8
- Using MRC with Budget Revisions Procedure, page 29-9
- Reporting MRC Transactions Procedure, page 29-10

## Definition

MRC is a set of features that enables an organization to maintain and report budgeting information at the transaction level in more than one functional currency. MRC also enables European Monetary Union (EMU) organizations to maintain and report budgeting information in both the national currency unit and the euro.

## Overview

An organization's routine daily transactions are recorded in a primary set of books, defined in Oracle General Ledger. To use MRC, the organization must define additional sets of books, called reporting sets of books, and associate the reporting sets of books with the primary set of books. The primary set of books records information in the primary functional currency, while the reporting sets of books record information in the reporting currencies.

For EMU organizations that budget in EMU currencies and euros, General Ledger automatically provides the EMU Fixed Exchange Rate type, a predefined exchange rate based on the fixed relationship between the specific EMU currencies used and the euro.

All transactions are created and changed in the functional currency and then converted to the associated reporting currencies using the fixed conversion rates defined in General Ledger.

Oracle Public Sector Budgeting provides the MRC Budget Super User responsibility for viewing and reporting budget worksheet and budget revision transactions. Users must set the profile option MRC: Reporting Set of Books for this responsibility. When users set up and employ MRC, all Oracle Public Sector Budgeting tasks must be carried out by the PS Budget Super User, except those tasks explicitly designated as MRC Budget Super User capabilities.

Users with more than one reporting currency must create a new responsibility for each reporting currency. The profile option must be set for each responsibility created.

For organizations that enable MRC, Oracle Public Sector Budgeting supports the following:

- creation and distribution of worksheets
- viewing budget worksheet transactions for functional and reporting currencies
- posting budget worksheet transactions to General Ledger in functional and reporting currencies

- creation and distribution of budget revisions
- viewing budget revision transactions for functional and reporting currencies
- posting budget revisions to General Ledger in functional and reporting currencies
- posting position budget information to position control
- analyzing and reporting MRC transactions
- migrating to the euro

## Process for Worksheets

1. In General Ledger, users define sets of books, identify primary and reporting currencies, define conversion rates, and associate reporting sets of books with primary sets of books.
2. In System Administration, users create a MRC Budget Super User responsibility for each reporting currency using the menu PSB\_MRC\_NAVIGATOR\_GUI and the MRC Programs PSB request group. The profile option must be set for each responsibility created.
3. In Oracle Public Sector Budgeting, users create and distribute worksheets for a set of books. Budget worksheet transactions are created in all reporting currencies associated with the functional currency. The budget worksheet transactions for the reporting currencies are created using the fixed conversion rates defined in General Ledger.
4. Using the MRC Budget Super User responsibility, users view the budget worksheet transactions for reporting currencies.  
**Note:** Budget worksheet transactions cannot be changed by this responsibility.
5. Users post budget worksheet transactions for the functional and reporting currencies to General Ledger as part of the standard Create GL Budget Journals concurrent process.

## Process for Budget Revisions

1. In General Ledger, users enable MRC.
2. In System Administration, users create a MRC Budget Super User responsibility for each reporting currency using the menu PSB\_MRC\_NAVIGATOR\_GUI and the MRC Programs PSB request group. The profile option must be set for each responsibility created.

3. In Oracle Public Sector Budgeting, users create and distribute budget revisions. Budget revision transactions are created for all reporting currencies associated with the functional currency. The budget revision transactions for the reporting currencies are created using the fixed conversion rates defined in General Ledger.
4. Using the MRC Budget Super User responsibility, users view the budget revision transactions for reporting currencies.  
**Note:** Budget revision transactions cannot be changed by this responsibility.
5. Budget revision transactions for the functional and reporting currencies are posted to General Ledger as part of the budget revision approval process.

### Posting Functional and Reporting Currencies to General Ledger

To post MRC transactions, users run the Create GL Budget Journals concurrent process. They then must run Journal Import from General Ledger using the General Ledger responsibility for each reporting set of books. After the concurrent request completes successfully, journals must be created in General Ledger, and the General Ledger user can post the journals.

When running Journal Import, users must supply the parameters as shown in Table 29–1.

**Table 29–1 Journal Import Parameters**

Parameter	Value
Source	Budget Journals
Group ID	group ID taken from Create GL Budget Journals process

**Note:** In General Ledger, users can access Journal Import as follows:

1. **Journals - Import - Run**
2. Click **Import**.

### Posting Position Budget Information to Position Control

Position budget information for the functional and reporting currencies are posted to the PSB Position Control Interface as part of the standard Upload Worksheet to Position Control Process.

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## Analyzing and Reporting MRC Transactions

Oracle Public Sector Budgeting provides the following methods for analyzing and reporting MRC transactions:

- Reports
- Oracle Discoverer

### Reports

Users employ the MRC Budget Super User responsibility to run the following reporting currency reports:

- Budget Revision Summary Listing
- Budget Revisions Transactions Listing
- Pooled Position Report for Worksheet
- Service Package Utilization Report
- Vacant Position Report
- Worksheet Account Costing Report
- Worksheet Position Costing Report

### Oracle Discoverer

Using the MRC Budget Super User responsibility, users can view budget transactions for reporting currencies in Discoverer.

## Reference

For information on enabling MRC, see *Multiple Reporting Currencies in Oracle Applications*.

For information on conversion rates, see Defining Conversion Rate Types, *Oracle General Ledger User's Guide*.

For information on posting worksheets, see Post Budgets to General Ledger Procedures.

For information on creating, distributing, and posting budget revisions, see Budget Revisions Procedures.

For information on uploading information to position control, see Upload Worksheet to Position Control Procedures.

For information on using Discoverer, see [Using Oracle Discoverer to Generate Reports Procedures](#).

## Prerequisites

- ❑ MRC must be set up in General Ledger.  
To implement MRC, see *Multiple Reporting Currencies in Oracle Applications*
- ❑ In General Ledger, a primary set of books must be defined, and reporting sets of books must be created and associated with the primary set of books. Currencies must be defined for each reporting set of books.  
To define sets of books, see Defining Sets of Books, *Oracle General Ledger User's Guide*.  
To define currencies, see Defining Currencies, *Oracle General Ledger User's Guide*.
- ❑ For each separate reporting currency used in Oracle Public Sector Budgeting, a separate MRC Budget Super User responsibility must be defined, and the MRC: Reporting Set of Books option must be set for each responsibility.  
To create new responsibilities, see Defining a Responsibility, Responsibilities Window, and Users Window, *Oracle Applications System Administrator's Guide*.  
To set the profile option, see Oracle Public Sector Budgeting Setup Overview.

## Using MRC with Budget Worksheets Procedure

To create, distribute, and view worksheets with MRC, perform the following steps.

1. In Oracle Public Sector Budgeting, in the PS Budget Super User responsibility, create worksheets.

To create worksheets, see *Create Worksheet Procedures*.

Budget worksheet transactions are created for all reporting currencies associated with the primary functional currency.

2. In Oracle Public Sector Budgeting, in the PS Budget Super User responsibility, distribute worksheets.

To distribute worksheets, see *Worksheet Distribution Procedures*.

Budget worksheet transactions are distributed for all reporting currencies associated with the primary functional currency.

3. In the MRC Budget Super User responsibility, navigate to the Select Worksheet window as follows:

### **Worksheet - Modify**

4. Query the data.
5. Select the worksheet and click **Open**.

The Worksheet Summary window appears.

6. View transactions in the reporting currencies.

To view line item information, click **Line Items**, or to view position information click **Positions**.

**Note:** **Positions** is available only for worksheets with position information.

To navigate farther, see *Modify Line Item Worksheet Procedures* and *Modify Position Worksheet Procedures*.

**Note:** Worksheet transactions cannot be changed in the reporting currencies.

7. Close the window.

## Using MRC with Budget Revisions Procedure

To create, distribute, and view budget revisions with MRC, perform the following steps.

1. In Oracle Public Sector Budgeting, in the PS Budget Super User responsibility, create and distribute budget revisions.

To create and distribute budget revisions, see Budget Revisions Procedures.

2. In the MRC Budget Super User responsibility, navigate to the Select Budget Revisions window as follows:

### **Budget Revisions - Define**

3. Query the data.
4. Select a budget revision and click **Edit Request**.

The Budget Revisions window opens.

5. View budget revisions in the reporting currencies.

To navigate farther, see Budget Revisions Procedures.

**Note:** Budget revision transactions cannot be changed in the reporting currencies.

6. Close the window.

## Reporting MRC Transactions Procedure

To run reports showing MRC transactions, perform the following steps.

1. In the MRC Budget Super User responsibility, 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. Select and run a report.
  - To run the Budget Revision Summary Report, start at Step 4, Budget Revision Summary Report Procedure.
  - To run the Budget Revisions Transaction Listing, start at Step 4, Budget Revisions Transaction Report Procedure.
  - To run the Pooled Position Report for Worksheet, start at Step 4, Pooled Position Report for Worksheet Procedure.
  - To run the Service Package Utilization Report, start at Step 4, Service Package Utilization Report Procedure.
  - To run the Vacant Position Report, start at Step 4, Vacant Position Report Procedure.
  - To run the Worksheet Account Costing Report, start at Step 4, Worksheet Account Costing Report Procedure.
  - To run the Worksheet Position Costing Report, start at Step 4, Worksheet Position Costing Report Procedure.

# **Part IV**

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## **Distributing a Budget Worksheet**



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## Worksheet Distribution Procedures

This chapter describes how to distribute a worksheet. The following sections are in this chapter:

- Definition, page 30-2
- Overview, page 30-2
- Prerequisites, page 30-4
- Worksheet Distribution Procedure, page 30-5
- Distribution Rule Window, page 30-7
- Distribution Rule Window Description, page 30-9

## 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
- distribute worksheets in functional and reporting currencies, if users enable the Oracle General Ledger multiple reporting currencies feature

## 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 52-1.

### **Reference**

For information on Workflow, see the *Oracle Workflow User's Guide*.

For information on budget revisions, see Budget Revisions Procedures, page 34-1.

## 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 26-1.
- ❑ 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 Oracle 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 30-1 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 **Distribute** to distribute the worksheet or click **Cancel** to return to the Distribution Rule window.
18. Close the window.

## Distribution Rule Window

Figure 30–1 Distribution Rule Window

**Distribution Option**

Worksheet ID:  Name:   
 Budget Group:

Worksheet  
 Revision

**Revision Option**

Edit Request  Notify Only

**Distribution Rules**

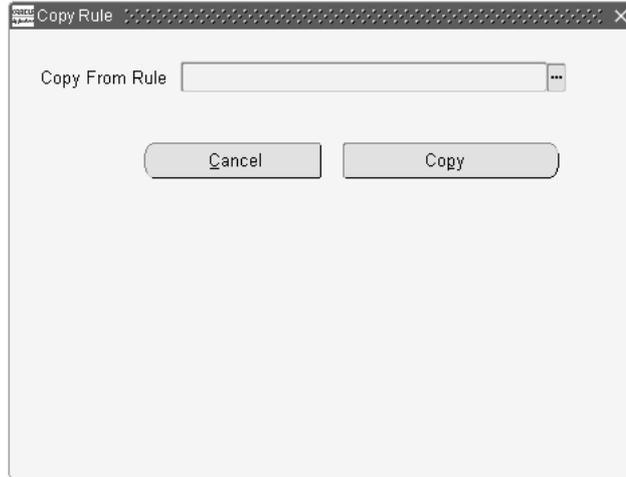
New Rule   Existing Rule

**Budget Groups**

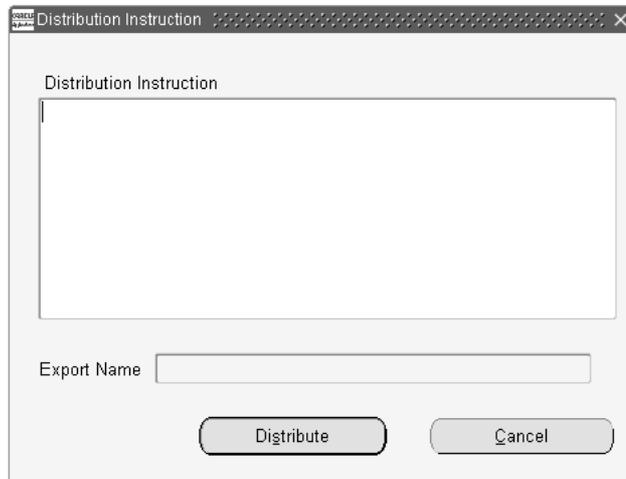
Parent Budget Group:

Budget Subgroups	Distribute		Download		Year Type
	Distribute	All	Download	All	
Accounting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proposed 1
Budget	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proposed 1
Purchasing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proposed 1
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**Figure 30–2 Copy Rule Pop-Up Window**



**Figure 30–3 Distribution Instruction Pop-Up Window**



## Distribution Rule Window Description

**Table 30–1** *Distribution Rule Window Description*

Field Name	Type	Features	Description
<b>Distribution Option Region</b>			
Worksheet	required for worksheet	radio button	if selected, indicates distributing worksheet
Revision	required for budget revision	radio button	if selected, indicates distributing budget revision <b>Note:</b> If users navigate to the Distribution Rule window using the <b>Worksheet - Distribute</b> 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.
<b>Main Region</b>			
Worksheet ID	required	list of values	worksheet selected for distribution <b>Note:</b> 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
<b>Revision Option Region</b>			
			<b>Note:</b> 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 30–1 Distribution Rule Window Description**

Field Name	Type	Features	Description
<b>Distribution Rules Region</b>			
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
<b>Budget Groups Region</b>			
Parent Budget Group	default, display only		budget group name <b>Note:</b> 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. <b>Note:</b> 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 <b>Note:</b> 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 <b>Note:</b> 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
<b>Distribute Region</b>			
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 30–1 Distribution Rule Window Description**

Field Name	Type	Features	Description
<b>Download Region</b>			
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
<b>Footer Region</b>			
Distribute		button	opens Distribution Instruction window
<b>Copy Rule Pop-Up Window</b>			
Copy From Rule	required	list of values	existing distribution rule name
Cancel		button	closes window without saving
Copy		button	copies existing distribution rule
<b>Distribution Instruction Pop-Up Window</b>			
Distribution Instruction	optional		distribution instructions
Export Name	optional		name of export
Distribute		button	starts concurrent process
Cancel		button	closes window without saving

## Distribution Rule Window Description

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# **Part V**

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## **Modifying a Budget Worksheet**



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## Modify Line Item Worksheet Procedures

This chapter describes how to modify a line item worksheet. The following sections are in this chapter:

- Definition, page 31-3
- Overview, page 31-3
- Prerequisites, page 31-7
- Modify Worksheet Procedure, page 31-8
- Select Worksheet Window, page 31-13
- Select Worksheet Window Description, page 31-14
- Worksheet Summary Window, page 31-15
- Worksheet Summary Window Description, page 31-16
- Service Package Window, page 31-17
- Service Package Window Description, page 31-18
- Data Selection Window, page 31-19
- Data Selection Window Description, page 31-22
- Worksheet Lines Window, page 31-25
- Worksheet Lines Window Description, page 31-27
- Budget Periods Window, page 31-29
- Budget Periods Window Description, page 31-30
- Use Standard Budget Item Window, page 31-31
- Use Standard Budget Item Window Description, page 31-32

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- View Constraint Violations Window, page 31-36
  - View Constraint Violations Window Description, page 31-37
  - Summary Template Examples, page 31-38

## 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
- apply revised projections
- 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
- view budget worksheet transactions for functional and reporting currencies, when the Oracle General Ledger multiple reporting currencies feature is enabled

## 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.

A global data selection profile can be created by the administrator or by the global worksheet users in the Data Selection window for a global worksheet using the Global Profile check box. The global data selection profile can be made available to child or distributed worksheets by setting the PSB: Inherit Global Worksheet Data Selection profile option to Yes.

For information on the PSB: Inherit Global Worksheet Data Selection profile option, see 40. Set Line-Item Budgeting Profile Options (Optional), Chapter 3.

### **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 Oracle 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 32-1.

### 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 52-1.

## Reference

To distribute a worksheet, see Worksheet Distribution Procedures, page 30-1.

To perform worksheet operations, see Worksheet Operations Procedures, page 36-1.

To monitor any of the worksheet processes, see Using Oracle Workflow in Oracle Public Sector Budgeting Procedures, page 51-1.

## Prerequisites

- ❑ A worksheet must be created.

To create a worksheet, see [Create Worksheet Procedures, page 26-1](#).

## 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 Oracle 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 31-3.
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 31-4.

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 31-5 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 31-7.

**Note:** When users add or modify an account line in the worksheet using a standard budget line, a note is added that shows the standard budget item used

and the quantity. For cells that have notes, the note icon is highlighted and users can edit the note.

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 positions charged to an account with multiple positions, place the cursor in the account line cell. Use the Tools menus to open the Position Details window as follows:

**Tools - Positions**

The Position Details window opens.

For information on the Position Details window, see Table 31-8.

8. 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.
9. Adjust period amounts directly in the Worksheet Lines window as described in Table 31-5, or the Budget Periods window as described in Table 31-6.
10. To add a note to any estimated line item amount, click the Edit Notes button in the toolbar to open the Notes window.
11. 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.
12. To refresh the screen after making changes to the worksheet or to see the worksheet view, click **Recalculate**.
13. Save or save and continue as follows:  
**File - Save or Save and Proceed**
14. 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 36-1.
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 30-1.

## 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 36-1.

## 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 Oracle Public Sector Budgeting Procedures, page 51-1.

## 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.

**Note:** When an account line in a worksheet is changed by local parameters, a note is appended to the line amount indicating the local parameter that caused the change. For cells that have notes, the note icon is highlighted and users can edit the note

For information on using the Parameter window to create local parameters, see Local Parameters Procedures, page 31-1.

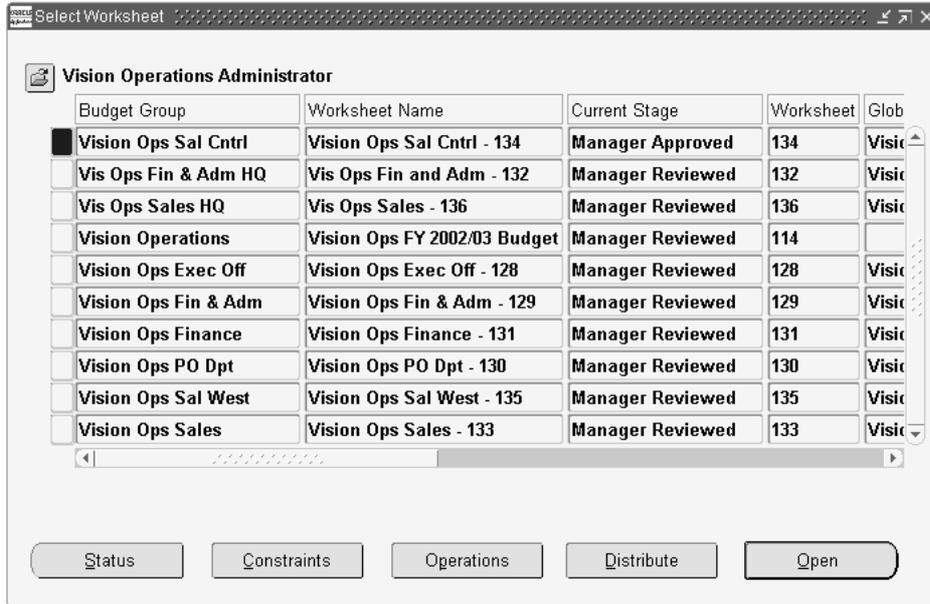
## Add Attachment to Worksheet

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 31-1 Select Worksheet Window



## Select Worksheet Window Description

**Table 31-1** *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 <b>Note:</b> not available for MRC Budget Super User responsibility
Constraints		button	opens View Constraint Violations window <b>Note:</b> not available for MRC Budget Super User responsibility

**Table 31–1 Select Worksheet Window Description**

Field Name	Type	Features	Description
Operations		button	opens Worksheet Operations window <b>Note:</b> not available for MRC Budget Super User responsibility
Distribute		button	opens Distribution Rule window <b>Note:</b> not available for MRC Budget Super User responsibility
Open		button	opens Worksheet Summary window

## Worksheet Summary Window

**Figure 31–2 Worksheet Summary Window**

The screenshot shows a window titled "Worksheet Summary" with the following fields and values:

- Budget Group: Vision Ops Sal
- Worksheet: 134
- Extract: 49
- Base Worksheet: 114
- Created on: 27-FEB-2002
- Submitted on: 28-FEB-2002
- Created by: RCULLEN
- Submitted by: RCULLEN
- Description: Created from the worksheet 114 for budget group Vision Operations

At the bottom of the window, there are four buttons: Service Package, Positions (highlighted with a dashed border), Line Items, and Data Selection.

## Worksheet Summary Window Description

**Table 31–2 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		extract ID number and extract name
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 <b>Note:</b> not available to MRC Budget Super User
Positions		button	opens Position Worksheet window <b>Note:</b> appears only for position worksheets
Line Items		button	opens Worksheet Lines window
Data Selection		button	opens Data Selection window

## Service Package Window

**Figure 31–3 Service Package Window**

The screenshot shows a window titled "Service Package" with the following fields and values:

Budget Group	Vision Ops Sal	Vision Operations Sales Central Region
Worksheet	134	Vision Ops Sal Cntrl - 134
Short name	Pack_1	
Name	Service Package 1	
Priority		
Description		

## Service Package Window Description

**Table 31–3** *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 31-4** Data Selection Window, Selection Conditions Tab

The screenshot shows the 'Data Selection' window with the following configuration:

- Budget Group:** Accounting
- Worksheet:** 62
- Global Profile
- Selection Conditions Tab:**
  - Stage:** Initial
  - Template:** [Empty]
  - Years:** Selected
  - Service Packages:** Selected
  - Account Type:** All
  - Currency Type:** Currency
  - Segment Order:**
    - Order by: [Empty]
    - Then by: [Empty]
    - Then by: [Empty]

**Figure 31-5 Data Selection Window, Year Profile Tab**

The screenshot shows a window titled "Data Selection" with the following fields and options:

- Budget Group: Accounting
- Worksheet: 62
- Accounting - 62
- Global Profile

Below these fields are three tabs: "Selection Conditions", "Year Profile" (selected), and "Service Package Profile".

Budget Period	Year Type	Budget	Actual	Estimate	Encumbrance	FTE	Start
2002-2003	Prop 2	<input type="checkbox"/>					
		<input type="checkbox"/>					
		<input type="checkbox"/>					
		<input type="checkbox"/>					
		<input type="checkbox"/>					
		<input type="checkbox"/>					
		<input type="checkbox"/>					
		<input type="checkbox"/>					
		<input type="checkbox"/>					
		<input type="checkbox"/>					
		<input type="checkbox"/>					

**Figure 31-6 Data Selection Window, Service Package Profile Tab**

The screenshot shows a window titled "Data Selection" with the following fields and controls:

- Budget Group: Accounting
- Worksheet: 62
- Accounting - 62
- Global Profile
- Selection Conditions | Year Profile | **Service Package Profile**

Short name	Name	Priority
BASE	BASE	

## Data Selection Window Description

**Table 31–4 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
Global Profile	optional	check box	if selected, profile is saved as a global profile; if deselected, the profile is saved as a user specific profile
<b>Selection Conditions Tab</b>			
Stage	optional	list of values	stage name for worksheet; used to view worksheet at different stages of budget approval process
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 <b>Note:</b> 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. <b>Note:</b> 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 <b>Note:</b> 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.

**Table 31–4 Data Selection Window Description**

Field Name	Type	Features	Description
Account Type	required	drop-down list	account type to view in worksheet: All, Revenue, Expense, Assets, Liabilities, Revenues and Expenses, Assets and Liabilities  <b>Note:</b> 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. If Assets is used, only asset accounts are included in the worksheet view. If Liabilities is used, only Liability accounts are included in the worksheet view. If Revenue and Expenses is used, Revenue and Expense accounts appear in the worksheet view. If Assets and Liabilities is used, Asset and Liability accounts appear in the worksheet view.
Currency Type	required	drop-down list	currency type to view in worksheet: Currency, Stat  <b>Note:</b> 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.
<b>Segment Order Region</b>			
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
<b>Year Profile Tab</b>			
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.

**Table 31-4 Data Selection Window Description**

Field Name	Type	Features	Description
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 <b>Note:</b> Start check box can be selected for one budget period only.
<b>Service Package Profile Tab</b>			
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 31-7 Worksheet Lines Window, Budget Years Region**

Budget Group: **Vision Ops Sal**    **Vision Operations Sales Central Region**

Worksheet: **134**    **Vision Ops Sal Cntrl - 134**    Stage: **Manager Reviewed**

Budget Years    Earliest: **2001**    First: **2001**    Last: **2003**

Account	Service Package	2001 Budget	2001 Actual	2002 Budget
01.440.4120.0000.000	BASE	0.00	0.00	404,100.00
01.440.4130.0000.000	BASE	0.00	0.00	1,251,600.00
01.440.4140.0000.000	BASE	0.00	0.00	396,200.00
01.440.7410.0000.000	BASE	1,255,816.00	1,221,856.00	92,400.00
01.440.7420.0000.000	BASE	1,655,163.00	1,602,996.00	397,000.00
01.440.7440.0000.000	BASE	989,588.00	660,105.00	1,080,000.00
<input checked="" type="checkbox"/> Totals		<5,795,288.00>	<5,119,246.00>	529,500.00

Account Description: **Operations-Sales Central-Support-No Sub Account-No Product**

Buttons: **Period Amounts**    **Recalculate**    **Standard Budget Items**    **Revise Projections**

**Figure 31–8 Worksheet Lines Window, Budget Periods Region**

Budget Group: **Vision Ops Sal**    Vision Operations Sales Central Region

Worksheet: **134**    Vision Ops Sal Cntrl - 134    Stage: **Manager Reviewed**

Budget Years  
 Budget Periods

**2001 Budget**

Account	Service Package	Year Amount	Jan 2001	Feb 2001	Mar 2001
01-440-7410-0000-000	BASE	1,255,816.00	96,742.00	85,990.00	94,721.00
01-440-7420-0000-000	BASE	1,655,163.00	126,019.00	110,000.00	147,692.00
01-440-7440-0000-000	BASE	989,588.00	89,830.00	83,565.00	68,348.00
01-440-7450-0000-000	BASE	786,594.00	74,858.00	69,638.00	58,060.00
01-440-7510-0000-000	BASE	332,420.00	23,517.00	41,352.00	24,507.00
01-440-7530-0000-000	BASE	775,707.00	64,877.00	63,553.00	73,846.00
<input checked="" type="checkbox"/> Totals		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

Account Description: **Operations-Sales Central-Utilities-No Sub Account-No Product**

[Revise Projections](#)

**Figure 31–9 Revise Projections Window**

Parameter Name: [ ]

[View Parameter](#)    [OK](#)    [Cancel](#)

## Worksheet Lines Window Description

**Table 31–5 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
<b>[Budget Display Region]</b>			
Budget Years	optional	radio button	if selected, budget year information displayed
Budget Periods	optional	radio button	if selected, budget period information displayed
<b>Budget Years Region</b>			
Earliest	default, display only		earliest budget year in selection
First	default		first budget year to appear in worksheet <b>Note:</b> 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 <b>Note:</b> 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. <b>Note:</b> To view totals, click Recalculate. <b>Note:</b> Leave deselected to speed up performance of application.

**Table 31–5 Worksheet Lines Window Description**

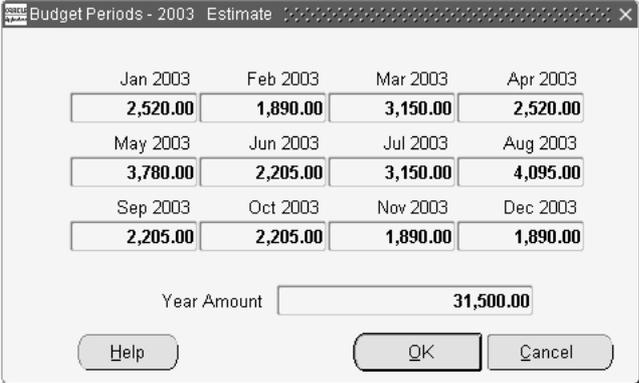
Field Name	Type	Features	Description
<b>Footer Region</b>			
Account Description	default		description of each accounting flexfield segment
Period Amounts		button	opens Budget Periods window
Recalculate		button	recalculates
Standard Budget Items		button	opens Use Standard Budget Item window <b>Note:</b> not available to MRC Budget Super User
Revise Projections		button	opens Revise Projections window <b>Note:</b> To perform mass changes of projections, select a previously defined parameter. <b>Note:</b> not available to MRC Budget Super User
<b>Budget Periods Region</b>			
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. <b>Note:</b> Leave unchecked to speed up performance of application.
Account Description	default		description of each accounting flexfield segment
<b>Footer Region</b>			
Revise Projections		button	opens Revise Projections pop-up window <b>Note:</b> not available to MRC Budget Super User
<b>Revise Projections Pop-Up Window</b>			
Parameter Name	required	list of values	parameter used to revise projections

Table 31-5 Worksheet Lines Window Description

Field Name	Type	Features	Description
View Parameter		button	opens Parameter window
OK		button	starts concurrent process
Cancel		button	closes window without saving

## Budget Periods Window

Figure 31-10 Budget Periods Window



## Budget Periods Window Description

**Table 31–6** *Budget Periods Window Description*

<b>Field Name</b>	<b>Type</b>	<b>Features</b>	<b>Description</b>
<Period Amounts>	default		period amounts for selected account
Year Amount	default, display only		total amount for selected account
Help		button	opens help window
OK		button	accepts displayed information
Cancel		button	closes window without saving

## Use Standard Budget Item Window

Figure 31–11 Use Standard Budget Item Window

The screenshot shows a dialog box titled "Use Standard Budget Item". It has a title bar with a close button. The dialog is divided into several sections:

- Action:** Contains three radio buttons: "Create new account" (selected), "Add amount", and "Replace amount".
- Years:** Contains two radio buttons: "All" (selected) and "One", followed by a text box labeled "Year".
- Short name:** Text box containing "Advertising".
- Name:** Text box containing "Advertising Expenditures".
- Cost:** Text box containing "400.00".
- UOM:** Text box containing "HR".
- Account:** Text box containing "01--7110-0000-000".
- Quantity:** Empty text box.
- Total:** Empty text box.

At the bottom of the dialog are two buttons: "OK" and "Cancel".

## Use Standard Budget Item Window Description

**Table 31–7 Use Standard Budget Item Window Description**

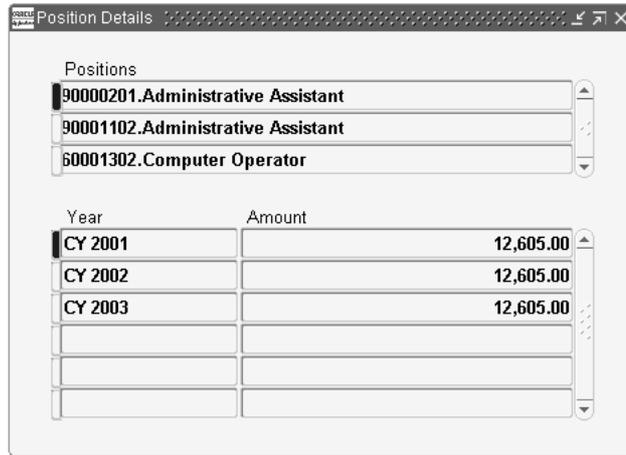
Field Name	Type	Features	Description
<b>Action Region</b>			
Action	required	radio button	<p>use of standard budget item: Create new account, Add amount, Replace amount</p> <p><b>Note:</b> Select Create new account to create new account code combination.</p> <p><b>Note:</b> Select Add amount to add standard budget item purchase to amounts already budgeted.</p> <p><b>Note:</b> Select Replace amount to replace an account with another item.</p>
<b>Years Region</b>			
Years	required	radio button	<p>years: All, One</p> <p><b>Note:</b> Select All to enter calculated amount to all estimated balances. Select One to specify a single year to populate.</p> <p><b>Note:</b> If One selected, select year from the list of values in the Year field.</p>
<b>Main Region</b>			
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	<p>default accounting flexfield segments for set of books</p> <p><b>Note:</b> If creating a new account, add the remaining account code segments; users can also override the default account segment.</p> <p><b>Note:</b> If adding or replacing amounts, no additional entry is allowed.</p> <p><b>Note:</b> If dynamic insertion is enabled, user can create new account code combination.</p>

**Table 31-7 Use Standard Budget Item Window Description**

<b>Field Name</b>	<b>Type</b>	<b>Features</b>	<b>Description</b>
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

## Position Details Window

*Figure 31–12 Position Details Window*



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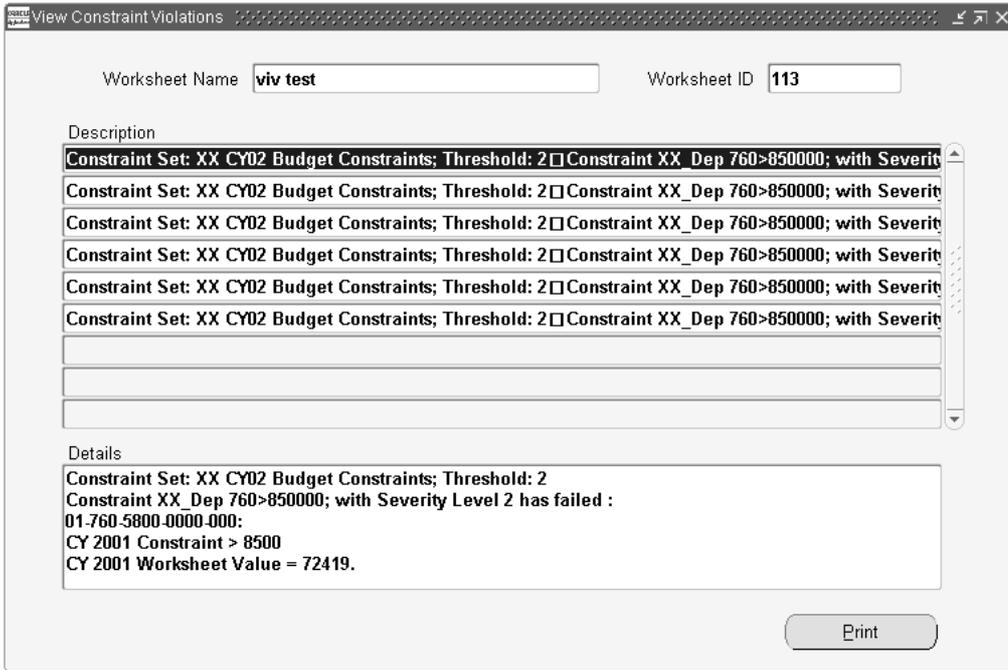
## Position Details Window Description

**Table 31–8** *Position Details Window Description*

<b>Field Name</b>	<b>Type</b>	<b>Features</b>	<b>Description</b>
Positions	default, display only		positions charged to account
Year	default, display only		year for which positions are charged
Amount	default, display only		amount charged for position

## View Constraint Violations Window

**Figure 31–13 View Constraint Violations Window**



## View Constraint Violations Window Description

**Table 31–9** *View Constraint Violations Window Description*

<b>Field Name</b>	<b>Type</b>	<b>Features</b>	<b>Description</b>
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

Table 31–10 shows the budget group hierarchy.

**Table 31–10 Budget Group Hierarchy**

Budget Office	Budget Group
Administration Division	Budget Group = Department 100
Finance Department	Budget Group = Department 110
Accounting Department	Budget Group = Department 120
Operating Division	Budget Group = Department 200
Human Resources Department	Budget Group = Department 210
Legal Department	Budget Group = Department 220

#### Chart of Accounts

The chart of account structure is fund.department.object.

### Department Segment Values

Table 31-11 shows the department segment values:

**Table 31-11 Department Segment Values**

Value	Parent	Group	Child Range
100	Yes	Div	110-120
110			
120			
200	Yes	Div	210-220
210			
220			

### Worksheet Accounts

Table 31-12 shows the worksheet accounts:

**Table 31-12 Worksheet 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, as shown in Table 31–13.

**Table 31–13 Accounts Created from Summary Templates**

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, as shown in Table 31–14.

**Table 31–14 Accounts for Summary Template Two**

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

Table 31-15 shows the General Ledger department segments.

**Table 31-15** *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

Table 31-16 shows accounts that exist in a worksheet.

**Table 31-16** *Worksheet Accounts*

Account	Balance	Budget Group
11.110.5001	\$10	Department 110
12.110.6001	\$20	Department 110
11.120.5001	\$30	Department 120

**Table 31–16 Worksheet Accounts**

<b>Account</b>	<b>Balance</b>	<b>Budget Group</b>
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 accounts shown in Table 31–17 are created:

**Table 31–17 Accounts Created from Summary Templates**

<b>Account</b>	<b>Balance</b>	<b>Budget Group</b>
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.

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## Modify Position Worksheet Procedures

This chapter describes how to modify a position worksheet. The following sections are in this chapter:

- Definition, page 32-3
- Overview, page 32-3
- Prerequisites, page 32-5
- Modify Position Worksheet Procedure, page 32-6
- Select Position Window, page 32-12
- Select Position Window Description, page 32-13
- Position Worksheet Window, Account Distributions Tab, page 32-14
- Position Worksheet Window Description, Account Distributions Tab, page 32-16
- Position Worksheet Window, Assignments Tab, page 32-19
- Position Worksheet Window Description, Assignments Tab, page 32-23
- Position Worksheet Window, Position Costs Tab, page 32-25
- Position Worksheet Window Description, Position Costs Tab, page 32-26
- Position Worksheet Window, FTE by Service Package Tab, page 32-27
- Position Worksheet Window Description, FTE by Service Package Tab, page 32-28
- Position Worksheet Window, Position Summary Tab, page 32-29
- Position Worksheet Window Description, Position Summary Tab, page 32-30
- Element Rates Window, page 32-31

- 
- Element Rates Window Description, page 32-32

## 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. Or, use the Find Position modal window to find the 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 31-1.

To distribute a worksheet, see *Worksheet Distribution Procedures*, page 30-1.

To perform worksheet operations, see *Worksheet Operations Procedures*, page 36-1.

To monitor any of the worksheet processes, see *Using Oracle Workflow in Oracle Public Sector Budgeting Procedures*, page 51-1.

## Prerequisites

- ❑ A worksheet must be created.

To create a worksheet, see [Create Worksheet Procedures, page 26-1](#).

## 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
- Delete a Position From the Worksheet
- 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 Oracle 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 31-1.
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 31-1.
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.

If position hierarchies are not position-control enabled, continue at step 4.

Alternatively, if HRMS is installed, and at least one HRMS organization is position-control enabled, the Organization window appears.

2. Enter the appropriate organization and its effective date for the new position.

**Note:** The organization and its effective date are used to determine if an organization is position-control enabled.

3. Click **OK**.

If the new position is for an organization that is position-control enabled, the HRMS Position Transaction window opens.

If the new position is for an organization that is not position-control enabled, the HRMS Position window opens.

4. Enter data in the HRMS window.

To enter data in the HRMS windows, see *Defining a Position, Using Oracle HRMS - The Fundamentals*, Position Management and Position Control Budgets, available on *OracleMetaLink*, and Position Control Interface Process.

**Note:** It is recommended that users enter payroll information, since it is required when the budget for the new position is uploaded to the HRMS budget.

**Note:** Although it is not required, it is recommended that users enter the salary basis, grade, step, and grade or scale rate in the HRMS window. If this data is not entered here, users must provide a salary assignment in Oracle Public Sector Budgeting.

5. Save as follows:

**File - Save**

6. Close the HRMS window.

**Note:** The new position is automatically assigned not only to the initiating worksheet, but also to the child worksheets if the position belongs to a child organization.

7. Using the Oracle Public Sector Budgeting Select Position window, query the new position.

8. Click **Position Details** to open the Position Worksheet window.

9. Enter data in each field of the Assignments tab of the Position Worksheet window.

**Note:** Positions created here are added to the list of available positions for a data extract, as well as to the worksheet. Positions must have job attribute, salary, and account distributions. Otherwise, the position does not show up in the Select Positions window. After creating new positions, re-query from the Select Positions window.

**Note:** Users must enter a salary account distribution that is consistent with the organization to which the position belongs. Otherwise, when users recalculate, the position is re-assigned to an appropriate worksheet, based on the salary account distribution.

**Note:** Users 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.

For information on the Positions window, see Positions Setup, page 19-1.

10. Save or save and continue as follows:

**File - Save or Save and Proceed**

11. To compute position costs and view cost distributions in the Account Distribution tab, click **Recalculate**.

## Modify Position Account Distributions

To modify position account distributions for the worksheet, perform the following steps.

1. In the Account Distributions tab 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 32-5, 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.

## Delete a Position From the Worksheet

To delete a position from the worksheet, perform the following steps.

1. In the Select Position window, select the position to be deleted.
2. Delete the selected position as follows:

**Edit - Delete**

## 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 33-1.

For information on the Revise Projections pop-up window, see Modify Line Item Worksheet Procedures, page 32-1.

## 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 32-1 Select Position Window

The 'Select Position' window displays the following information:

- Budget Group: Vision Operati
- Worksheet: 114
- Organization: Vision Operations
- Budget: Vision Ops FY 2002/03 Budget

**Organization Positions Table:**

Position	Job	Employee Number	Employee Name
EX150.CHIEF FINANCIAL OFFIC	EX100.Executive	557	Cullen, Mr. Richa
AA900.ADMINISTRATIVE ASSIS	AA900.Administrative Assistant	536	Willis, Mr. Cliffore
ACC100.CONTROLLER	DIR300.Director	558	Goldman, Mrs. Pz
PO100.PURCHASING DIRECTOF	DIR300.Director	561	Katzberg, Ms. Sus
PO110.PURCHASING MANAGER	MGR500.Manager	563	Quanz, Mr. Patric
EX125.EXECUTIVE VP, SALES	EX100.Executive	566	Ross, Mr. Dan
VP360.REGIONAL SALES VP	VP300.Vice President	203	Faulkner, Mr. Hor
VP390.REGIONAL SALES VP	VP300.Vice President	219	Andrews, Mr. Nicl
MGR360.SALES MANAGER	MGR500.Manager	176	Sabatino, Mr. Ant
MGR390.SALES MANAGER	MGR500.Manager	97	Ray, Ms. Amy (An

Buttons at the bottom: Create Position, Position Details, Revise Projections

Figure 32-2 Organization Window

The 'Organization' window displays the following information:

- Organization Effective Date: 19-SEP-2002
- Organization: Administration

Buttons at the bottom: Cancel, Ok

## Select Position Window Description

**Table 32–1** 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 or If HRMS is installed and position control is enabled, opens Organization window
Position Details		button	opens Position Worksheet window
Revise Projections		button	opens Revise Projections window
<b>Organization Window</b>			
			<b>Note:</b> The Organization window appears only if HRMS is installed and at least one HRMS organization is position control enabled.
Organization Effective Date	required		effective date for organization
Organization	required		HRMS organization to which new position belongs
Cancel	button		closes window without saving
OK	button		confirms action and closes window or accepts selected data





## Position Worksheet Window Description, Account Distributions Tab

**Table 32–2** Position Worksheet Window Description, Account Distributions Tab

Field Name	Type	Features	Description
<b>Header Region</b>			
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	<p>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.</p> <p><b>Note:</b> Leave deselected to speed up performance when querying records in the Position Worksheet window.</p>
<b>Account Distributions Tab, Budget Years Option</b>			
Earliest	default, display only		earliest budget year in the selection
First	default		<p>first budget year to appear in worksheet</p> <p><b>Note:</b> Click the arrows to select the first year to appear in the worksheet.</p>
Last	default, display only		last budget year to appear in worksheet
Account	default		<p>account used for salary cost distribution of position</p> <p><b>Note:</b> To view list of positions charged to account, place cursor in cell and use <b>Tools - Positions</b>.</p>
Service Package	default	list of values	service package associated with position
Element	default	list of values	element name

**Table 32–2 Position Worksheet Window Description, Account Distributions Tab**

Field Name	Type	Features	Description
<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 <b>Note:</b> A maximum of twelve columns can be retrieved at one time.
Totals	default; optional	check box	If checked, totals for each column in Budget Years region are displayed. <b>Note:</b> To view totals, click Recalculate. <b>Note:</b> Leave unchecked to speed up performance of application.
Account Description	default		description of each accounting flexfield
<b>Account Distributions Tab, Budget Periods</b>			
Account	default		account used for salary cost distribution of position <b>Note:</b> To view list of positions charged to account, place cursor in cell and use <b>Tools - Positions</b> .
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. <b>Note:</b> Leave deselected to speed up performance of application.
Account Description	default		description of each accounting flexfield segment
<b>Footer Region</b>			

**Table 32–2 Position Worksheet Window Description, Account Distributions Tab**

<b>Field Name</b>	<b>Type</b>	<b>Features</b>	<b>Description</b>
Period Amounts		button	opens Budget Periods window <b>Note:</b> 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 32-5 Position Worksheet Window, Assignments Tab, Salary Tab

Position Worksheet (Vision Ops FY 2002/03 Budget)

Budget Group: **Vision Operati** **Vision Operations**

Position: **EX150.CHIEF FINANCIAL OFFICEI** Employee: **Cullen, Mr. Richard**

Account Distributions | **Assignments** | Position Costs | FTE by Service Package | Position Summary

**Attributes**

Name	Value	From	To
Job	EX100.Executive	01-JAN-1990	
FTE	1	01-JAN-1990	
Organization	Finance & Administration	01-JAN-1990	
Hire Date	21-DEC-2000	21-DEC-2000	

Create Default Assignments

**Salary** | Element | Distribution | Employee

Salary Name	Option	Step		Value	View Rates	
		Basis			From	To
Standard Salary Rate	100.1.East	Monthly		14,583.34	21-DEC-2000	31-DEC-2001
Standard Salary Rate	100.1.East	Monthly		15,458.34	01-JAN-2002	31-DEC-2002
Standard Salary Rate	100.1.East	Monthly		16,385.84	01-JAN-2003	31-DEC-2003
Standard Salary Rate	100.1.East	Monthly		17,368.99	01-JAN-2004	31-DEC-2004

Recalculate | Select Position

**Figure 32–6 Position Worksheet Window, Assignments Tab, Element Tab**

Position Worksheet (Vision Ops FY 2002/03 Budget)

Budget Group: **Vision Operati** | **Vision Operations**

Position: **EX150.CHIEF FINANCIAL OFFICEI** | Employee: **Cullen, Mr. Richard**

Account Distributions | **Assignments** | Position Costs | FTE by Service Package | Position Summary

**Attributes**

Name	Value	From	To
<b>Job</b>	EX100.Executive	01-JAN-1990	
<b>FTE</b>	1	01-JAN-1990	
<b>Organization</b>	Finance & Administration	01-JAN-1990	
<b>Hire Date</b>	21-DEC-2000	21-DEC-2000	

Create Default Assignments

Salary | **Element** | Distribution | Employee

Name	Option Name	View Rates		Value Type	From	To
		Value				
<b>Vis Ops Fringe Benefi</b>	<b>Rate One</b>	30.00		Percent of	01-JAN-1990	31-DEC-2001
<b>Vis Ops Fringe Benefi</b>	<b>Rate One</b>	30.60		Percent of	01-JAN-2002	31-DEC-2002
<b>Vis Ops Fringe Benefi</b>	<b>Rate One</b>	31.21		Percent of	01-JAN-2003	31-DEC-2003
<b>Vis Ops Fringe Benefi</b>	<b>Rate One</b>	31.84		Percent of	01-JAN-2004	31-DEC-2004

Recalculate | Select Position

**Figure 32–7 Position Worksheet, Assignments Tab, Distribution Tab**

Position Worksheet (Vision Ops FY 2002/03 Budget)

Budget Group **Vision Operati** **Vision Operations**

Position **EX150.CHIEF FINANCIAL OFFICEI** Employee **Cullen, Mr. Richard**

Account Distributions Assignments Position Costs FTE by Service Package Position Summary

**Attributes**

Name	Value	From	To
<b>Job</b>	<b>EX100.Executive</b>	<b>01-JAN-1990</b>	
<b>FTE</b>	<b>1</b>	<b>01-JAN-1990</b>	
<b>Organization</b>	<b>Finance &amp; Administration</b>	<b>01-JAN-1990</b>	
<b>Hire Date</b>	<b>21-DEC-2000</b>	<b>21-DEC-2000</b>	

Create Default Assignments

Salary Element Distribution Employee

From	To	Accounts	%
<b>11-FEB-2002</b>		<b>01-730-5800-1400-000</b>	<b>100.00</b>
			<b>100.00</b>

Recalculate Select Position

**Figure 32–8 Position Worksheet Window, Assignments Tab, Employee Tab**

Position Worksheet (Vision Ops FY 2002/03 Budget)

Budget Group **Vision Operati** **Vision Operations**

Position **EX150.CHIEF FINANCIAL OFFICE** Employee **Cullen, Mr. Richard**

Account Distributions Assignments Position Costs FTE by Service Package Position Summary

**Attributes**

Name	Value	From	To
<b>Job</b>	<b>EX100.Executive</b>	<b>01-JAN-1990</b>	
<b>FTE</b>	<b>1</b>	<b>01-JAN-1990</b>	
<b>Organization</b>	<b>Finance &amp; Administration</b>	<b>01-JAN-1990</b>	
<b>Hire Date</b>	<b>21-DEC-2000</b>	<b>21-DEC-2000</b>	

Create Default Assignments

Salary Element Distribution **Employee**

Position Employee **Cullen, Mr. Richard**

Recalculate Select Position

## Position Worksheet Window Description, Assignments Tab

Table 32-3 describes the Position Worksheet window, Assignments tab. For information on the header and footer regions, see Table 32-2.

**Table 32-3 Position Worksheet Window Description, Assignments Tab**

Field Name	Type	Features	Description
<b>Assignments Tab</b>			
<b>Note:</b> all information in the Assignment tab is stored by the effective date, not by budget stages.			
<b>Attributes Region</b>			
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
<b>Assignments Tab, Salary Tab</b>			
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

**Table 32-3 Position Worksheet Window Description, Assignments Tab**

Field Name	Type	Features	Description
<b>Assignments Tab, Element Tab</b>			
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
<b>Assignments Tab, Distribution Tab</b>			
From	required	list of values: pop-up calendar	start date for salary account distribution <b>Note:</b> 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 <b>Note:</b> 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



## Position Worksheet Window Description, Position Costs Tab

Table 32-4 describes the Position Worksheet window, Position Costs tab. For information on the header and footer regions, see Table 32-2.

**Table 32-4** *Position Worksheet Window Description, Position Costs Tab*

Field Name	Type	Features	Description
<b>Position Costs Tab</b>			
Service Package	default, display only		service package
Element	default, display only		element name
<Columns for Each Budget Year>	default, display only		budget year cost <b>Note:</b> 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 32-10 Position Worksheet Window, FTE by Service Package Tab

Position Worksheet (Vision Ops FY 2002/03 Budget)

Budget Group: **Vision Operati** | **Vision Operations**

Position: **EX150.CHIEF FINANCIAL OFFICE** | Employee: **Cullen, Mr. Richard**

Account Distributions | Assignments | Position Costs | **FTE by Service Package** | Position Summary

Service Package	2002	2003	2004
<b>BASE</b>	<b>1.00</b>	<b>1.00</b>	<b>0.00</b>

Period Amounts | Recalculate | Select Position

## Position Worksheet Window Description, FTE by Service Package Tab

Table 32-5 describes the Position Worksheet window, FTE by Service Package tab. For information on the header and footer regions, see Table 32-2.

**Table 32-5 Position Worksheet Window, FTE by Service Package Tab Description**

Field Name	Type	Features	Description
<b>FTE by Service Package Tab</b>			
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 32–11 Position Worksheet Window, Position Summary Tab

Position Worksheet (Vision Ops FY 2002/03 Budget)

Budget Group **Vision Operati** **Vision Operations**

Position **EX150.CHIEF FINANCIAL OFFICE** Employee **Cullen, Mr. Richard**

Account Distributions Assignments Position Costs FTE by Service Package **Position Summary**

Employee Number **557** Employee Name **Cullen, Mr. Richard**

Job **EX100.Executive** FTE **1**

Organization **Finance & Administration**

Description

[ ]

Recalculate Select Position

## Position Worksheet Window Description, Position Summary Tab

**Table 32–6** *Position Worksheet Window Description, Position Summary Tab*

Field Name	Type	Features	Description
<b>Position Summary Tab</b>			
Employee Number	default, display only		employee number
Employee Name	default, display only		employee name
<Position Attributes>	default, display only		position attributes and attribute values <b>Note:</b> 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 32–12** *Element Rates Window*

The screenshot shows a window titled "Element Rates" with the following fields and a table:

Element Name: **Vis Ops Fringe Benefits**  
Option Name: **Rate One**  
Override Value: **30.00**

**Rates**

Document ID	From	To	Value
	<b>01-JAN-1997</b>		<b>30.00</b>

Close

## Element Rates Window Description

**Table 32–7** *Element Rates Window Description*

<b>Field Name</b>	<b>Type</b>	<b>Features</b>	<b>Description</b>
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
<b>Rates Region</b>			
Document ID	default, display only		worksheet or budget revision identifier
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

---

## 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, page 33-2
- Overview, page 33-2
- Prerequisites, page 33-6
- Local Parameters for Worksheets Procedure, page 33-7
- Local Parameters for Budget Revisions Procedure, page 33-8
- Parameter Window, page 33-9
- Parameter Window Description, page 33-12

## 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 Local Parameters 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, Oracle 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 23-1.

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, element, 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, as shown in Table 33-1.

**Table 33-1** *Parameter Set for Line-Item Budget Cut*

Field or 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

**Table 33–1 Parameter Set for Line-Item Budget Cut**

Field or Button	Explanation
Processing Sequence	User-defined
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 <b>Note:</b> 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, as shown in Table 33–2.

**Table 33–2 Parameter Set for Position Budget Cut**

Field or 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

**Table 33–2 Parameter Set for Position Budget Cut**

<b>Field or Button</b>	<b>Explanation</b>
Type	Position
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 Oracle 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 33-3.
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 Oracle 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 33-3.
3. Save or save and continue as follows:  
**File - Save or Save and Proceed**
4. Close the window.

## Parameter Window

**Figure 33-1 Parameter Window, Account Type Local Parameter**

The screenshot shows the 'Parameter (Accounts)' window with the following details:

- Budget Group:** Finance
- Name:** Exp Adjustment
- Type:** Account
- Description:** 5% increase in other expenditures
- Currency:** USD
- Dates:** 01-JUL-2001
- Options:**  Auto Increment Salary,  Compounded Annually

**Sets Section:**

Set Name	Include/Exclude	Account Range	
		From	To
Other Expenditur	Include	0000-0000-0000-31	////-///-///-35

**Formulas Section:**

Step	Operator	Period	Balance Type	Account	Currency	Operator	Amount
10	=	Current	Budget		USD	+	1.05

**Figure 33-2 Parameter Window, Element Type Local Parameter**

Parameter (2002-2003 Data Extract)

Budget Group:  Name:  Type:

Description:

Currency:  Dates:  -

Auto Increment Salary  Compounded Annually

**Formulas**

Step					Effective Dates		
Step	Element	Option	Grade Step	Value Type	Value	From	To
20	Non Grade Sa			Amount	100	28-NOV-2002	

**Figure 33-3 Parameter Window, Position Type Local Parameter without Auto Increment**

Parameter (Extract: City of XX)

Budget Group:  Name:  Type:

Description:

Currency:  Dates:  -

Auto Increment Salary  Compounded Annually

**Sets**

Set Name	Selection Type	Attribute Name	Attribute Values
Finance Pos	Match All	Job	4000.Accountant

Assignment Type					Effective Dates		
Step	Element	Option	Grade Step	Value Type	Element Value	From	To
10	Element	Fringe Ben	Rate 2	Percent I	15	01-JAN-1999	

**Figure 33–4 Parameter Window, Position Type Local Parameter with Auto Increment**

Parameter (Extract: City of XX)

Budget Group: **XX Benefits** Name: **XX Auto Incr Benefits** Type: **Position**

Description:

Currency:  Dates: **01-JAN-2002** - **31-DEC-2002**

Auto Increment Salary  Compounded Annually [ ]

**Sets**

Set Name	Selection Type	Attribute Name	Attribute Values
<b>XX Benefits - tear</b>	<b>Match All</b>	<b>Union Name</b>	<b>Teamsters</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Formulas**

Every:  Days From:

Increment Salary By:  Type:

## Parameter Window Description

**Table 33–3 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 <b>Note:</b> 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. <b>Note:</b> Only available for position parameters.
Compound Annually	optional	check box	If selected, projection amount is compounded annually.
Descriptive Flexfield	optional		field for user customization
<b>Account Parameter Sets Region</b>			
Set Name	required	list of values	name of global or local account set making projections for <b>Note:</b> 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 <b>Note:</b> must include at least one range of accounts in account set
From [Account Range]	required		beginning account for range of account code combinations

Table 33-3 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
<b>Formulas Region</b>			
Step	required		sequence of formulas in parameter
Operator	required	list of values	prefix operator for formula: / (divide), = (equal), - (minus), * (multiply), + (plus) <b>Note:</b> 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 <b>Note:</b> 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
<b>Element Parameter Formula Region</b>			
Step	required		sequence of formulas in parameter
Element	required	list of values	element name
Option	optional	list of values	element option name <b>Note:</b> 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 33–3 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
<b>Position Parameter without Auto Increment Sets Region</b>			
Set Name	required	list of values	name of global or local position set making projections for <b>Note:</b> 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 <b>Note:</b> 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
<b>Formulas Region</b>			
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 <b>Note:</b> not required if user wants to apply all options

**Table 33-3 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
<b>Position Parameter with Auto Increment Sets Region</b>			
Field Name	Type	Features	Description
Set Name	required	list of values	name of global or local position set making projections for <b>Note:</b> 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 <b>Note:</b> 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 33-3 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
<b>Formulas Region</b>			
Every	required		number of days
Days From	required	drop-down list	date option: Hire Date, Adjustment Date
Increment Salary By	required		increment amount <b>Note:</b> For parameters of type Step, salary can only be incremented by one.
Type	required	list of values	increment type: Amount, Percent, Step

# Part VI

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## Revising a Budget



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## Budget Revisions Procedures

This chapter describes how to revise budgets. The following sections are in this chapter:

- Definition, page 34-3
- Overview, page 34-3
- Prerequisites, page 34-13
- Account and Position Sets Procedure, page 34-14
- Budget Revisions Procedure, page 34-15
- Select Budget Revisions Window, page 34-18
- Select Budget Revisions Window Description, page 34-23
- Budget Revisions Window, Line Item Entries Tab, page 34-26
- Budget Revisions Window Description, Line Item Entries Tab, page 34-27
- Budget Revisions Window, Position Entries Tab, page 34-31
- Budget Revisions Window Description, Position Entries Tab, page 34-33
- Positions Window, page 34-36
- Positions Window Description, page 34-40
- Budget Revisions Window, Mass Entries Tab, page 34-43
- Budget Revisions Window Description, Mass Entries Tab, page 34-44
- Budget Revisions Window, Summary Entries Tab, page 34-46
- Budget Revisions Window Description, Summary Entries Tab, page 34-47
- View Constraint Violations Window, page 34-48

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- View Constraint Violations Window Description, page 34-49

## 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 Oracle Public Sector Budgeting position control tables.

With Oracle 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, Oracle Public Sector Budgeting also allows middle- or upper-level budget groups to initiate budget revisions. Such higher-level requests can 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.

When users enable the General Ledger multiple reporting currencies feature, they can create, distribute, and post budget revision transactions in functional and reporting currencies.

## 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, can 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. If 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 can focus on the Summary Entries tab in the Budget Revision window to review the summarized effect of the revision request.

**Modify** Approvers can 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 requests 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 revision requests using the standard Approve feature in Workflow Notification. Approvals from a lower-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 not 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 is 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 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, the fringe benefits rates are changed. 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 middle- 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 reviewed using the Line Item Entries tab. If element or position-type parameters are used, the position entries generated can be edited and reviewed using the Position Entries tab. The line-item effect of personnel services revisions can be reviewed using 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 using 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. The budget revision journal batch name created begins with Budget Revisions <Revision Number>.

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 middle-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 can 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 middle- 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 can use the Revise Projections function. Once modifications are complete, the revision request is submitted to the appropriate approver.

**Note:** The use 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.

## Split Multi-Year Budget Revision into Multiple Entries

It is recommended that users, particularly those who do not have biennial budget or who allot biennial budgets annually, create multiple entries for multi-year budget revisions.

When budget revisions that span multiple years are uploaded to position control, the entire amount of the revision is posted to the first period of the first year in the HRMS budget.

By creating multiple budget revisions, users ensure the accuracy of the annual budget amounts in HRMS.

## Budget Revision Limitation Control

Budget Revision Limitation Control imposes a dollar or percentage limit on budget revisions, immediately highlighting large budget revision requests. Such large budget revisions may require additional levels of approval, based on an organization's budget policy.

In Oracle 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 must create a comprehensive constraint set that includes 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 25-1.

## Budget Revision Rules

Budget revision policies can be more than monetary. Besides the ability to control the amount of budget revisions, certain budget revision policies impose balance entries. Some policies further restrict how budget revisions can be balanced. Some of these budget revision policies can be captured in budget revision rules. See Budget Revision Rules Procedures.

## 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 creates 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 is displayed in the Budget Revisions window as the Funds Check Result, while the status of the funds check validation process is displayed as the Funds Check Status. This validation process is 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 for budget revision, both funds

check and funds reservation are invoked automatically. If funds check passes, the effect of the budget revisions are 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 Oracle Public Sector Financials (International) 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 can be used for the following:

- 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 changes

### 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 indicates the amount of change in the budget rather than projecting the final budget amount.

### Using Mass Entries for Reorganization

Reorganizations can be classified into two main scenarios, as follows:

- 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 can 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 must 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 use 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 can 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 is 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 must be distributed to notify affected budget groups.

To alert lower-level budget groups to changes, the requestor must distribute the budget revision as Notify Only.

To request modifications from lower-level budget groups, the requestor must 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 are incorporated.

For information on distribution, see Worksheet Distribution Procedures, page 30-1.

## Dual General Ledger Budget Posting

Budget projection parameters are commonly based on the historical budget. Typically, these parameters are defined with the 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 revisions 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 Revision 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 52-1.

## 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 39-1.

For information on constraints and constraint sets, see Constraints Procedures, page 25-1.

For information on parameters, see Projection Parameters Procedures, page 23-1.

For information on GL budget sets, see General Ledger Budget Sets Setup, page 8-1.

## Prerequisites

- ❑ Baseline budgets must be created. Baseline budgets are typically created using the Create GL Budget Journals concurrent process for the line-item budget and the Upload Worksheet to Position Control concurrent process for position budgets.

However, if users upgrading from Release 10.7 or Release 11.0 have previously run the Create GL Budget Journals concurrent process, running the process, prior to the upgrade, did not create a baseline budget.

These users must run the Create Adopted Budget concurrent process to create a baseline budget for line items. Then run the Upload Worksheet to Position Control concurrent process to create the baseline budget for positions.

To run the Create Adopted Budget concurrent process, see Create Adopted Budget Procedures.

To run the Upload Worksheet to Position Control concurrent process, see Upload Worksheet to Position Control Procedures.

- ❑ 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 Worksheet to Position Control Concurrent Process must be completed before budget revisions are requested for positions.

**Note:** Required to accurately compute the effect on position cost caused by position budget revisions.

For information on the Upload Worksheet to Position Control, see Upload Worksheet to Position Control Procedures, page 47-1.

- ❑ 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 9-1.

## Budget Revisions Procedure

To create or modify budget revision requests, perform the following steps.

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

### **Budget Revisions - Define**

The Select Budget Revisions window appears. Table 34-1 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. To modify line-item entries, use the Line Item Entries tab.
4. To modify position budgets, use the Position Entries tab.

1. To create a new position for the data extract, click **Create Position**.

The Revision Effective Dates window appears.

2. Enter the date range to compute the position cost.
3. Click **OK**.

If HRMS is installed and position hierarchies are not position-control enabled, continue at step 6.

Alternatively, if HRMS is installed and at least one HRMS organization is position-control enabled, the Organization window appears.

4. For the new position, enter the appropriate organization and its effective date.

**Note:** The organization and its effective date are used to determine if an organization is position-control enabled.

5. Click **OK**.

If the new position is for an organization that is position-control enabled, the HRMS Position Transaction window appears.

If the new position for an organization that does not have position control enabled, the HRMS Position window appears.

6. Enter data in the HRMS window.

To enter data in the HRMS windows, see Defining a Position, *Using Oracle HRMS - The Fundamentals*, Position Management and Position Control Budgets, available on *OracleMetaLink*, and Position Control Interface Process.

**Note:** It is recommended that users enter payroll information, since it is required when the budget for the new position is uploaded to the HRMS budget.

**Note:** Although it is not required, it is recommended that users enter the salary basis, grade, step, and grade or scale rate in the HRMS window. If this data is not entered here, users must provide a salary assignment in Oracle Public Sector Budgeting.

7. Save as follows:

**File - Save**

8. Close the HRMS window.

**Note:** The new position is automatically assigned not only to the initiating budget revision, but also to the child budget revisions if the position belongs to a child organization.

9. Using the Oracle Public Sector Budgeting Select Budget Revisions window, Position Entries tab, query the new position.

10. Click **Position Details** to open the Positions window.

11. Enter data in the Budget Revisions window as described in Table 34-2.

For information on the Positions window, see Positions Setup, page 19-1.

12. Save or save and continue as follows:

**File - Save or Save and Proceed**

13. Close the window.

14. To compute position cost, click **Recalculate**. View cost distributions in the Line Item Entries tab.

5. To make mass revisions, use the Mass Entries tab.

6. To impose constraints on any revision, use the Constraint Set field on the Mass Entries tab.

7. Save or save and continue as follows:

**File - Save or Save and Proceed**

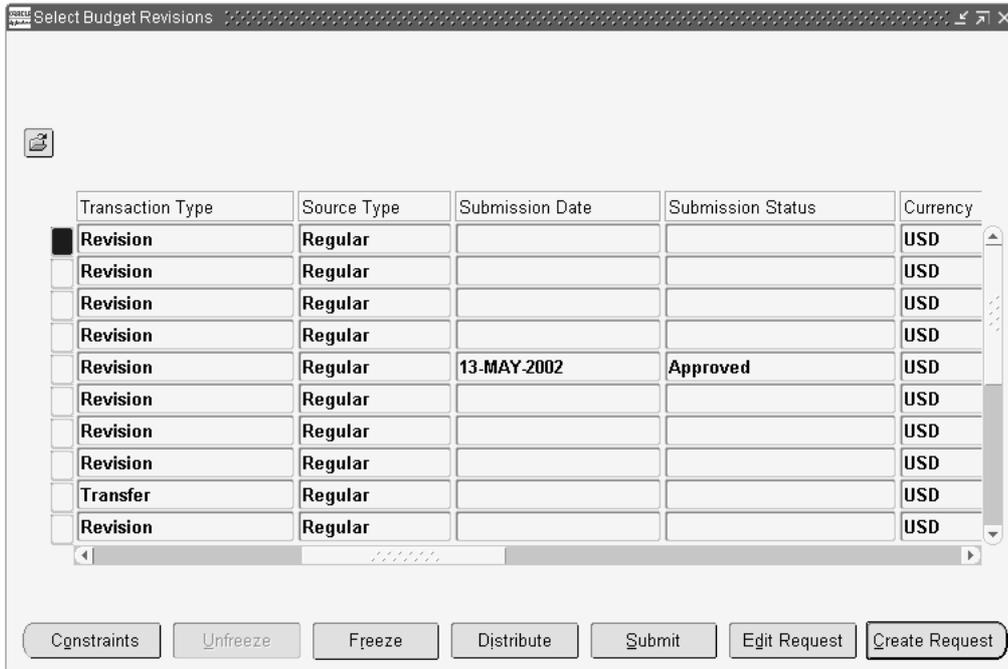
- 8. Close the window.**

## Select Budget Revisions Window

Figure 34-1 Select Budget Revisions Window



**Figure 34-2 Select Budget Revisions Window, (Continued)**



**Figure 34-3 Select Budget Revisions Window, (Continued)**

	Currency	HR Budget	GL Budget Set	Global Revision	Global Revision Number	Perm
<input checked="" type="checkbox"/>	USD	XX CY02 HR Bi	VX CY02 Budget Pos	<input type="checkbox"/>	15	
<input type="checkbox"/>	USD	XX CY02 HR Bi	VX CY02 Budget Pos	<input type="checkbox"/>	15	
<input type="checkbox"/>	USD	XX CY02 HR Bi	VX CY02 Budget Pos	<input type="checkbox"/>	15	
<input type="checkbox"/>	USD	XX CY02 HR Bi	VX CY02 Budget Pos	<input type="checkbox"/>	15	
<input type="checkbox"/>	USD	XX CY02 HR Bi	VX CY02 Budget Pos	<input type="checkbox"/>	15	
<input type="checkbox"/>	USD	XX CY02 HR Bi	VX CY02 Budget Pos	<input type="checkbox"/>	15	
<input type="checkbox"/>	USD	XX CY02 HR Bi	VX CY02 Budget Pos	<input type="checkbox"/>	15	
<input type="checkbox"/>	USD	XX CY02 HR Bi	VX CY02 Budget Pos	<input type="checkbox"/>	15	
<input type="checkbox"/>	USD		VX CY02 Budget Pos	<input checked="" type="checkbox"/>		
<input type="checkbox"/>	USD		VX CY02 Budget Pos	<input checked="" type="checkbox"/>		

Figure 34-4 Select Budget Revisions Window, (Continued)

	Permanent	Frozen	Revise By P	GL Posting Status	GL Posting Date	HR Posting
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not Posted		Not Posted
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not Posted		Not Posted
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not Posted		Not Posted
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not Posted		Not Posted
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Not Posted		Posted
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not Posted		Not Posted
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not Posted		Not Posted
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not Posted		Not Posted
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Not Posted		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Not Posted		

**Figure 34–5 Select Budget Revisions Window, (Continued)**

P	GL Posting Status	GL Posting Date	HR Posting Status	HR Posting Date
<input type="checkbox"/>	Not Posted		Not Posted	
<input type="checkbox"/>	Not Posted		Not Posted	
<input type="checkbox"/>	Not Posted		Not Posted	
<input type="checkbox"/>	Not Posted		Not Posted	
<input type="checkbox"/>	Not Posted		Posted	13-MAY-2002
<input type="checkbox"/>	Not Posted		Not Posted	
<input type="checkbox"/>	Not Posted		Not Posted	
<input type="checkbox"/>	Not Posted		Not Posted	
<input type="checkbox"/>	Not Posted		Not Posted	
<input checked="" type="checkbox"/>	Not Posted			
<input type="checkbox"/>	Not Posted			

Constraints Unfreeze Freeze Distribute Submit Edit Request Create Request

**Figure 34–6 Approval Override Pop-Up Window**

Override Approval      Approval Override by: WTUCKER

Comments  
As per our discussion.

Start Process      Cancel

## Select Budget Revisions Window Description

**Table 34–1** *Select Budget Revisions Window Description*

Field Name	Type	Features	Description
<b>Main Region</b>			
Revision Number	default, display only		Oracle 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
Submission Date	default, display only		date budget revision submitted
Submission Status	default, display only		budget revision status
Currency	default, display only		currency used for budget group
HR Budget	default, display only		HR budget for the revision
GL Budget Set	default, display only		GL budget set for the revision
Global Revision	default, display only	check box	if selected, indicates that budget revision is user-created, not Oracle Public Sector Budgeting-created through distribution
Global Revision Number	default, display only		indicates the global revision number from which a revision is created by Oracle 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

Select Budget Revisions Window Description

**Table 34–1 Select Budget Revisions Window Description**

Field Name	Type	Features	Description
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
GL Posting Status	default, display only		GL posting status for the revision
GL Posting Date	default, display only		GL posting date for the revision
HR Posting Status	default, display only		HR posting status for the revision
HR Posting Date	default, display only		HR posting date for the revision
<b>Footer Region</b>			
Constraints		button	opens View Constraint Violations window <b>Note:</b> not available to MRC Budget Super User
Unfreeze		button	unfreezes budget revision <b>Note:</b> not available to MRC Budget Super User
Freeze		button	freezes budget revision <b>Note:</b> available only to users with superuser responsibility designation
Distribute		button	opens Distribution Rule window for budget revision requests created by upper-level budget group that needs to grant a lower-level budget group access to request. <b>Note:</b> Distribution can be for information only or to request a lower-level budget group to make modifications to the original budget revision request. <b>Note:</b> Users must click the <b>Distribute</b> button in the Budget Revisions window to distribute budget revision requests. Users must not distribute a budget revision using the <b>Worksheet - Distribute</b> path. <b>Note:</b> not available to MRC Budget Super User

**Table 34–1 Select Budget Revisions Window Description**

Field Name	Type	Features	Description
Submit		button	opens Approval Override window allowing approval hierarchy override option before the submission is completed <b>Note:</b> Submitting the budget revision request freezes it. <b>Note:</b> not available to MRC Budget Super User
Edit Request		button	opens Budget Revisions window for modifications
Create Request		button	opens new Budget Revisions window <b>Note:</b> not available to MRC Budget Super User
<b>Approval Override Pop-Up Window</b>			
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 34-7 Budget Revisions Window, Line Item Entries Tab**

Budget Revisions

Budget Group:  Source Type:  Revision Number:   
 GL Budget Set:  Transaction Type:  Balance Type:   
 HR Budget:  Requestor:  Currency:   
 Justification:

Revise by Position  
 Permanent

Line Item Entries | Position Entries | Mass Entries | Summary Entries

Account	Period	Original Budget	Current Budget	Increase/Decrease	%
01.820.5800.0000.000	Jan-02	5152	10304	Increase	
01.820.6160.0000.000	Jan-02	1545	3090	Increase	
01.820.6115.0000.000	Jan-02	0	0	Increase	
01.820.6120.0000.000	Jan-02	0	0	Increase	
01.820.6165.0000.000	Jan-02	0	0	Increase	
01.820.6140.0000.000	Jan-02	0	0	Increase	

Account Description:

Total Debit:  Total Credit:

**Figure 34-8 Revise Projections Window**

Revise Projections

Parameter Name:

## Budget Revisions Window Description, Line Item Entries Tab

**Table 34–2 Budget Revisions Window Description, Line Item Entries Tab**

Field Name	Type	Features	Description
<b>Header Region</b>			
			<b>Note:</b> Fields in the Line Items Entries tab are view only for MRC Budget Super User responsibility
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 <b>Note:</b> 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		Oracle 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. <b>Note:</b> 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 YTD indicates year to date, PTD indicates period to date, PJTD indicates project to date, and QTD indicates quarter to date. <b>Note:</b> This determines which state of the current budget balance is used to compute revision amounts if % is used.

**Table 34–2 Budget Revisions Window Description, Line Item Entries Tab**

Field Name	Type	Features	Description
HR Budget	default		HRMS budget to which budget revision applies <b>Note:</b> The HR budget must default from a profile option set up by users with a superuser responsibility designation. The HR budget only be changed by users with a superuser responsibility designation. Users without a superuser responsibility designation cannot update the field.
Requestor	display only		identification of user creating revision
Currency	optional		currency used for budget revision
Justification	conditionally required		reasons for requesting revision; required if PSB: Require Budget Revision Justification profile option is set to Yes; optional if PSB: Require Budget Revision Justification profile option is set to No
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. <b>Note:</b> Select to control position accounts by deriving the revised amount from the calculation of salary, benefits, etc. <b>Note:</b> If selected, only position-related parameters can be used in Mass Entries tab. <b>Note:</b> 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.
Permanent	required	check box	if selected, revision is reflected in future budgets; if not selected, the revision is not reflected in future budgets <b>Note:</b> Dual budgets must be maintained in General Ledger.
Descriptive Flexfield	optional		field for user customization
<b>Line Item Entries Tab</b>			
Account	required		account code combination
Period	required	list of values	General Ledger accounting periods

**Table 34–2 Budget Revisions Window Description, Line Item Entries Tab**

Field Name	Type	Features	Description
Original Budget	default		budget amount posted to General Ledger using Create GL Budget Journals concurrent process  <b>Note:</b> Carry-forward amounts from encumbrances or funds available that are added to the amount posted by Oracle 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  <b>Note:</b> 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  <b>Note:</b> No distinction is made between revenue-type and expense-type accounts.
%	required if Amount not indicated		percent of increase or decrease  <b>Note:</b> If percentage entered, then amount field is automatically filled. Amount equals percent times Current Budget amount.  <b>Note:</b> 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  <b>Note:</b> Users should enter either an Amount or a percentage.  <b>Note:</b> 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 <i>Technical Reference Manual</i> , FUNDS_CHECK_RESULT_CODE table.
Funds Check Result	display only	list of values	See the General Ledger <i>Technical Reference Manual</i> , FUNDS_CHECK_RESULT_CODE table.
Account Description	display only		describes Account highlighted
Total Debit	display only		debit for this account

**Table 34–2 Budget Revisions Window Description, Line Item Entries Tab**

Field Name	Type	Features	Description
Total Credit	display only		credit for this account
Revise Projections		button	opens Line Items or Position Revise Projections window <b>Note:</b> Use to preform mass revisions on line-item revisions already entered. <b>Note:</b> not available to MRC Budget Super User responsibility
Funds Check		button	refreshes General Ledger Balance As Of, Current Budget, and Funds Check Status <b>Note:</b> Funds Check also occurs when the <b>Submit</b> button is clicked. <b>Note:</b> not available to MRC Budget Super User responsibility
<b>Revise Projections Window</b>			
Parameter Name	required	list of values	parameter used to recalculate budget revision amounts
View Parameter		button	opens Parameter window
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 34–9 Budget Revisions Window, Position Entries Tab**

Budget Revisions

Budget Group: **Finance**      Source Type: **Regular**      Revision Number: **1**  
 GL Budget Set: **Progress**      Transaction Type: **Adjustment**      Balance Type: **YTD**  
 HR Budget:      Requestor: **JPALMER**      Currency: **USD**  
 Justification: **Temporary reassignment**       Revise by Position  
     Permanent

Line Item Entries    **Position Entries**    Mass Entries    Summary Entries

Position	Employee Number	Employee Name	From	To
400001.STAFF ACCOUNTA...	32	Rich, Mr. Lawrence Joseph	01-OCT-2001	30-JUN-2002

Create Position    Position Details    Recalculate    Revise Projections

**Figure 34–10 Revision Effective Dates Window**

Revision Effective Dates

Please Enter the date range to be used in computing the new position's cost for budget revision purposes

From:  ...  
 To:

Ok    Cancel

**Figure 34–11 Organization Window**



## Budget Revisions Window Description, Position Entries Tab

Table 34-3 describes the Budget Revisions window, Position Entries tab. For information on the header region, see Table 34-2.

**Table 34-3 Budget Revisions Window Description, Position Entries Tab**

Field Name	Type	Features	Description
<b>Position Details Header Region</b>			
			<b>Note:</b> Fields in the Position Entries tab are view-only for the MRC Budget Super User.
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 <b>Note:</b> 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
%	required if 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

**Table 34–3 Budget Revisions Window Description, Position Entries Tab**

Field Name	Type	Features	Description
Create Positions		button	opens Positions window or If HRMS is installed and position control enabled, opens Organization window. <b>Note:</b> not available to MRC Budget Super User responsibility
Position Details		button	opens Positions Details window for revisions beyond changing FTE <b>Note:</b> 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 <b>Note:</b> Result is displayed in the Line Item Entries tab. <b>Note:</b> not available to MRC Budget Super User responsibility
Revise Projections		button	opens Revise Projections window <b>Note:</b> Use to perform mass revisions on position revisions already entered. <b>Note:</b> not available to MRC Budget Super User responsibility
<b>Revision Effective Dates Window</b>			
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
<b>Organization Window</b>			
			<b>Note:</b> The Organization window appears only if HRMS is installed and at least one HRMS organization is position control enabled.

**Table 34–3 Budget Revisions Window Description, Position Entries Tab**

Field Name	Type	Features	Description
Organization Effective Date	required		effective date for organization
Organization	required		HRMS organization to which new position belongs
Cancel	button		closes window
OK	button		accepts selected data and opens appropriate HRMS window
<b>Positions Window Header</b>			
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 Oracle 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 34–12 Positions Window, Salary Tab**

Revision Number  Budget Group  Position

**Attributes**

Name	Value	From	To
Job	1000.MANAGER	01-JUL-1999	
Hire Date	01-JUL-1999	01-JUL-1999	
Default Weekly Hours	40	01-JUL-1999	
EEO Category	Officials and Managers	01-JUL-1999	

**Salary** | Element | Distribution | Employee

Salary Name	Option	Step		Value	View Rates	
		Basis			From	To
Salary	S.3.All	Annual			01-JUL-1999	

**Figure 34-13 Positions Window, Element Tab**

Positions

Revision Number  Budget Group  Position

---

**Attributes**

Name	Value	From	To
Job	1000.MANAGER	01-JUL-1999	
Hire Date	01-JUL-1999	01-JUL-1999	
Default Weekly Hours	40	01-JUL-1999	
EEO Category	Officials and Managers	01-JUL-1999	

Salary **Element** Distribution Employee

Name	Option Name	View Rates		From	To
		Value	Value Type		
Dental	Premium		Amount	01-JUL-1999	

**Figure 34–14 Positions Window, Distribution Tab**

Revision Number  Budget Group  Position

**Attributes**

Name	Value	From	To
Job	1000.MANAGER	01-JUL-1999	
Hire Date	01-JUL-1999	01-JUL-1999	
Default Weekly Hours	40	01-JUL-1999	
EEO Category	Officials and Managers	01-JUL-1999	

Salary Element **Distribution** Employee

From	To	Accounts	%
01-JUL-1999		1001-1001-1010-3120-1013-1512-5110	100.00
			100.00

**Figure 34–15 Positions Window, Employee Tab**

Revision Number  Budget Group  Position

**Attributes**

Name	Value	From	To
Job	1000.MANAGER	01-JUL-1999	
Hire Date	01-JUL-1999	01-JUL-1999	
Default Weekly Hours	40	01-JUL-1999	
EEO Category	Officials and Managers	01-JUL-1999	

Salary Element Distribution **Employee**

Position Employee

## Positions Window Description

**Table 34–4** *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
<b>Attributes Region</b>			
Name	default		attribute name applicable to position
Value	default		position attribute value
From	default		effective start date for position attribute value <b>Note:</b> 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 <b>Note:</b> Start and end date for position attribute must be within the start and end date for the position.
<b>Salary Tab</b>			
Salary Name	required	list of values	salary element name for position
Option	required	list of values	salary option name <b>Note:</b> option not required for positions that do not follow grade rate or grade step
Step	default	list of values	step for grade scale salary <b>Note:</b> field available for grade step only
Basis	required	list of values	salary basis: Annual, Hourly, Monthly, Period

**Table 34–4 Positions Window Description**

Field Name	Type	Features	Description
Value	required		salary option value <b>Note:</b> The value can be edited if the salary element is defined to allow overwriting. <b>Note:</b> 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. <b>Note:</b> 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 <b>View Rates</b> button.
View Rates	optional		click to view rates
From	required	list of values: pop-up calendar	start date for value or step <b>Note:</b> 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 <b>Note:</b> Start and end date for salary element must be within the start and end date for the position.
<b>Element Tab</b>			
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 <b>Note:</b> If there is no value, users can check the values for the corresponding element by double-clicking the values field or by clicking the <b>View Rates</b> 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 <b>Note:</b> Start and end date for element must be within the start and end date for position.

**Table 34–4 Positions Window Description**

Field Name	Type	Features	Description
To	optional	list of values: pop-up calendar	end date for element <b>Note:</b> Start and end date for element must be within the start and end date for the position.
<b>Distribution Tab</b>			
From	required	list of values: pop-up calendar	start date for salary account distribution <b>Note:</b> 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 <b>Note:</b> 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%
<b>Employee Tab</b>			
Employee Name	default		employee name can be updated

## Budget Revisions Window, Mass Entries Tab

Figure 34–16 Budget Revisions Window, Mass Entries Tab

Budget Revisions

Budget Group **Finance** Source Type **Regular** Revision Number **1**  
GL Budget Set **Progress** Transaction Type **Adjustment** Balance Type **YTD**  
HR Budget Requestor **JPALMER** Currency **USD**  
Justification **Temporary reassignment**  Revise by Position  
 Permanent

Line Item Entries Position Entries **Mass Entries** Summary Entries

**Account**  
From GL Period **APR-03**  
To GL Period **APR-04**

**Position**  
Effective Start Date  
Effective End Date

Parameter Set Constraint Set

Generate Mass Entries

## Budget Revisions Window Description, Mass Entries Tab

Table 34–5 describes the Budget Revisions window, Mass Entries tab. For information on the header region, see Table 34–2.

**Table 34–5 Budget Revisions Window Description, Mass Entries Tab**

Field Name	Type	Features	Description
<b>Account Region</b>			
From GL Period	required for account sets	list of values	beginning General Ledger accounting period <b>Note:</b> entered only if parameter set contains account-type parameters
To GL Period	required for account sets	list of values	ending General Ledger accounting period <b>Note:</b> entered only if parameter set contains account-type parameters
<b>Position Region</b>			
Effective Start Date	required for position sets	list of values	beginning effective date <b>Note:</b> entered only if parameter set contains element- or position-type parameters
Effective End Date	required for position sets	list of values	ending effective date <b>Note:</b> entered only if parameter set contains element- or position-type parameters
<b>Main Region</b>			
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. or Navigate using the Tools menu as follows: <b>Tools - Parameter Set</b>

**Table 34-5 Budget Revisions Window Description, Mass Entries Tab**

Field Name	Type	Features	Description
Constraint Set	default, optional	list of values	select constraint set to apply <b>Note:</b> 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.  or Navigate using the Tools menu as follows: <b>Tools - Constraint Set</b>
Generate Mass Entries		button	generates line-item and position entries from parameter set <b>Note:</b> not available to MRC Budget Super User responsibility

## Budget Revisions Window, Summary Entries Tab

Figure 34-17 Budget Revisions Window, Summary Entries Tab

The screenshot shows the 'Budget Revisions' window with the 'Summary Entries' tab selected. The header information is as follows:

Budget Group	Finance	Source Type	Regular	Revision Number	1
GL Budget Set	Progress	Transaction Type	Adjustment	Balance Type	YTD
HR Budget		Requestor	JPALMER	Currency	USD
Justification	Temporary reassignment			<input checked="" type="checkbox"/> Revise by Position	
				<input checked="" type="checkbox"/> Permanent	

Account	Budget	From	To	Original Budget	Current Budget
1001-1001-1010-3120-1013-1512-51	ADOPTED BU	JUL-02	JUN-09	294931	0
1001-1001-1010-3520-0000-0000-51	ADOPTED BU	JUL-02	JUN-09	0	0

## Budget Revisions Window Description, Summary Entries Tab

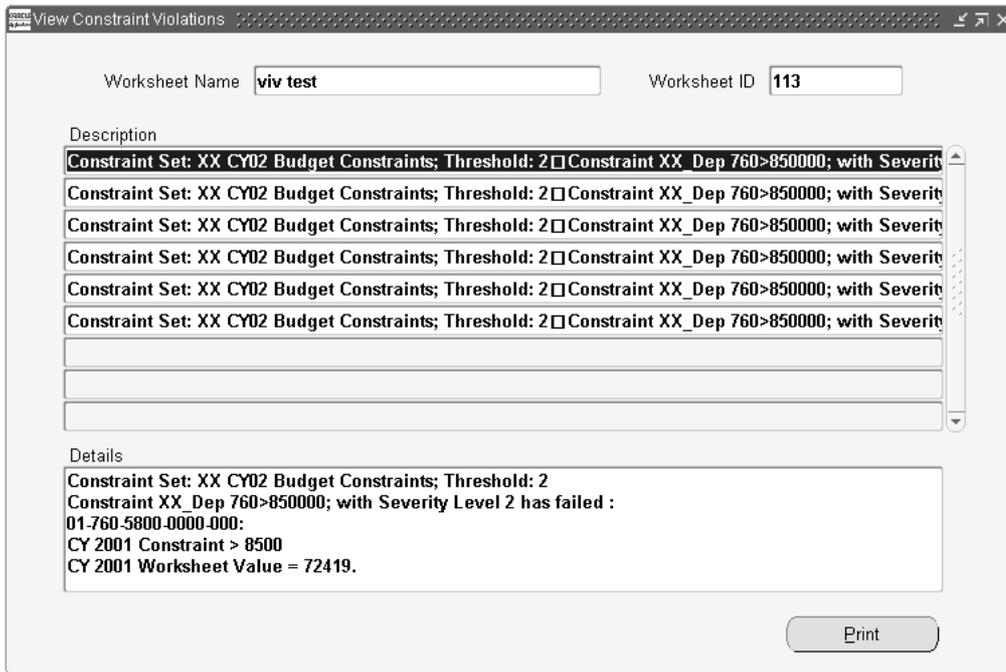
Table 34-6 describes the Budget Revisions window, Summary Entries tab. For information on the header region, see Table 34-2.

**Table 34-6 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 34-2; aggregated by the budget and its period range
Current Budget	default, display only		original budget with all accumulated changes; see Table 34-2; aggregated by the budget and its period range
Revised Budget	default, display only		budget after revision request; see Table 34-2; 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 34–18** View Constraint Violations Window



## View Constraint Violations Window Description

**Table 34-7** 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

View Constraint Violations Window Description

---

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## Budget Revision Rules Procedures

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

- Definition, page 35-2
- Overview, page 35-2
- Prerequisites, page 35-15
- Budget Revision Rule Set Procedure, page 35-16
- Budget Revision Rule Set Window, page 35-19
- Budget Revision Rule Set Window Description, page 35-21
- Budget Revision Rule Window, page 35-24
- Budget Revision Rule Window Description, page 35-25
- Segments Window, page 35-27
- Segments Window Description, page 35-28
- Transaction Type Window, page 35-29
- Transaction Type Window Description, page 35-30

## Definition

Budget revision rules force revisions to comply with certain budget policies. For example, these policies might require that budgetary transfers be balanced or that they be balanced in a certain way. Budget revision rules can be grouped into a budget revision rule set to facilitate assigning them to budget groups. Budget revision rules are inherited according to the budget group inheritance relationships.

## Overview

This section includes the following parts:

- Budget Revision Rules
- Budget Revision Rule Sets
- Process
- Balanced Type Budget Revision Rules Validation Logic Diagram
- Balanced Type Budget Revision Rules Validation Logic Description

## Budget Revision Rules

In the Budget Revision Rule window, users define the following types of budget revision rules:

- Balance Type: enforces how line items are balanced
- Permanent Type: enforces a permanent revision for certain line items
- Temporary Type: enforces a temporary revision for certain line items

## Budget Revision Rule Sets

In the Budget Revision Rule Set window, users define budget revision rule sets in order to group revision rules. A budget revision rule set is associated with a budget group. Within a rule set, users can define new rules or simply select a previously defined budget revision rule in another rule set.

Before defining budget revision rule sets and budget revision rules, users should perform the following procedure to optimize the budget revision rule set definitions:

1. List all budget revision rules that apply to each budget group.

2. Starting from the lowest level budget group, if a given budget revision rule applies to a given budget group also applies to an upper level budget group, eliminate that budget revision rule from the lower level budget groups.
3. Repeat step 2 until all the duplicate budget revision rules have been eliminated from the budget group.
4. Repeat steps 1-3 for all budget groups.

## Process

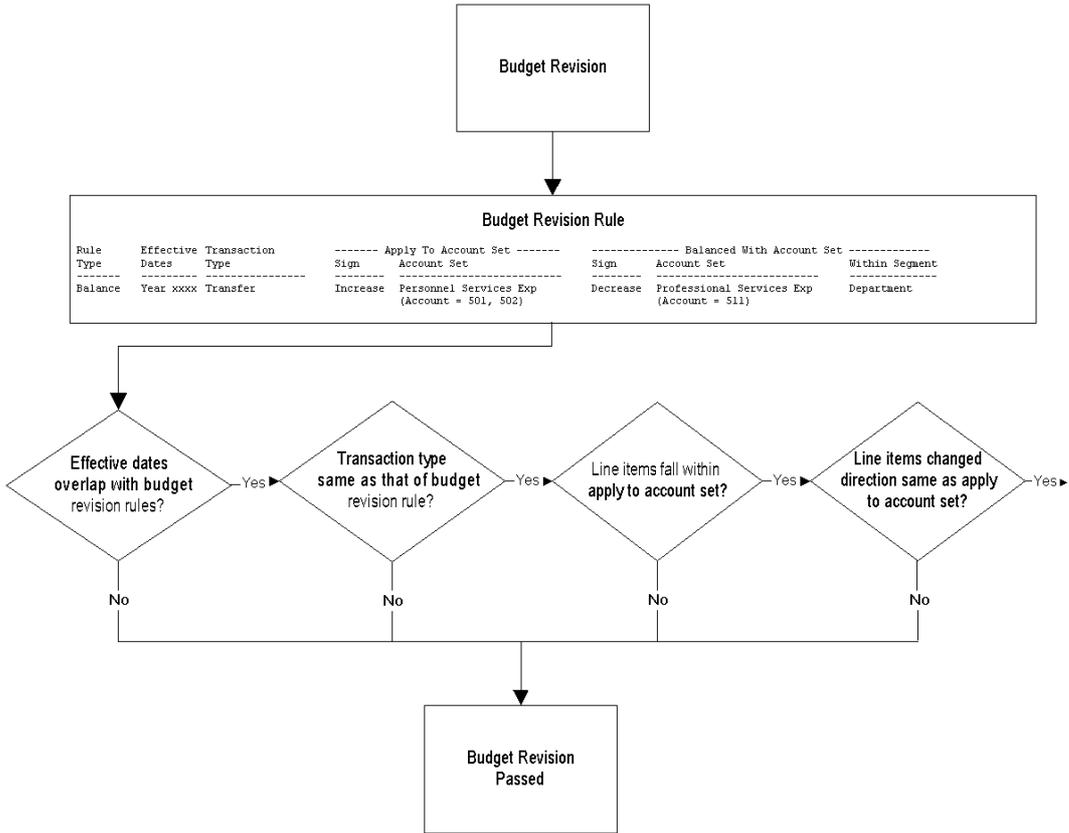
Users define all applicable budget revision rules for a budget group under one budget revision rule set. Users can only enable one budget revision rules set for a given budget group at any one time. A budget group is subject to not only the budget revision rules from its own enabled budget revision rules set but also the rules from the enabled budget revision rule sets for its parent budget groups.

Oracle Public Sector Budgeting automatically checks applicable budget revision rules when users submit a budget revision. If the budget revision has a fatal budget revision rule violation where the budget revision rule severity level exceeds the threshold level, users cannot submit the budget revision until the violation is corrected. The budget revision requestor receives a notification of budget revision rule violations only when a fatal violation has occurred. Users can view both fatal and advisory violations from the View Constraint Violations window.

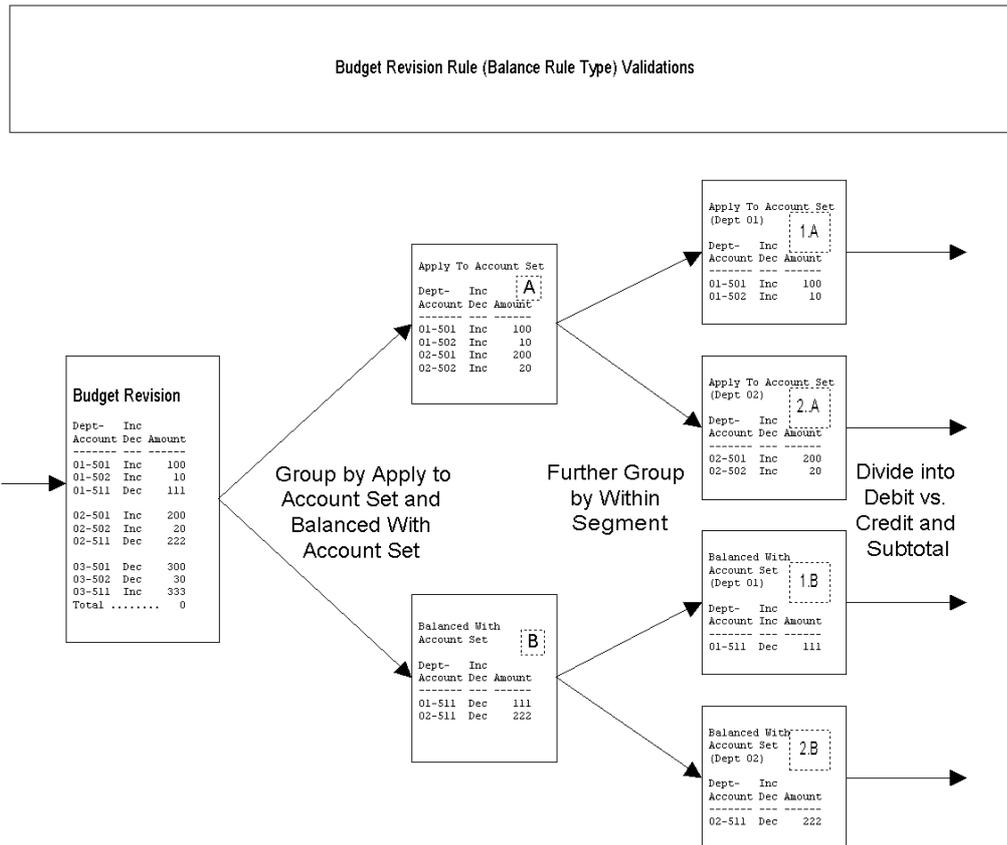
## Balanced Type Budget Revision Rules Validation Logic Diagram

The balance type budget revision rules can be complex. Table 35-1 shows the logic of the balance type budget revision rules. This diagram is described in Balanced Type Budget Revision Rules Validation Logic Description, page 35-7.

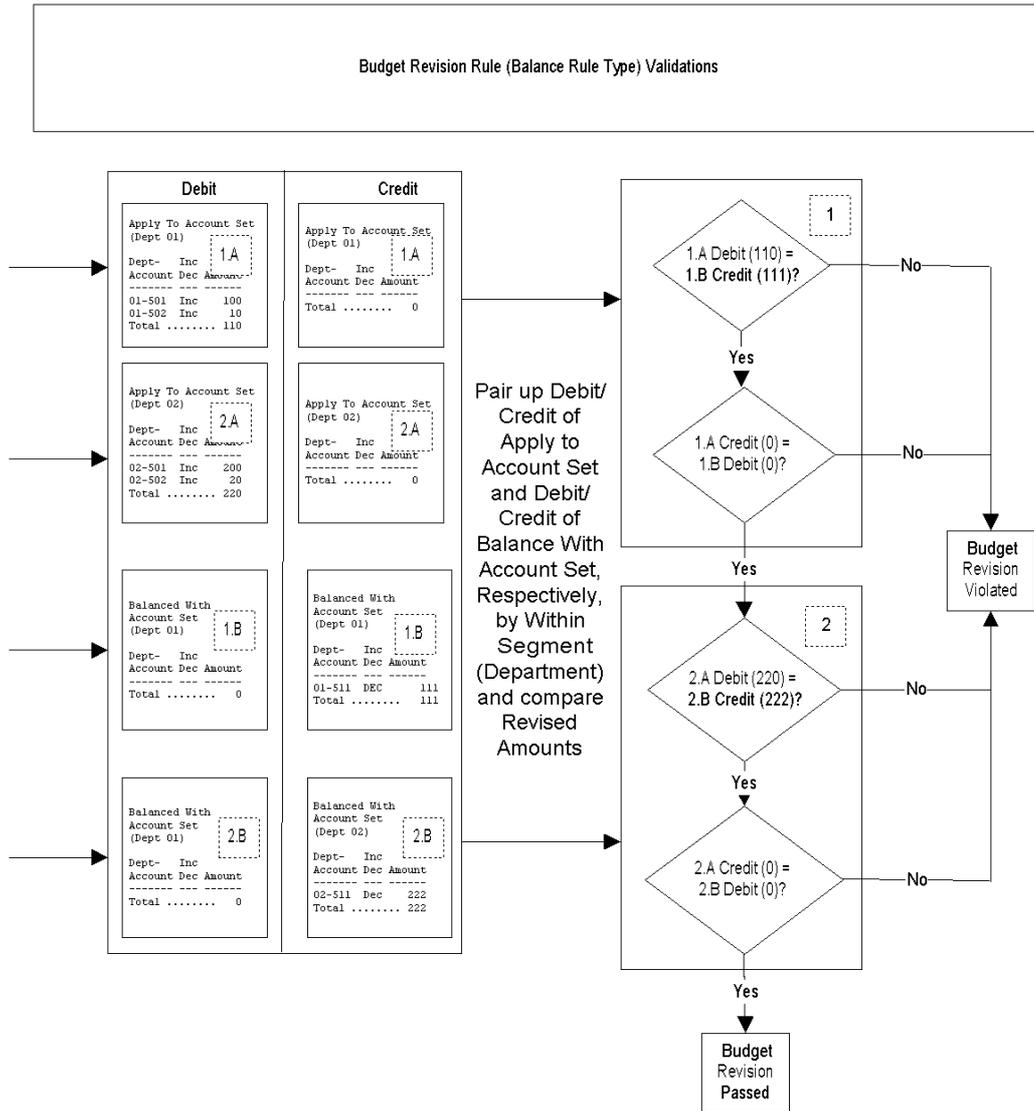
**Figure 35-1 Balanced Type Budget Revision Rules Validation Logic Diagram**



**Figure 35-2** *Balanced Type Budget Revision Rules Validation Logic Diagram, continued*



**Figure 35-3** *Balanced Type Budget Revision Rules Validation Logic Diagram, continued*



## Balanced Type Budget Revision Rules Validation Logic Description

A balanced type budget revision rule is validated according to the following logic:

1. Group all line items that fall within the range of accounts that are specified in the Apply to Account Set region and also satisfy the Increase/Decrease specifications. Group all the line items that fall within the range of accounts specified in the Balanced With Account Set region that also satisfy the Increase/Decrease specifications.
2. If Within Segment is Specified, further divide each group into as many subgroups as required by the segment values. Pair up the subgroups between the Apply To and Balanced With groups.
3. Divide each subgroup of line items into the following categories:
  - Debit: This includes increases in expense accounts and decreases in revenue accounts. This also includes increases in asset accounts and decreases in liability and equity accounts.
  - Credit: This includes decreases in expense accounts and increases in revenue accounts. This also includes decreases in asset accounts and increases in liability and equity accounts.

Compute the total amounts for both categories of the subgroups of line items: debit for apply to account set for each within segment value, credit for apply to account set for each within segment value, debit for balanced with account set for each within segment value, credit for balanced with account set for each within segment value.

4. Validate if the total amount of the debit for apply to account set equals the total amount of the credit for balance with account set that has the same within segment value. Then validate if the total amounts of the credit for apply to account set equals the total amount of the debit for balanced with account set that has the same within segment value. Repeat validation for each within segment value.

## Examples

The following examples illustrate various budget revision policies and how they can be captured in budget revision rules:

- Example 1: Enforcing Balanced Entry within a Fund or Organization
- Example 2: Enforcing Balanced Entry within a Fund or Organization for All Funds and Organizations

- Example 3: Enforcing Revenue Projection Increase for Expenditure Projection Increase
- Example 4: Limiting Transfers between Object Codes to the Same Project or Organization
- Example 5: Enforcing Always Permanent or Always Temporary

**Example 1: Enforcing Balanced Entry within a Fund or Organization**

If users want to enforce balanced entry in the general fund, they can set up the budget revision rule described in Table 35-1.

**Note:** Assume that the following budget revision rule is included in a budget revision rules set that is associated with the budget group of a budget revision.

**Table 35-1 Enforcing Balanced Entry within a Fund or Organization**

Field/Button	Value
Budget Revision Rule Name	Required Balanced Entry - General Fund (100)
Type	Balance
<b>Apply to Account Set Region</b>	
Both/Increase/Decrease	Checked, unchecked, unchecked
Account Set Name	General Fund
Include, Exclude	Include
From	100.000.000.000
To	100.zzz.zzz.zzz
<b>Balance with Account Set Region</b>	
Both/Increase/Decrease	Checked, unchecked, unchecked
Account Set Name	General Fund
Include/Exclude	Include
<b>Account Range</b>	
From	100.000.000.000
To	100.zzz.zzz.zzz

**Table 35-1 Enforcing Balanced Entry within a Fund or Organization**

Field/Button	Value
<b>Footer Region</b>	
Within Segment	<blank>
Transaction Type	Transfer

When users submit a transfer type budget revision containing general fund line items, the budget revision is validated. If the total general fund debit amount (increases in the general fund expenditure line items and decreases in general fund revenue line items) does not equal the total general fund credit amount (decreases in general fund expenditure line items and increases in general fund revenue line items), the validation fails.

Users can enforce balanced entry in a given organization by using the organization segment value in the account sets.

### **Example 2: Enforcing Balanced Entry within a Fund or Organization for All Funds and Organizations**

If users want to enforce balanced entry in any given fund (that is, apply to all funds, but one at a time), they can set up the budget revision rule described in Table 35-2.

**Note:** Assume that the following budget revision rule is included in a budget revision rules set that is associated with the budget group of a budget revision.

**Table 35-2 Enforcing Balanced Entry within a Fund or Organization for all Funds and Organizations**

Field/Button	Value
Budget Revisions Rule Name	Require Balanced Entry - Fund
Type	Balance
<b>Apply to Account Set Region</b>	
Both/Increase/Decrease	Checked, unchecked, unchecked
Account Set Name	All funds
Include/Exclude	Include
From	000.000.000.000

**Table 35–2 Enforcing Balanced Entry within a Fund or Organization for all Funds and Organizations**

Field/Button	Value
To	<i>ZZZ.ZZZ.ZZZ.ZZZ</i>
<b>Balance with Account Set Region</b>	
Both/Increase/Decrease	Checked, unchecked, unchecked
Account Set name	All Funds
Include/Exclude	Include
<b>Account Range</b>	
From	000.000.000.000.
To	<i>ZZZ.ZZZ.ZZZ.ZZZ</i>
<b>Footer Region</b>	
Within Segment	Fund
Transaction Type	Transfer

When users submit a transfer type budget revision containing any fund line items, the budget revision is validated. If the total debit amount in any given fund (increases in the fund expenditure line items and decreases in the fund revenue line items) does not equal the total credit amount in the same fund (decreases in the fund expenditure line items and increases in the fund revenue line items), the validation fails. This validation applies to each fund separately.

**Example 3: Enforcing Revenue Projection Increase for Expenditure Projection Increase**

If users want to enforce revenue increases to justify expenditure increases, they can set up the budget revision rule described in Table 35–3.

**Note:** Assume that the following budget revision rule is included in a budget revision rule set that is associated with the budget group of a budget revision.

**Table 35–3 Enforcing Revenue Projection Increase for Expenditure Projection Increase**

Field/Button	Value
Budget Revisions Rule Name	Required Revenue (600-699) Offset for Expenditure (700-799) Increase
Type	Balance
<b>Apply to Account Set Region</b>	
Both/Increase/Decrease	Unchecked, checked, unchecked
Account Set Name	Expenditure Accounts
Include/Exclude	Include
From	000.000.000.700
To	zzz.zzz.zzz.799
<b>Balance with Account Set Region</b>	
Both/Increase/Decrease	Unchecked, checked, unchecked
Account Set name	Revenue Accounts
Include/Exclude	Include
<b>Account Range</b>	
From	000.000.000.600
To	zzz.zzz.zzz.699
<b>Footer Region</b>	
Within Segment	<blank>
Transaction Type	Transfer, Revision

When users submit a transfer or revision type budget revision containing expenditure line items, the budget revision is validated. If the total expenditure debit amount (increases in expenditure line items) do not equal the total revenue credit amount (increases in revenue line items), the validation fails.

**Example 4: Limiting Transfers between Object Codes to the Same Project or Organization**

If users want to limit transfers from professional services to personnel services to within the same project, they can set up the budget revision rule described in Table 35-4.

**Note:** Assume that the following budget revision rule is included in a budget revision rules set that is associated with the budget group of a budget revision.

**Table 35-4 Limiting Transfers between Object Codes to the Same Project or Organization**

Field/Button	Value
Budget Revisions Rule Name	Limit Transfers from Professional Services to Personnel Services to Same Project
Type	Balance
<b>Apply to Account Set Region</b>	
Both/Increase/Decrease	Unchecked, checked, unchecked
Account Set Name	Personnel Services Accounts
Include/Exclude	Include
From	000.000.000.610
To	zzz.zzz.zzz.619
<b>Balance with Account Set Region</b>	
Both/Increase/Decrease	Unchecked, checked, checked
Account Set name	Professional Services Accounts
Include/Exclude	Include
<b>Account Range</b>	
From	000.000.000.620
To	zzz.zzz.zzz.629
<b>Footer Region</b>	
Within Segment	Project
Transaction Type	Transfer

When users submit a budget revision containing an increase in personnel services, the budget revision is validated. If the total debit amount in any given project's personnel services (increases in the personnel services expenditure line items) does not equal the total credit amount in the same project's professional services (decreases in the professional services expenditure line items), the validation fails. This validation applies to each project separately.

Assume there are two budget revisions. Each budget revision uses the same accounts but different amounts. Assume the third segment is the project segment. This example is described in Table 35-5.

**Table 35-5 Example Budget Revisions**

Budget Revision Line Items	Change Amount in Revision 1		Change Amount in Revision 2	
100.000.100.610	Increase	\$100	Increase	\$100
200.000.200.611	Increase	\$200	Increase	\$200
300.000.100.612	Increase	\$300	Increase	\$300
100.000.200.620	Decrease	\$150	Decrease	\$100
200.000.200.621	Decrease	\$150	Decrease	\$100
300.000.100.622	Decrease	\$300	Decrease	\$400

In budget revision 1, the increases in personnel services in project 100 and project 200 are \$400 and \$200, respectively, while the decreases in professional services in project 100 and project 200 are both \$300. Budget revision 1 fails the validation because the increases and decreases do not balance within each project.

In budget revision 2, the increase in personnel services in project 100 and 200 are \$400 and \$200, respectively, and the decrease in professional services in project 100 and 200 are \$400 and \$200, respectively. Budget Revision 2 passes the validation because the increase and decreases balance within each project.

#### **Example 5: Enforcing Always Permanent or Always Temporary**

If users want to enforce revisions to capital expenditure line items to be always permanent, they can set up the budget revision rule described in Table 35-1.

**Note:** Assume that the budget revision rule is included in a budget revision rules set associated with the budget group of a budget revision.

**Table 35–6 Enforcing Always Permanent or Always Temporary**

Field/Button	Value
Budget Revisions Rule Name	Require Permanent for Capital Expenditures Revisions
Type	Permanent
<b>Apply to Account Set Region</b>	
Both/Increase/Decrease	Checked, unchecked, unchecked
Account Set Name	Capital Expenditures
Include/Exclude	Include
From	000.000.000.900
To	zzz.zzz.zzz.999
<b>Balance with Account Set Region</b>	
Both/Increase/Decrease	<blank>
Account Set name	<blank>
Include/Exclude	<blank>
<b>Account Range</b>	
From	<blank>
To	<blank>
<b>Footer Region</b>	
Within Segment	<blank>
Transaction Type	Adjustment

When users submit an adjustment type budget revision containing capital expenditures line items, the budget revision are validated. If the budget revision is not set to permanent, the validation fails.

## Prerequisites

- ❑ Budget groups must be defined.

To define budget groups, see [Budget Groups and Security Setup](#), page 12-1.

## Budget Revision Rule Set Procedure

This section includes the following parts:

- Budget Revision Rule Set Window
- Copy Window
- Budget Revision Rule Window
- Segments Window
- Transaction Type Window

### Budget Revision Rule Set Window

To define a budget revision rule set for a worksheet, perform the following steps:

1. In Oracle Public Sector Budgeting, navigate to the Budget Revision Rule Set window as follows:

#### **Budget Revisions - Budget Revision Rules**

2. In the header region, enter data in the following fields as described in Table 35-7, page 35-21.
  - Name
  - Enabled
  - Description
  - Budget Group
  - Threshold

**Note:** To copy budget revision rules from an existing budget revision rule set, go to Copy Window, page 35-16
3. In the Assignments tab, enter data in the fields as described in Table 35-7, page 35-21.
4. To view the Budget Revision Rule window click **Rules** and create or modify as described in Table 35-9, page 35-25.

### Copy Window

To copy budget revision rules from an existing budget revision rule set, perform the following steps:

1. In the Budget Revision Rule Set window, click **Copy From**.  
The Rules Set window appears.
2. In the Name field, select a revision rule set from the list of values.
3. To copy this revision rule set click **OK**.

## Budget Revision Rule Window

To define or modify a budget revision rule, perform the following steps:

1. In the Budget Revision Rule Set window, select or enter a rule in the Budget Revision Rule Set window and click **Rules**.  
The Budget Revision Rule window appears.
2. Enter data as described in Table 35-9 , page 35-25.
3. Optionally, to enter the segments for the range of accounts, click **Within Segment** to open the Segments window and go to the Segments Window section.
4. Optionally, to indicate the budget revision transaction types to which the budget revision rule applies, click **Transaction Type** to open the Transaction Type window and go to the Transaction Type Window section.
5. Save or save and continue as follows:  
**File - Save or Save and Proceed.**
6. Close the window.

## Segments Window

Some balance type budget revision rules need to be evaluated one segment value at a time. For example, an increase in proposed expenditures in a given department is permissible only if it is offset by an increase in revenues from the same department. Instead of defining separate budget revision rules for each department, users can define a single budget revision rule to cover the revenues and expenditure accounts for all the departments and specify in the Segments window that the rule must be enforced separately for each department.

To enter one or more segments for the range of accounts, perform the following steps:

1. In the Budget Revision Rule window, click **Within Segment**.

The Segments window appears.

2. In the Segment Name field, select an existing segment name from the list of values.
3. To apply the changes, click **Done**.

### Transaction Type Window

By default, budget revision rules apply to all transaction types. In this window, users can make the rule apply to only certain transaction types.

To indicate the budget revision transaction types for this budget revision rule, perform the following steps:

1. In the Budget Revision Rule window, click **Transaction Type**.  
The Transaction Type window appears.
2. Deselect the check boxes to disable the transaction types that are not applicable to the budget revision rule.
3. To apply the changes, click **OK**.

## Budget Revision Rule Set Window

**Figure 35-4 Budget Revision Rule Set Window, Assignment Tab**

Budget Revision Rule Set

Name:   Enabled

Description:

Budget Group:  ...

Threshold:  [ ]

Assignment | Assignment Description

Effective Dates					
Name	Type	Severity	From	To	[ ]
Bal All F 4 BT	Balance	1	01-JUL-2001	30-JUN-2002	▲
Bal GF 4 BT	Balance	1	01-JUL-2001	30-JUN-2002	
Pro Svc 2 Per Svc w/in L	Balance	1	01-JUL-2001	30-JUN-2002	
Rev Offset 4 Exp Incr	Balance	1	01-JUL-2001	30-JUN-2002	
Temp 4 Non Recur Capit	Temporary	1	01-JUL-2001	30-JUN-2002	▼

**Figure 35–5 Budget Revision Rule Set Window, Assignment Description Tab**

Name:   Enabled

Description:

Budget Group:  ...

Threshold:

Name	Type	Currency	Description
Bal All F 4 BT	Balance	USD	
Bal GF 4 BT	Balance	USD	
Pro Svc 2 Per Svc w/in Dep	Balance	USD	
Rev Offset 4 Exp Incr	Balance	USD	Increase in Expenditures must be Offset b
Temp 4 Non Recur Capit	Temporary	USD	

**Figure 35–6 Rule Set Window**

Rule Set

Name:  ...

## Budget Revision Rule Set Window Description

**Table 35–7 Budget Revision Rule Set Window Description**

Field Name	Type	Features	Description
Name	required		unique budget revision rule set name
Enabled	optional		enables budget revision rule set  <b>Note:</b> Only one budget revision rule set for a given budget group can be enabled at a given time.
Description	optional		budget revision rule set description
Budget Group	required	list of values	budget group using budget revision rule
Threshold	required		severity level that is fatal. If severity level is greater than or equal to threshold level, users cannot submit the budget revision.
Copy From		button	opens Rule Set window
<b>Assignment Tab</b>			
Name	required	list of values	budget revision rule name
Type	required	list of values	budget revision rule type
Severity	required		severity level for this Budget Revision Rule set. If severity level is greater than or equal to threshold level, user cannot submit the budget revision.
<b>Effective Dates</b>			
From	required	list of values: pop-up calendar	effective start date for budget revision rule
To	optional	list of values: pop-up calendar	effective end date for budget revision rule
Descriptive Flexfield	optional		field for user customization
<b>Assignment Description Tab</b>			
Name	default	list of values	budget revision rule name
Type	default	list of values	budget revision rule type
Currency	default	list of values	currency for this budget revision rule

**Table 35–7 Budget Revision Rule Set Window Description**

Field Name	Type	Features	Description
Description	optional		budget revision rule description
Descriptive Flexfield	optional		field for user customization
Rules		button	opens Budget Revision Rules window
<b>Copy Budget Revision Rule Set Pop-Up Window</b>			
Name	optional	list of values	existing budget revision rule set from which data is copied
Copy		button	copies budget revision rules
Cancel		button	closes window without saving

### Example: Budget Revision Rule Set

Table 35–8 shows a sample budget revision rule set.

**Table 35–8 Example Budget Revision Rule Set**

Field	Value
<b>Budget Revision Rule Set Region</b>	
Name	FY02 BR Rule Set
Budget Group	City 1
Threshold	2
<b>Budget Revision Rule, Assignment Region</b>	
Name	Professional service 2 within department
Type	Balance
Severity	1
From [Effective Dates]	01-JUL-2001
To [Effective Dates]	01-JUN-2002
<b>Budget Revision Rule, Assignment Description Region</b>	

**Table 35–8 Example Budget Revision Rule Set**

<b>Field</b>	<b>Value</b>
Name	Professional service 2 within department
Type	Balance
Currency	USD

## Budget Revision Rule Window

Figure 35-7 Budget Revision Rule Window

The screenshot shows the 'Budget Revision Rule' window with the following configuration:

- Name:** XX Bal AcDep 4 BT
- Rule Type:** Balance
- Description:** (Empty)

**Apply to Account Set**

- Both
- Increase
- Decrease

Set Name	Include/Exclude	Account Range From	Account Range To
XX Accounting De	Include	00-745-0000-0000-4	zz-745-zzzz-zzzz-z

**Balanced with Account Set**

- Both
- Increase
- Decrease

Set Name	Include/Exclude	Account Range From	Account Range To
XX Accounting De	Include	00-745-0000-0000-4	zz-745-zzzz-zzzz-z

Buttons: Within Segment, Transaction Type

## Budget Revision Rule Window Description

**Table 35–9 Budget Revision Rule Window Description**

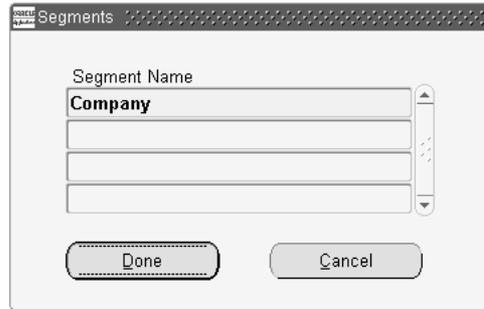
Field Name	Type	Features	Description
Name	default, display only		budget revision rule name; must be unique for budget revision rule set
Description	default, display only		budget revision rule description
Rule Type	default, display only		budget revision rule type
<b>Apply to Account Set Region</b>			
Both	default	radio button	specifies that the rule applies to either increases or decreases in the account set
Increase	optional	radio button	specifies that the rule applies to increases in the account set
Decrease	optional	radio button	specifies that the rule applies to decreases in the account set
Set Name	required	list of values for global account sets	global or local account set that the budget revision rule applies to <b>Note:</b> 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 <b>Note:</b> must include at least one range of accounts in account set
<b>Account Range Region</b>			
From	required; default for global account set	list of values; accounting flexfield window	beginning account for range of account code combinations
To	required; default for global account set	list of values; accounting flexfield window	ending account for range of account code combinations
Descriptive Flexfield	optional		field for user customization

**Table 35–9 Budget Revision Rule Window Description**

Field Name	Type	Features	Description
<b>Balanced with Account Set Region</b>			
Both	default	radio button	specifies that the rule applies to either increases or decreases in the account set
Increase	optional	radio button	specifies that the rule applies to increases in the account set
Decrease	optional	radio button	specifies that the rule applies to decreases in the account set
Set Name	required	list of values for global account sets	global or local account set that budget revision rule applies to
Include/Exclude	required; default for global account set	list of values	specifies whether to include or exclude range of accounts in account set <b>Note:</b> must include at least one range of accounts in account set
<b>Account Range Region</b>			
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
<b>Footer Region</b>			
Within Segment		button	opens Segments window
Transaction Type		button	opens Transaction Type window

## Segments Window

*Figure 35–8 Segments Window*



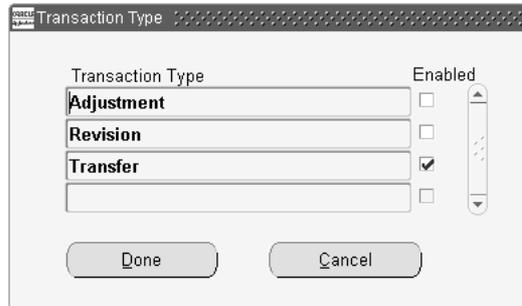
## Segments Window Description

**Table 35–10 Segments Window Description**

<b>Field Name</b>	<b>Type</b>	<b>Features</b>	<b>Description</b>
Segment Name	required	list of values	segments within which the range of accounts applies
Done		button	saves displayed information and closes window
Cancel		button	closes window without saving; returns to the Budget Revision Rules window

## Transaction Type Window

Figure 35–9 Transaction Type Window



## Transaction Type Window Description

**Table 35–11** *Transaction Type Window Description*

<b>Field Name</b>	<b>Type</b>	<b>Features</b>	<b>Description</b>
Transaction Type	optional	check box	limits the budget revision to certain transaction types.
Done		button	saves displayed information and closes window
Cancel		button	closes window without saving information; returns to the Budget Revision Rules window

# Part VII

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## Worksheet Operations



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## Worksheet Operations Procedures

This chapter describes how to run worksheet operations. The following sections are in this chapter:

- Definition, page 36-2
- Overview, page 36-2
- Prerequisites, page 36-5
- Worksheet Operations Procedure, page 36-6
- Worksheet Operations Window, page 36-7
- Worksheet Operations Window Description, page 36-8
- Select Service Packages Window, page 36-9
- Select Service Packages Window Description, page 36-10

## 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. Oracle 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 Oracle 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. Oracle 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 Oracle Public Sector Budgeting Procedures*, page 51-1.

## Reports

To generate the Worksheet Submission Status Report, see *Reports Procedures*, page 52-1.

## Reference

To view constraint violations, see *Modify Line Item Worksheet Procedures*, page 31-1.

To post an approved budget to General Ledger, see *Post Budgets to General Ledger Procedures*, page 40-1.

## Prerequisites

- ❑ At least one worksheet must be created.  
To create a worksheet, see [Create Worksheet Procedures, page 26-1](#).
- ❑ The worksheet must be distributed.  
To distribute a worksheet, see [Worksheet Distribution Procedures, page 30-1](#).

## 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 Oracle 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 36-1.
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 36-1 Worksheet Operations Window

The screenshot shows a window titled "Worksheet Operations" with the following components:

- Worksheet Section:**
  - Worksheet ID:
  - Name:
- Override Review Group Section:**
  - Yes
  - No
- Process Type Section:**
  - Validate Worksheet Constraints (Constraint Set: )
  - Freeze Worksheet
  - Unfreeze Worksheet
  - Move Worksheet Stage
  - Copy Worksheet
  - Merge Worksheet
  - Submit Worksheet
- Comments to Review Group:**
- Buttons:** "Select Service Packages" and "Start Process"

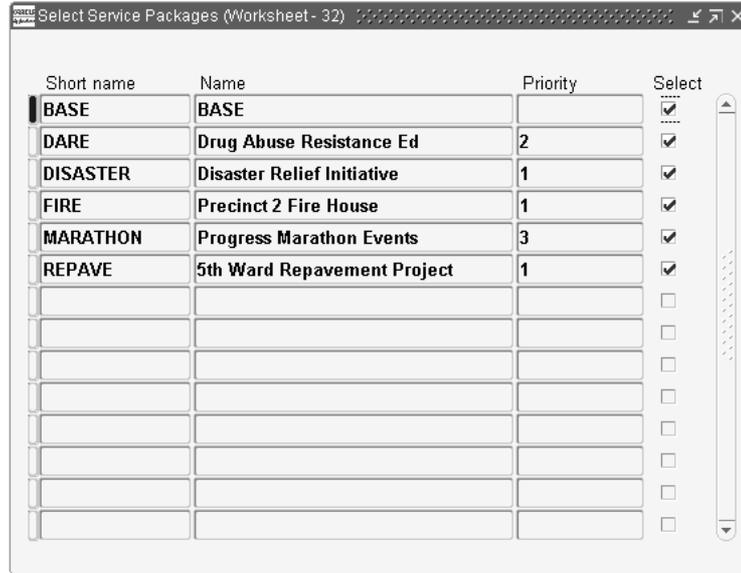
## Worksheet Operations Window Description

**Table 36–1 Worksheet Operations Window Description**

Field Name	Type	Features	Description
<b>Worksheet Region</b>			
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. <b>Note:</b> 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 <b>Note:</b> Access to all worksheet operations is restricted by responsibility. Submit Worksheet option is not available for global worksheets. <b>Note:</b> If Validate Worksheet Constraints is selected, select a constraint set from the list of values. <b>Note:</b> If Move Worksheet Stage or Submit Worksheet is selected, select the service packages to include in the worksheet in the Select Service Packages window. <b>Note:</b> 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 36-2 Select Service Packages Window



## Select Service Packages Window Description

**Table 36–2** *Select Service Packages Window Description*

<b>Field Name</b>	<b>Type</b>	<b>Features</b>	<b>Description</b>
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**

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## **Concurrent Processes**



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## Validate Budget Group Hierarchy Procedures

This chapter describes how to validate a budget group hierarchy. The following sections are in this chapter:

- Definition, page 37-2
- Overview, page 37-2
- Prerequisites, page 37-4
- Validate Budget Group Hierarchy Procedure, page 37-5

## 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 Oracle 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 report, select the appropriate Request ID and click **View Output**.
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.



---

## 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, page 38-2
- Overview, page 38-2
- Prerequisites, page 38-3
- Account Overlap Validation Procedure, page 38-4

## 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 37-1.

## Account Overlap Validation Procedure

To run the Account Overlap Validation concurrent process, perform the following steps.

1. In Oracle 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 report, select the appropriate Request ID and click **View Output**.
10. Close the window.

---

## 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, page 39-2
- Overview, page 39-2
- Maintain Budget Account Codes Procedure, page 39-4

## 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 Oracle Public Sector Budgeting:

- Global Account Sets
- Budget Groups and Security
- Budget Review Group Rules
- Budget Revision 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 Oracle 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 Oracle Public Sector Budgeting.

Valid General Ledger account code combinations are associated with the account codes defined for a specified account range in Oracle 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 Oracle 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 report, select the appropriate Request ID and click **View Output**.
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.

---

## 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, page 40-2
- Overview, page 40-2
- Prerequisites, page 40-5
- Create GL Budget Journals Procedure, page 40-6
- Transfer Budget Journals to GL Procedure, page 40-8

## Definition

Organizations can post approved budgets that are created in Oracle Public Sector Budgeting to General Ledger.

## Overview

The Create GL Budget Journals concurrent process automatically creates budget journals and posts them to General Ledger. Oracle 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
- posting of functional and reporting currencies, when users enable the General Ledger multiple reporting currencies feature

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, Oracle 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, Oracle 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 Oracle 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 the Create 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 52-1.

## 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, see *Assigning Budget Periods*, Oracle 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 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 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 Oracle 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 report, select the appropriate Request ID and click **View Output**.

**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 Oracle 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 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. To send the request to the concurrent manager, click **Submit**.  
The Requests window appears.
10. To view the report, select the appropriate Request ID and click **View Output**.
11. Close the window.

---

## Delete Budget Group Hierarchy Procedures

This chapter describes how to delete a budget group hierarchy. The following sections are in this chapter:

- Definition, page 41-2
- Overview, page 41-2
- Delete Budget Group Hierarchy Procedure, page 41-3

## 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 Oracle 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 report, select the appropriate Request ID and click **View Output**.
10. Close the window.

## Delete Budget Group Hierarchy Procedure

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## Purge Worksheet Procedures

This chapter describes how to delete a worksheet. The following sections are in this chapter:

- Definition, page 42-2
- Overview, page 42-2
- Purge Worksheet Procedure, page 42-3

## 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 26-1.

## Purge Worksheet Procedure

To delete a worksheet from Oracle Public Sector Budgeting, perform the following steps.

1. In Oracle 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 report, select the appropriate Request ID and click **View Output**.
11. Close the window.

## Purge Worksheet Procedure

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## Maintain Budget Positions Procedures

This chapter describes how to update the positions in each position set. The following sections are in this chapter:

- Definition, page 43-2
- Overview, page 43-2
- Maintain Budget Positions Procedure, page 43-4

## Definition

The Maintain Budget Positions concurrent process assigns positions in Oracle 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 Oracle 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 Oracle 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 Oracle 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 report, select the appropriate Request ID and click **View Output**.
12. Close the window.

---

## 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, page 44-2
- Overview, page 44-2
- Assign Position Defaults Procedure, page 44-4

## Definition

The Assign Position Defaults concurrent process is used to apply the position default rules for a particular data extract to position sets in Oracle 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 Oracle 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 Oracle 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 Oracle 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**.
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 report, select the appropriate Request ID and click **View Output**.
10. Close the window.

---

## Purge Data Extract Procedures

This chapter describes how to delete a data extract. The following sections are in this chapter:

- Definition, page 45-2
- Overview, page 45-2
- Purge Data Extract Procedure, page 45-3

## 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 Oracle Public Sector Budgeting, perform the following steps.

1. In Oracle 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 report, select the appropriate Request ID and click **View Output**.
10. Close the window.



---

## Purge Budget Revisions Procedures

This chapter describes how to delete a budget revision. The following sections are in this chapter:

- Definition, page 46-2
- Overview, page 46-2
- Purge Budget Revisions Procedure, page 46-3

## 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 34-1.

## Purge Budget Revisions Procedure

To delete a budget revision from Oracle Public Sector Budgeting, perform the following steps.

1. In Oracle 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 report, select the appropriate Request ID and click **View Output**.
12. Close the window.



---

## 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, page 47-2
- Overview, page 47-2
- Upload Worksheet to Position Control Procedure, page 47-4

## 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.

For organizations that enable the Oracle General Ledger multiple reporting currencies feature, position budget transactions for the functional and reporting currencies are stored in the interface tables.

The stored values represent the net changes between the data extracted from HRMS and the data used in the Oracle Public Sector Budgeting worksheet. The stored values are not associated with any particular worksheet but use the underlying budget group hierarchy.

Users should upload the final worksheet to position control before making budget revisions and before purging the final worksheet.

## Validations

The Upload Worksheet to Position Control concurrent process performs validations in both trial and final modes.

In trial mode, the process verifies that:

- all positions subject to position control approval are approved and applied
- each position in the budget worksheet has account distributions

In final mode, the process verifies that:

- each budget group is associated with an HRMS organization
- all positions subject to position control approval are approved and applied
- the effective dates fall within the HRMS budget's effective dates

- each Oracle Public Sector Budgeting element is associated with an HRMS budget set
- each position has account distributions
- first date of the From Budget Year and the last date of the To Budget Year match any version's effective dates for the HRMS budget characteristics
- the business group associated with the worksheet is the same as the business group associated with the HRMS budget characteristics
- one currency in the worksheet matches the currency of the HRMS budget characteristics
- each position has a payroll assignment

## 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 34-1.

For information on purging worksheets, see *Purge Worksheet Procedures*, page 42-1.

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 Oracle 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. Optionally, in the HR Budget field, select an HR budget from the list of values.
8. In the From Budget Year, select the beginning budget year from the list of values.
9. In the To Budget Year, select the final budget year from the list of values.
10. In the Mode field, select Final or Trial from the list of values.

**Note:** Choosing Trial allows users to upload values to an interface for budget revisions. Choosing Final indicates that the worksheet uploaded is not only populated to the interface table, but also posted to the budget specified.

11. To apply the parameters, click **OK**.
12. To send the request to the concurrent manager, click **Submit**.

The Requests window appears.

13. To view the report, select the appropriate Request ID and click **View Output**.
14. Close the window.

---

## Convert Organization Attribute Procedures

This chapter describes how to consolidate user-defined organization attributes into the predefined organization attribute. The following sections are in this chapter:

- Definition, page 48-2
- Overview, page 48-2
- Convert Organization Attribute Procedure, page 48-3

## Definition

The Convert Organization Attribute concurrent process is used to consolidate any user-defined organization attributes into the predefined organization attribute.

## Overview

The Convert Organization Attribute concurrent process is employed by users who have defined an attribute for organization before installing position control features. In addition to converting the user-defined organization attribute to a system organization attribute, the concurrent process updates all references, including position set, position attribute assignment, position parameters, and default rules, from the user-defined organization attribute to the system organization attribute.

## References

For information on submitting and viewing concurrent requests, see *Overview of Concurrent Processing*, Oracle Applications System Administrator's Guide.

For information on setting up position control, see *Position Control Interface Setup*, page 21-1.

## Convert Organization Attribute Procedure

To convert a user-defined organization attribute to a system organization attribute, perform the following steps.

1. In Oracle 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 Convert Organization Attribute from the list of values.
  5. Click **OK**.

The Parameters window appears.

6. In the Business Group field, select a business group from the list of values.
7. In the Attribute field, select an attribute from the list of values.
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 report, select the appropriate Request ID and click **View Output**.
11. Close the window.



---

## Validate GL Budget Sets Procedures

This chapter describes how to validate Oracle General Ledger budget sets. The following sections are in this chapter:

- Definition, page 49-2
- Overview, page 49-2
- Validate GL Budget Sets Procedure, page 49-3

## 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 Oracle Public Sector Budgeting, perform the following steps.

1. In Oracle 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 report, select the appropriate Request ID and click **View Output**.
10. Close the window.



---

## Create Adopted Budget Procedures

This chapter describes how to create an adopted budget. The following sections are in this chapter:

- Definition, page 50-2
- Overview, page 50-2
- Prerequisites, page 50-3
- Create Adopted Budget Procedure, page 50-4

## Definition

The Create Adopted Budget concurrent process is used to create a baseline budget for budget revision line items.

This concurrent process is only applicable for users who have run the Create GL Budget Journals concurrent process with Release 10.7 or Release 11.0 and have subsequently upgraded to Release 11.5.2 or higher. From Release 11.5.2 onwards, the Create GL Budget Journals concurrent process includes a sub-process that creates a baseline line-item budget for budget revisions.

## Overview

If users want to employ the budget revision functionality immediately after the upgrade, users must run the Create Adopted Budget concurrent process to supplement the earlier version of Create GL Budget Journals concurrent process and create the baseline line-item budget. The Create Adopted Budget concurrent process must be run before users attempt any budget revisions.

## References

For information on submitting and viewing concurrent requests, see Overview of Concurrent Processing, *Oracle Applications System Administrator's Guide*.

## Prerequisites

- ❑ GL budget sets must be defined.

To define GL budget sets, see General Ledger Budget Sets Setup.

## Create Adopted Budget Procedure

To create a baseline budget for budget revisions, perform the following steps.

1. In Oracle 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 Adopted Budget 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 worksheet 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 Year or Period 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 Yes or No from the list of values.
12. In the GL Budget Set field, select a budget set name from the list of values.
13. To apply the parameters, click **OK**.
14. To send the request to the concurrent manager, click **Submit**.

The Requests window appears.

15. To view the report, select the appropriate Request ID and click **View Output**.
16. Close the window.

# Part IX

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## Workflow



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## Using Oracle Workflow in Oracle 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, page 51-2
- Overview, page 51-2
- Prerequisites, page 51-3
- Viewing Notifications Procedure, page 51-4
- Monitoring Processes Procedure, page 51-5
- Processes Monitoring Window, page 51-6
- Processes Monitoring Window Description, page 51-7

## Definition

Oracle Public Sector Budgeting uses Workflow to allow users to distribute, monitor, and route worksheets or budget revisions through the approval process.

**Note:** Use the *Oracle Workflow User's 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 take appropriate action as needed.

The Processes Monitoring window and Work Item window allow users to monitor instances of a workflow process for a worksheet or budget revision.

## Reference

For information on using the Notifications Summary window and Notifications window, see Overview of Notification Handling, *Oracle Workflow User's Guide*.

For information on using the Work Item window, see Overview of Workflow Monitoring, *Oracle Workflow User's Guide*.

For setup of Workflow, see Setting Up an Oracle Workflow Directory, *Oracle Workflow Administrator's Guide*.

For information on the workflow processes provided in Oracle 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 Oracle Public Sector Budgeting, perform the following steps.

1. In Oracle 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. 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 User's Guide*.

## Monitoring Processes Procedure

To monitor processes in Oracle Public Sector Budgeting, perform the following steps.

1. In Oracle 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 User's Guide*.

## Processes Monitoring Window

**Figure 51–1 Processes Monitoring Window**

The screenshot shows a window titled "Processes Monitoring" with the following fields and table:

Document Type: **Worksheet** (dropdown menu)  
Document Id: **114** (text input)  
Document Name: **Vision Ops FY 2002/03 Budget** (text input)

Process Name	Date
<b>Unfreeze Worksheet</b>	<b>28-FEB-2002 08:08:14</b>
<b>Move Worksheet Stage</b>	<b>28-FEB-2002 06:14:19</b>

At the bottom right of the window is a button labeled "Show Process".

## Processes Monitoring Window Description

**Table 51–1 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
<b>Main Region</b>			
Process Name	default, display only		process name
Date	default, display only		process date
Show Process		button	opens View Diagram window

## Processes Monitoring Window Description

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# Part X

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## Reports



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## Reports Procedures

This chapter describes how to generate reports. The following sections are in this chapter:

- Definition, page 52-3
- Overview, page 52-3
- Account Set Listing Report Procedure, page 52-6
- Allocation Rules Listing Report Procedure, page 52-7
- Budget Calendar Listing Report Procedure, page 52-8
- Budget Calendar Listing Report, page 52-9
- Budget Calendar Listing Report Description, page 52-10
- Budget Group Account Ranges Listing Report Procedure, page 52-11
- Budget Group Account Ranges Listing Report, page 52-12
- Budget Group Account Ranges Listing Report Description, page 52-13
- Budget Group Hierarchy Listing Report Procedure, page 52-14
- Budget Group Hierarchy Listing Report, page 52-15
- Budget Group Hierarchy Listing Report Description, page 52-16
- Budget Journal Edit Report Procedure, page 52-17
- Budget Journal Edit Report, page 52-18
- Budget Journal Edit Report Description, page 52-19
- Budget Revision Summary Report Procedure, page 52-20
- Budget Revision Summary Report, page 52-21

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- Budget Revision Summary Report Description, page 52-22
  - Budget Revisions Transaction Report Procedure, page 52-23
  - Budget Revisions Transaction Report Report, page 52-24
  - Budget Revisions Transaction Report Description, page 52-25
  - Constraints Listing Report Procedure, page 52-26
  - Detailed FTE and Headcount by Position Report Procedure, page 52-27
  - Detailed FTE and Headcount by Position Report, page 52-28
  - Detailed FTE and Headcount by Position Report Description, page 52-29
  - Distribution Rule Listing Report Procedure, page 52-30
  - Flexfield Mapping Details Report Procedure, page 52-31
  - Flexfield Mapping Details Report, page 52-32
  - Flexfield Mapping Details Report Description, page 52-33

## 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 Report
- Constraints Listing
- Detailed FTE and Headcount by Position Report
- Distribution Rule Listing
- Flexfield Mapping Details Report

**Note:** Reports and report descriptions are not provided for standard listing reports.

### Account Set Listing

The Account Set Listing report lists the global account sets that are created in Oracle Public Sector Budgeting.

### Allocation Rules Listing

The Allocation Rules Listing report lists the allocation rules that are created in Oracle Public Sector Budgeting by allocation rule set.

## **Budget Calendar Listing**

The Budget Calendar Listing report lists the budget calendars that are created in Oracle 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 Oracle 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.

Users can also automatically generate the Budget Journal Edit Report by running the Create GL Budget Journals concurrent process in trial run.

## **Budget Revision Summary Report**

The Budget Revision Summary Report provides summary entries for individual budget revision requests.

## **Budget Revisions Transaction Report**

The Budget Revisions Transaction Report 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.

## **Constraints Listing**

The Constraints Listing report lists the constraints that are created in Oracle Public Sector Budgeting by constraint set.

### **Detailed FTE and Headcount by Position Report**

The Detailed FTE and Headcount by Position Report lists positions and FTE's 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 Oracle Public Sector Budgeting.

### **Flexfield Mapping Details Report**

The Flexfield Mapping Details Report lists flexfield segment values and amounts that have changed.

## Account Set Listing Report Procedure

To view the Account Set Listing report, perform the following steps.

1. In Oracle 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 request to the concurrent manager, click **Submit**.  
The Requests window appears.
9. To view the report, select the appropriate Request ID and click **View Output**.
10. Close the window.

## Allocation Rules Listing Report Procedure

To view the Allocation Rules Listing report, perform the following steps.

1. In Oracle 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 request to the concurrent manager, click **Submit**.

The Requests window appears.

11. To view the report, select the appropriate Request ID and click **View Output**.
12. Close the window.

## Budget Calendar Listing Report Procedure

To view the Budget Calendar Listing report, perform the following steps.

1. In Oracle 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 request to the concurrent manager, click **Submit**.

The Requests window appears.

9. To view the report, select the appropriate Request ID and click **View Output**.
10. Close the window.

# Budget Calendar Listing Report

**Figure 52-1 Budget Calendar Listing Report**

Budget Calendar Listing

Report Parameters:

-----

Calendars: 2002-03 Budget Calendar

Calendar Name: 2002-03 Budget Calendar

Description: 2002-03 Budget Calendar

Year Type	Short Name	Start Date	End Date	Period Dist	Period Short Name	Description	Start Date	End Date
Prior 1	1999-2000	01-JUL-1999	30-JUN-2000	Month	Jul 99	Jul 99	01-JUL-1999	31-JUL-1999
					Aug 99	Aug 99	01-AUG-1999	31-AUG-1999
					Sep 99	Sep 99	01-SEP-1999	30-SEP-1999
					Oct 99	Oct 99	01-OCT-1999	31-OCT-1999
					Nov 99	Nov 99	01-NOV-1999	30-NOV-1999
					Dec 99	Dec 99	01-DEC-1999	31-DEC-1999
					Jan 00	Jan 00	01-JAN-2000	31-JAN-2000
					Feb 00	Feb 00	01-FEB-2000	29-FEB-2000
					Mar 00	Mar 00	01-MAR-2000	31-MAR-2000
					Apr 00	Apr 00	01-APR-2000	30-APR-2000
					May 00	May 00	01-MAY-2000	31-MAY-2000
					Jun 00	Jun 00	01-JUN-2000	30-JUN-2000

## Budget Calendar Listing Report Description

**Table 52–1** *Budget Calendar Listing Report Description*

<b>Region</b>	<b>Description</b>
[Header and parameters]	header information and parameters used to create report
Year Type	indicates if year type is prior, current, or proposed
Short Name	year short name
Start Date	start date for year
End Date	end date for year
Period Dist	indicates whether period distribution is annual, weekly, monthly
Period Short Name	short name for period
Description	period description
Start Date	period start date
End Date	period end date

## Budget Group Account Ranges Listing Report Procedure

To view the Budget Group Account Ranges Listing report, perform the following steps.

1. In Oracle 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 request to the concurrent manager, click **Submit**.

The Requests window appears.

11. To view the report, select the appropriate Request ID and click **View Output**.
12. Close the window.

## Budget Group Account Ranges Listing Report

**Figure 52–2 Budget Group Account Ranges Listing Report**

Set of Books : Progress State & Budget Group	Set Name	Start Date	End Date	<----- Accounting * Low	Flexfield ----- High
Progress (Top Level)	Admin	01-JUL-99		I 0000-0000-0000-2110-0000-0000-000000	ZZZZ-ZZZZ-ZZZZ-2110-ZZZZ-5999-ZZZZZ-000000
	Finance	01-JUL-00		E 1001-5004-1010-3120-1006-1000-56100-000000	1001-5004-1010-3120-1006-1000-56100-000000
				I 0000-0000-0000-3120-0000-0000-000000	ZZZZ-ZZZZ-ZZZZ-3120-ZZZZ-5999-ZZZZZ-000000
	HR	01-JUL-99		I 0000-0000-0000-3150-0000-0000-000000	ZZZZ-ZZZZ-ZZZZ-3150-ZZZZ-5999-ZZZZZ-000000
	IS	01-JUL-99		I 0000-0000-0000-3510-0000-0000-000000	ZZZZ-ZZZZ-ZZZZ-3510-ZZZZ-5999-ZZZZZ-000000
	Transportation	01-JUL-99		I 0000-0000-0000-3630-0000-0000-000000	ZZZZ-ZZZZ-ZZZZ-3630-ZZZZ-5999-ZZZZZ-000000
	Accounting	01-JUL-99		I 0000-0000-0000-3130-0000-0000-000000	ZZZZ-ZZZZ-ZZZZ-3130-ZZZZ-5999-ZZZZZ-000000
	Budget	01-JUL-99		I 0000-0000-0000-3110-0000-0000-000000	ZZZZ-ZZZZ-ZZZZ-3110-ZZZZ-5999-ZZZZZ-000000
	Fire	01-JUL-99		I 0000-0000-0000-3420-0000-0000-000000	ZZZZ-ZZZZ-ZZZZ-3420-ZZZZ-5999-ZZZZZ-000000
	Police	01-JUL-99		I 0000-0000-0000-3410-0000-0000-000000	ZZZZ-ZZZZ-ZZZZ-3410-ZZZZ-5999-ZZZZZ-000000
	Purchasing	01-JUL-99		E 1001-0000-0000-3520-1001-1517-41440-000000	1001-0000-0000-3520-1001-1517-41440-000000
				E 1001-5004-1010-3520-1007-0000-56600-000000	1001-5004-1010-3520-1007-0000-56600-000000
				I 0000-0000-0000-3520-0000-0000-000000	ZZZZ-ZZZZ-ZZZZ-3520-ZZZZ-5999-ZZZZZ-000000

## Budget Group Account Ranges Listing Report Description

**Table 52–2 Budget Group Account Ranges Listing Report Description**

<b>Region</b>	<b>Description</b>
[Header and parameters]	header information and parameters used to create report
Budget Group	budget group to which account ranges belong
Set Name	set to which budget group belongs
Start Date	beginning date account range is used
End Date	ending date account range is used
*	I indicates Include, E indicates Exclude
[Accounting Flexfield] Low	low end of account range
[Accounting Flexfield] High	high end of account range

## Budget Group Hierarchy Listing Report Procedure

To view the Budget Group Hierarchy Listing report, perform the following steps.

1. In Oracle 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 request to the concurrent manager, click **Submit**.

The Requests window appears.

11. To view the report, select the appropriate Request ID and click **View Output**.
12. Close the window.

## Budget Group Hierarchy Listing Report

*Figure 52-3 Budget Group Hierarchy Listing Report*

Set of Books Name : Progress State & Local

Top Budget Group : Progress (Top Level)

Progress (Top Level)

Administration

Finance

Human Resources

Information Systems

Public Safety

Transportation

## Budget Group Hierarchy Listing Report Description

**Table 52-3** *Budget Group Hierarchy Listing Report Description*

<b>Region</b>	<b>Description</b>
[Header and parameters]	header information and parameters used to create report
<Hierarchy>	budget group hierarchy

## Budget Journal Edit Report Procedure

To view the Budget Journal Edit Report, perform the following steps.

1. In Oracle 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 Worksheet field, select a worksheet from the list of values.
7. In the Year field, select a year from the list of values.
8. In the Budget Set field, select a budget set from the list of values.
9. In the Report Order by fields, select the appropriate flexfield from the list of values.
10. To apply the parameters, click **OK**.

11. To send the request to the concurrent manager, click **Submit**.

The Requests window appears.

12. To view the report, select the appropriate Request ID and click **View Output**.
13. Close the window.

## Budget Journal Edit Report

**Figure 52–4 Budget Journal Edit Report**

Accounting Flexfield	Debits	Credits	Description
1001-0000-0000-0000-0000-31211-000000		14,253.00	Journal for Budget Worksheet 129
1001-1003-1999-2110-1001-1110-51300-000000	4,600.00		Journal for Budget Worksheet 129
1001-5003-1999-2110-1001-1110-53400-000000	9,653.00		Journal for Budget Worksheet 129
Period Totals:	14,253.00	14,253.00	
Report Totals:	14,253.00	14,253.00	

## Budget Journal Edit Report Description

**Table 52-4** *Budget Journal Edit Report Description*

<b>Region</b>	<b>Description</b>
[Header and parameters]	header information and parameters used to create report
Accounting Flexfield	budget account for credit or debit
Debits	debit to post to General Ledger
Credits	credit to post to General Ledger
Description	funding budget affected

## Budget Revision Summary Report Procedure

To view the Budget Revision Summary Report, perform the following steps.

1. In Oracle 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 Number field, select a budget revision 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 report, select the appropriate Request ID and click **View Output**.
10. Close the window.

## Budget Revision Summary Report

*Figure 52-5 Budget Revision Summary Report*

Account -----	From -----	To -----	Original Budget -----	Current Budget -----	Revised Amount -----	% Change -----	Revised Budget -----
1001-1003-1999-3320-1002- 1910-51100-000000	Jul-2001	Jun-2002	0.00	78375.20	17992.00	22.96	96367.20
Account Description							
1001-1003-1999-3320-1002- 1910-52110-000000	Jul-2001	Jun-2002	0.00	18145.64	3598.40	19.83	21744.04
Account Description							

## Budget Revision Summary Report Description

**Table 52–5** *Budget Revision Summary Report Description*

<b>Region</b>	<b>Description</b>
[Header and parameters]	header information and parameters used to create report
Account	account affected by budget revision
From	beginning effective date of revision
To	ending effective date of revision
Original Budget	original budget amount
Current Budget	current budget amount
Revised Amount	amount changed by revision
% Change	percentage of change
Revised Budget	revised budget amount

## Budget Revisions Transaction Report Procedure

To view the Budget Revisions Transaction Report, perform the following steps.

1. In Oracle 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 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. Optionally, in the GL Budget Version Number field, select a GL budget version number 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 request to the concurrent manager, click **Submit**.

The Requests window appears.

12. To view the report, select the appropriate Request ID and click **View Output**.
13. Close the window.

## Budget Revisions Transaction Report Report

**Figure 52-6 Budget Revisions Transaction Report**

Account: 1001-1003-1999-2110-1001-1320-51100-000000

Description:

01-JUL-99	Beginning Balance		0.00
13-MAY-01	Budget Revision Number	105	258.42
13-MAY-01	Budget Revision Number	116	1,033.67
18-MAY-01	Budget Revision Number	135	-11,440.00
18-MAY-01	Budget Revision Number	143	0.00
	Ending Balance		-10,147.91

## Budget Revisions Transaction Report Description

**Table 52–6** *Budget Revisions Transaction Report Description*

<b>Region</b>	<b>Description</b>
[Header and parameters]	header information and parameters used to create report
Account	account affected by budget revisions
Description	list of revisions and effects

## Constraints Listing Report Procedure

To view the Constraints Listing report, perform the following steps.

1. In Oracle 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 request to the concurrent manager, click **Submit**.

The Requests window appears.

11. To view the report, select the appropriate Request ID and click **View Output**.
12. Close the window.

## Detailed FTE and Headcount by Position Report Procedure

To view the Detailed FTE and Headcount by Position Report, perform the following steps.

1. In Oracle 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 request to the concurrent manager, click **Submit**.  
The Requests window appears.
9. To view the report, select the appropriate Request ID and click **View Output**.
10. Close the window.

## Detailed FTE and Headcount by Position Report

*Figure 52-7 Detailed FTE and Headcount by Position Report*

---

GOV			Date:	15-MAR-2001 16:17
			Page:	1 of 4
FTE and Headcount by Position Report				
Worksheet: JD Patchset Worksheet				
Budget Group: JD Budget Group				
Budget Year: 2000-01				
Position	FTE	Employee Id	Employee Name	
-----	-----	-----	-----	
10001001.IS Director	1	71	McGarrett, Mr. Steven	
10001602.Finance Director	3	53	Beyer, Mr. Andre	

## Detailed FTE and Headcount by Position Report Description

*Table 52-7 Detailed FTE and Headcount by Position Report Description*

<b>Region</b>	<b>Description</b>
[Header and parameters]	header information and parameters used to create report
Position	position number and name
FTE	full time equivalency allocated to position
Employee ID	employee identifier
Employee Name	employee name

## Distribution Rule Listing Report Procedure

To view the Distribution Rule Listing report, perform the following steps.

1. In Oracle 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 request to the concurrent manager, click **Submit**.

The Requests window appears.

11. To view the report, select the appropriate Request ID and click **View Output**.
12. Close the window.

## Flexfield Mapping Details Report Procedure

To view the Flexfield Mapping Details Report report, perform the following steps.

1. In Oracle 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 request to the concurrent manager, click **Submit**.

The Requests window appears.

9. To view the report, select the appropriate Request ID and click **View Output**.
10. Close the window.

## Flexfield Mapping Details Report

**Figure 52-8 Flexfield Mapping Details Report**

Flexfield Mapping Report

Report Date 17-MAY-2001 16:58  
Page 2

Year Type	Account
Current	1001-1003-1999-2110-1001-1320-51100-000000
Prior1	1001-1003-1999-2110-1001-1320-51100-000000
Prior2	1001-1003-1999-2110-1001-1320-51100-000000
Prop1	1001-1003-2000-2110-1001-1320-51100-000000
Current	1001-1003-1999-3110-1001-1514-51100-000000
Prior1	1001-1003-1999-3110-1001-1514-51100-000000
Prior2	1001-1003-1999-3110-1001-1514-51100-000000
Prop1	1001-1003-2000-3110-1001-1514-51100-000000
Current	1001-1003-1999-3120-1001-1512-51100-000000
Prior1	1001-1003-1999-3120-1001-1512-51100-000000
Prior2	1001-1003-1999-3120-1001-1512-51100-000000
Prop1	1001-1003-2000-3120-1001-1512-51100-000000

## Flexfield Mapping Details Report Description

**Table 52–8 Flexfield Mapping Details Report Description**

<b>Region</b>	<b>Description</b>
[Header and parameters]	header information and parameters used to create report
Year Type	type of year
Account	account to which flexfields are mapped

## Flexfield Mapping Details Report Description

---

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## Reports Procedures, Continued

This chapter describes how to generate reports. The following sections are in this chapter:

- Definition, page 53-3
- Overview, page 53-3
- Parameter Listing Report Procedure, page 53-6
- Parameter Listing Report, page 53-7
- Parameter Listing Report Description, page 53-8
- Pooled Position Report for Worksheet Procedure, page 53-9
- Pooled Position Report for Worksheet, page 53-10
- Pooled Position Report for Worksheet Description, page 53-11
- Position Adjustment Report Procedure, page 53-12
- Position Adjustment Report, page 53-13
- Position Adjustment Report Description, page 53-14
- Position Set Listing Report Procedure, page 53-15
- Service Package Description Report Procedure, page 53-16
- Service Package Description Report, page 53-17
- Service Package Description Report Description, page 53-18
- Service Package Utilization Report Procedure, page 53-19
- Service Package Utilization Report, page 53-20
- Service Package Utilization Report Description, page 53-21

- 
- Stage Variance Report for Account Procedure, page 53-22
  - Stage Variance Report for Position Procedure, page 53-25
  - Standard Budget Items Listing Report Procedure, page 53-28
  - Vacant Position Report Procedure, page 53-29
  - Vacant Position Report, page 53-30
  - Vacant Position Report Description, page 53-31
  - Validation Results Report Procedure, page 53-32
  - Validation Results Report, page 53-34
  - Validation Results Report Description, page 53-35
  - Worksheet Account Costing Report Procedure, page 53-36
  - Worksheet Account Costing Report, page 53-37
  - Worksheet Account Costing Report Description, page 53-39
  - Worksheet Position Costing Report Procedure, page 53-40
  - Worksheet Position Costing Report, page 53-41
  - Worksheet Position Costing Report Description, page 53-42
  - Worksheet Submission Status Report Procedure, page 53-43
  - Worksheet Submission Status Report, page 53-44
  - Worksheet Submission Status Report Description, page 53-45

## 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:

- Parameter Listing
- Pooled Position Report for Worksheet
- Position Adjustment Report
- Position Set Listing Report
- Service Package Description Report
- Service Package Utilization Report
- Stage Variance Report for Account
- Stage Variance Report for Position
- Standard Budget Items Listing
- Vacant Position Report
- Validation Results Report
- Worksheet Account Costing Report
- Worksheet Position Costing Report
- Worksheet Submission Status Report

**Note:** Reports and report descriptions are not provided for standard listing reports.

## Parameter Listing

The Parameter Listing report lists the account projection parameters that are created in Oracle 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 Oracle 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.

## 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.

## Stage Variance Report for Account

The Stage Variance Report for Account displays the estimates at various stages.

## Stage Variance Report for Position

The Stage Variance Report for Position displays the variance between the different stages.

## Standard Budget Items Listing

The Standard Budget Items Listing report lists the standard budget items that are created in Oracle Public Sector Budgeting.

## Vacant Position Report

The Vacant Position Report 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 account line item 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 detailed 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.

## Parameter Listing Report Procedure

To view the Parameter Listing report, perform the following steps.

1. In Oracle 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 request to the concurrent manager, click **Submit**.

The Requests window appears.

11. To view the report, select the appropriate Request ID and click **View Output**.
12. Close the window.

## Parameter Listing Report

**Figure 53-1 Parameter Listing Report**

	Type	Processing Sequence		End Date	Currency	Compound	Autoinc Rule	
			Start Date				Description	
Expenditures	Account	50	01-JUL-2000		N	N	3% increase	
Supplies	Account	60	01-JUL-2000		Y	N	Increase av	
Expenses	Account	70	01-JUL-2000		N	N	10% decreas	
Capital Expenditu	Account	80	01-JUL-2000		N	N	8% increase	
Capital Expenditu	Account	90	01-JUL-2000		N	N	5% increase	
Revenues	Account	150	01-JUL-2000		N	N	3% increase	
Increase	Position	100	01-JUL-2000		N	Y	step increa	
ts Increase	Position	110	01-JUL-2000		N	N	2% dental b	
of Living Increas	Position	120	01-JUL-2000		N	N	6% cost of	

## Parameter Listing Report Description

**Table 53-1** *Parameter Listing Report Description*

<b>Region</b>	<b>Description</b>
[Header and parameters]	header information and parameters used to create report
Name	parameter name
Type	parameter type
Processing Sequence	sequence in which processed
Start Date	effective start date for parameter
End Date	effective end date for parameter
Currency	currency used for parameter
Compound	N indicates not compounded, Y indicates parameter is compounded
Autoinc	Y indicates autoincrease is applied, N indicated autoincrease is not applied
Rule Description	text description of rule

## Pooled Position Report for Worksheet Procedure

To view the Pooled Position Report for Worksheet, perform the following steps.

1. In Oracle 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 request to the concurrent manager, click **Submit**.

The Requests window appears.

10. To view the report, select the appropriate Request ID and click **View Output**.
11. Close the window.

## Pooled Position Report for Worksheet

**Figure 53-2 Pooled Position Report for Worksheet**

Worksheet Name: Position Worksheet  
 Budget Year: 2001-2002

Year 2001-2002	Currency Code USD	Position 997501.LABORER	FTE 2.6
Element Name	Service Package	GL Account	Ytd Amount
H.1.All	BASE	1001-1001-1010-3630-1009-3121-51100-000000	14482
H.2.All	BASE	1001-1001-1010-3630-1009-3121-51100-000000	8107
H.3.All	BASE	1001-1001-1010-3630-1009-3121-51100-000000	11060
Total			33649

## Pooled Position Report for Worksheet Description

**Table 53–2 Pooled Position Report for Worksheet Description**

<b>Region</b>	<b>Description</b>
[Header and parameters]	header information and parameters used to create report
Year	effective year
Currency Code	currency used in worksheet
Position	name of position
FTE	full-time equivalent
Element Name	element assigned to position
Service Package	service package assigned to position
GL Account	GL account associated with position
YTD Amount	year-to-date amount
Total	total position amount

## Position Adjustment Report Procedure

To view the Position Adjustment Report, perform the following steps.

1. In Oracle 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 request to the concurrent manager, click **Submit**.

The Requests window appears.

9. To view the report, select the appropriate Request ID and click **View Output**.

10. Close the window.

# Position Adjustment Report

**Figure 53-3 Position Adjustment Report**

Position: 800010.POLICE CHIEF

		-- Effective Dates -----			
Attribute	Attribute Value	From	To		
Job	1000.MANAGER	01-JUL-01			
Organization	Progress Special Org	01-JUL-01			
FTE	1	01-JUL-01			
Element	Element Option	Grade/ Step	Element Value	From	To
S.4.All	S.4.All	2	55000	01-JUL-01	
Employee				From	To

## Position Adjustment Report Description

**Table 53–3** *Position Adjustment Report Description*

<b>Region</b>	<b>Description</b>
[Header and parameters]	header and parameters used to create report
Position	position extracted from HRMS
Attribute	position attribute
Attribute Value	value of position attribute
[Effective Date] From	beginning effective date of attribute value
[Effective Date] To	ending effective date of attribute value
Element	element associated with position
Element Option	element option
Grade/Step	salary grade or step
Element Value	element value
[Effective Date] From	beginning effective date of element
[Effective Date] To	ending effective date of element
Employee	name of employee in position
[Effective Date] From	beginning date of employee in position
[Effective Date] To	ending date of employee in position

## Position Set Listing Report Procedure

To view the Position Set Listing Report, perform the following steps.

1. In Oracle 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 apply the parameters, click **OK**.
9. To send the request to the concurrent manager, click **Submit**.

The Requests window appears.

10. To view the report, select the appropriate Request ID and click **View Output**.
11. Close the window.

## Service Package Description Report Procedure

To view the Service Package Description Report, perform the following steps.

1. In Oracle 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 request to the concurrent manager, click **Submit**.

The Requests window appears.

12. To view the report, select the appropriate Request ID and click **View Output**.
13. Close the window.

## Service Package Description Report

**Figure 53-4 Service Package Description Report**

Service Package	Priority			
BASE				
BASE				
Budget Group	Worksheet	Year	Estimate Amount	Stat Amount
JD Finance	131	2000-01	71,222.00	0.00
		2001-02	26,420.00	0.00
Total Proposed for Budget Group			97,642.00	0.00
Total Proposed for Service Package			97,642.00	0.00

## Service Package Description Report Description

**Table 53–4** *Service Package Description Report Description*

<b>Region</b>	<b>Description</b>
[Header and parameters]	header information and parameters used to create report
Service Package	service package name
Priority	service package priority
Budget Group	budget group associated with service package
Worksheet	worksheet associated with service package
Year	effective year
Estimate Amount	estimated amount for service package
Stat Amount	statistical amount
Total Proposed for Budget Group	proposed total for service package

## Service Package Utilization Report Procedure

To view the Service Package Utilization Report, perform the following steps.

1. In Oracle 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 request to the concurrent manager, click **Submit**.  
The Requests window appears.
12. To view the report, select the appropriate Request ID and click **View Output**.
13. Close the window.

## Service Package Utilization Report

**Figure 53-5 Service Package Utilization Report**

Service Package	Priority	Budget Group	Worksheet	Year	Estimate Amount	Stat Amount
BASE		City of MRC1	153	2000-01	(2,764,574,639.24)	0.00
				2001-02	(2,153,332,404.00)	0.00
		Total Proposed for Budget Group			(4,917,907,043.24)	0.00
		MRC1 Accounting Manager		2000-01	(1,382,287,319.62)	0.00
				2001-02	(1,076,666,202.00)	0.00
		Total Proposed for Budget Group			(2,458,953,521.62)	0.00
		Total Proposed for Service Package			(7,376,860,564.86)	0.00
		Total Proposed for Worksheet			(7,376,860,564.86)	0.00

## Service Package Utilization Report Description

**Table 53-5 Service Package Utilization Report Description**

<b>Region</b>	<b>Description</b>
[Header and parameters]	header information and parameters used to create report
Service Package	service package name
Priority	priority associated with service package
Budget Group	budget group service package is assigned to
Worksheet	worksheet associated with budget group
Year	effective year
Estimate Amount	estimated service package total
Stat Amount	statistical amount
Total Proposed for Budget Group	total proposed amount
[Position]	position for which service package is used
Total Proposed for Service Package	total service package amount proposed
Total Proposed for Worksheet	total worksheet amount proposed

## Stage Variance Report for Account Procedure

To view the Stage Variance Report for Account, perform the following steps.

1. In Oracle 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 Stage Variance Report for Account 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. Optionally, in the Service Package field, select a service package.
  8. Optionally, in the Budget Year field, select the budget year from the list of values.
  9. In the Stage 1 field, select a budget stage from the list of values.
  10. In the Stage 2 field, select a budget stage from the list of values.
  11. To apply the parameters, click **OK**.
  12. To send the request to the concurrent manager, click **Submit**.
- The Requests window appears.
13. To view the report, select the appropriate Request ID and click **View Output**.
  14. Close the window.

## Stage Variance Report for Account

**Figure 53-6 Stage Variance Report for Account**

```

+-----+-----+-----+-----+-----+
!                                     Stage Variance Report for Account
!
!                                     Report Date :28-JAN-2002  17:13
!                                     Page      :      1- 34
!
+-----+-----+-----+-----+-----+

Worksheet Name: JL FY02 WS 4 BGH4 1

Service Package: BASE

Budget Group: JL Mini BGH 4

Budget Year: 2001-02

Currency : USD
    
```

Account	Department - Proposed	Manager - Reviewed	Variance	Variance
	Amount	Amount	Amount	%
1001-5003-1999-2110-1001-1320-41121-000000	320	320	0	0.00
1001-5002-1999-2110-1001-1320-41121-000000	2,600	2,800	200	7.69
1001-5003-1999-3120-1001-0000-41155-000000	120	320	200	166.67
1001-5003-1999-3120-1001-0000-41175-000000	120	320	200	166.67
1001-5003-1999-3120-1001-0000-41440-000000	120	2,120	2,000	1,666.67
1001-5003-1999-3620-1012-1516-41510-000000	120	320	200	166.67
1001-5003-1999-3310-1012-1516-41510-000000	120	2,000	1,880	1,566.67

## Stage Variance Report for Account Description

**Table 53–6 Stage Variance Report for Account Description**

<b>Region</b>	<b>Description</b>
[Header]	report title, report date, page number
Worksheet Name	worksheet report
Service Package	service package for the report. Default is to report all service packages included in the worksheet.
Budget Group	budget group for the report
Budget Year	report budget year. Default is to report all budget years included in the worksheet.
Currency	currency for this report
Account	accounts for this report
[Stage 1] Amount	amount with which stage 2 budget amounts are compared
[Stage 2] Amount	amount that is compared with the amount in stage 1
Variance Amount	difference between the amounts in stage 1 and stage 2, expressed as an amount
Variance Percentage	difference between the amounts in stage 1 and stage 2, expressed as a percentage

## Stage Variance Report for Position Procedure

To view the Stage Variance Report for Position, perform the following steps.

1. In Oracle 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 Stage Variance Report for Position 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. Optionally, in the Service Package field, select a service package.
8. Optionally, in the Budget Year field, select the budget year from the list of values.
9. In the Stage 1 field, select a budget stage from the list of values.
10. In the Stage 2 field, select a budget stage from the list of values.
11. To apply the parameters, click **OK**.
12. To send the request to the concurrent manager, click **Submit**.

The Requests window appears.

13. To view the report, select the appropriate Request ID and click **View Output**.

14. Close the window.

## Stage Variance Report for Position

**Figure 53-7 Stage Variance Report for Position**

Stage Variance Report for Position				Report Date:	31-JAN-2002 17:17	
				Page:	1 / 3	
Worksheet Name: JL FY02 WS 4 BGH4 1						
Service Package: BASE						
Budget Group: JL Mini BGH 4						
Budget Year: 2001-02						
Currency: USD						
Position	Department - Proposed FTE	Department - Proposed Amount	Manager - Reviewed FTE	Manager - Reviewed Amount	Variance Amount	Variance %
95003101.Special Org Worker	1	35,984	2	71,968	35,984	100.00
20000302.Recruitment Manager	2	49,412	2	49,412	0	0.00
70001502.Staff Programmer	1	16,900	1	16,900	0	0.00
90003006.Special Org Administrative Assistant	1	13,187	1	13,187	0	0.00
20002806.Purchasing Agent	1	24,706	1	24,706	0	0.00
20003801.Fire Chief	1	24,706	1	24,706	0	0.00
20004201.Principal	1	24,706	1	24,706	0	0.00
80000801.Time Entry Clerk	1	6,302	1	6,302	0	0.00

## Stage Variance Report for Position Description

**Table 53–7 Stage Variance Report for Position Description**

<b>Region</b>	<b>Description</b>
[Header]	report title, report date, page number
Worksheet Name	report worksheet
Service Package	report service package. Default is to report all service packages included in the worksheet.
Budget Group	budget group for this report
Budget Year	report budget year. Default is to report all budget years included in the worksheet.
Currency	currency for this report
Position	positions for this report
[Stage 1] FTE	amount with which stage 2 budget full time equivalencies are compared
[Stage 1] Amount	amount with which stage 2 budget amounts are compared
[Stage 2] FTE	full time equivalency that is compared to the full time equivalency for stage 1
[Stage 2]Amount	budget amount that is compared to the amount for stage 1
Variance Amount	difference between the amounts for stage 1 and stage 2, expressed as an amount
Variance Percentage	difference between the amounts for stage 1 and stage 2, expressed as a percentage

## Standard Budget Items Listing Report Procedure

To view the Standard Budget Items Listing report, perform the following steps.

1. In Oracle 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 request to the concurrent manager, click **Submit**.

The Requests window appears.

10. To view the report, select the appropriate Request ID and click **View Output**.
11. Close the window.

## Vacant Position Report Procedure

To view the Vacant Position Report, perform the following steps.

1. In Oracle 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 request to the concurrent manager, click **Submit**.

The Requests window appears.

11. To view the report, select the appropriate Request ID and click **View Output**.
12. Close the window.

# Vacant Position Report

**Figure 53-8 Vacant Position Report**

Vacant Position Report

Worksheet Name: viv 11.2.03  
Budget Year: CY 2003

Budget Group: viv\_Acct Dept

Position	Employee	Salary	Benefit	Total
00000001.XX Position 1		13,187.00	0.00	13,187.00
00000003.XX Position (A/c)		13,187.00	0.00	13,187.00
00000004.XX Position (A/c)		13,187.00	0.00	13,187.00
Budget Group Total:		39,561.00	0.00	39,561.00

Budget Group: viv\_Treasury dept

Position	Employee	Salary	Benefit	Total
20003401.Treasury Manager		39,600.00	0.00	39,600.00
Budget Group Total:		39,600.00	0.00	39,600.00

Budget Group: viv\_Benefits Dept

Position	Employee	Salary	Benefit	Total
20002906.Special Org Manager		3,490.00	0.00	3,490.00
Budget Group Total:		3,490.00	0.00	3,490.00

Budget Group: viv\_Emp Relations

Position	Employee	Salary	Benefit	Total
80000503.Employee Relations Clerk		24,706.00	0.00	24,706.00
Budget Group Total:		24,706.00	0.00	24,706.00

\*\*\*\*\* End of Report \*\*\*\*\*

## Vacant Position Report Description

**Table 53–8 Vacant Position Report Description**

<b>Region</b>	<b>Description</b>
[Header and parameters]	header information and parameters used to create report
Position	vacant position
Employee	employee assigned to position
Salary	position salary
Benefit	position benefits
Total	total salary and benefits for position

## Validation Results Report Procedure

To view 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 Oracle 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, Worksheet Creation, or Budget Revision 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 request to the concurrent manager, click **Submit**.

The Requests window appears.

11. To view the report, select the appropriate Request ID and click **View Output**.

12. Close the window.

## Validation Results Report

**Figure 53–9 Validation Results Report**

```
Description
-----
The statistics for data extracted are listed as follows :

Number of assigned positions : 64
Number Of Vacant Positions : 0
Number Of Employees : 44

Number of records in Salary Interface : 48

Number of records for Position Cost Distributions : 132
Number of Attribute Value Entries : 510

Number of position assignment attribute records : 392

The results of the validation are listed as follows :

Salary not compatible to position : 800006.TIME ENTRY CLERK I
Employee Number : 20
Actual Value : 0
Proposed : 5.57
(EMPLOYEE_NAME=Luis Appling)
Invalid Salary Value for Grade : S.1.All
Payscale : Salary
Value :
```

## Validation Results Report Description

**Table 53–9** *Validation Results Report Description*

<b>Region</b>	<b>Description</b>
[Header and parameters]	header information and parameters used to create report
Description	errors generated during process

## Worksheet Account Costing Report Procedure

To view the Worksheet Account Costing Report, perform the following steps.

1. In Oracle 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 request to the concurrent manager, click **Submit**.

The Requests window appears.

13. To view the report, select the appropriate Request ID and click **View Output**.
14. Close the window.

## Worksheet Account Costing Report

Worksheet Account Costing Report

**Figure 53-10 Worksheet Account Costing Report**

Worksheet Account Costing Report

Report Date 13-FEB-2003 02:30  
Page 2

Budget Group : XX\_Acct Dept

Account	Service Package	Curr	CY 2002	CY 2003
01-750-7440-0000-000	BASE	USD	0.00	0.00
01-750-7420-0000-000	BASE	USD	0.00	0.00
01-750-7410-0000-000	BASE	USD	0.00	0.00
01-760-7420-0000-000	BASE	USD	0.00	0.00
03-750-7100-1100-130	BASE	USD	0.00	0.00
03-750-7699-1100-130	BASE	USD	0.00	0.00
01-750-7695-0000-000	BASE	USD	0.00	0.00
01-750-7699-0000-000	BASE	USD	0.00	0.00
01-760-5800-0000-000	BASE	USD	96,091.00	96,091.00
01-770-5800-0000-000	BASE	USD	48,388.00	48,388.00
01-750-5800-0000-000	BASE	USD	79,191.00	79,191.00
01-745-5800-0000-000	BASE	USD	200,607.00	200,607.00
01-760-6160-0000-000	BASE	USD	25,877.00	25,877.00
01-770-6160-0000-000	BASE	USD	9,678.00	9,678.00
01-750-6160-0000-000	BASE	USD	22,497.00	22,497.00
01-745-6160-0000-000	BASE	USD	45,063.00	45,063.00

Budget Group : XX\_Admin Dept

Account	Service Package	Curr	CY 2002	CY 2003
03-810-7100-1100-120	BASE	USD	0.00	0.00
03-810-7699-1100-120	BASE	USD	0.00	0.00
01-850-7450-0000-000	BASE	USD	4,000.00	4,000.00
01-850-5800-0000-000	BASE	USD	197,127.00	197,127.00
01-810-5800-0000-000	BASE	USD	109,855.00	109,855.00
01-850-6160-0000-000	BASE	USD	51,779.00	51,779.00
01-810-6160-0000-000	BASE	USD	32,957.00	32,957.00
01-850-7630-0000-000	BASE	USD	10,000.00	0.00
01-810-7550-0000-000	BASE	USD	7,000.00	0.00

Budget Group : XX\_Benefits

Account	Service Package	Curr	CY 2002	CY 2003
03-820-7100-1100-130	BASE	USD	0.00	0.00
03-820-7699-1100-130	BASE	USD	0.00	0.00
01-820-5800-0000-000	BASE	USD	61,816.00	61,816.00

Budget Group : XX\_Benefits

Account	Service Package	Curr	CY 2002	CY 2003
03-820-7100-1100-130	BASE	USD	0.00	0.00
03-820-7699-1100-130	BASE	USD	0.00	0.00
01-820-5800-0000-000	BASE	USD	61,816.00	61,816.00

## Worksheet Account Costing Report Description

**Table 53–10** *Worksheet Account Costing Report Description*

<b>Region</b>	<b>Description</b>
[Header and parameters]	header information and parameters used to create report
Account	account for report
Service Package	service package
Curr	currency
<Budget Years>	amount for budget years indicated

## Worksheet Position Costing Report Procedure

To view the Worksheet Account Costing Report, perform the following steps.

1. In Oracle 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 request to the concurrent manager, click **Submit**.

The Requests window appears.

13. To view the report, select the appropriate Request ID and click **View Output**.
14. Close the window.

## Worksheet Position Costing Report

**Figure 53-11 Worksheet Position Costing Report**

Budget Group : XX_Acct Dept				
Account	Service Package	Curr	CY 2002	CY 2003
10001001.IS Director	BASE	USD	54,444.00	54,444.00
10002303.Purchasing Director	BASE	USD	54,444.00	54,444.00
20000603.Payroll Manager	BASE	USD	32,118.00	32,118.00
20001804.Accounting Manager	BASE	USD	32,118.00	32,118.00
20002705.Fixed Assets Manager	BASE	USD	32,118.00	32,118.00
20002806.Purchasing Agent	BASE	USD	32,118.00	32,118.00
40002101.Staff Accountant	BASE	USD	100,788.00	100,788.00
40002202.Staff Accountant	BASE	USD	50,394.00	50,394.00
50003303.Buyer	BASE	USD	14,885.00	14,885.00
70001401.Staff Programmer	BASE	USD	20,280.00	20,280.00
80001904.Accounts Payable Clerk	BASE	USD	15,126.00	15,126.00
80002005.Accounts Receivable Clerk	BASE	USD	15,126.00	15,126.00
90000703.Payroll Administrative Assistant	BASE	USD	15,126.00	15,126.00
90001704.Administrative Assistant	BASE	USD	15,126.00	15,126.00
95003101.Special Org Worker	BASE	USD	43,181.00	43,181.00
Budget Group : XX_Admin Dept				
Account	Service Package	Curr	CY 2002	CY 2003
10003301.Administrator	BASE	USD	78,576.00	78,576.00
20000101.Human Resources Director	BASE	USD	32,118.00	32,118.00
20000302.Recruitment Manager	BASE	USD	64,236.00	64,236.00
20003601.Planning & Development Manager	BASE	USD	32,118.00	32,118.00
20003701.Police Chief	BASE	USD	32,118.00	32,118.00
20004001.General Services Manager	BASE	USD	32,118.00	32,118.00
20004201.Principal	BASE	USD	32,118.00	32,118.00
50002602.Buyer	BASE	USD	14,885.00	14,885.00
60001201.Computer Operator	BASE	USD	14,426.00	14,426.00

## Worksheet Position Costing Report Description

**Table 53–11** *Worksheet Position Costing Report Description*

<b>Region</b>	<b>Description</b>
[Header and parameters]	header information and parameters used to create report
Account	position name
Service Package	service package for position
Curr	currency
<Budget Years>	amount for budget years indicated

## Worksheet Submission Status Report Procedure

To view the Worksheet Submission Status Report, perform the following steps.

1. In Oracle 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 request to the concurrent manager, click **Submit**.

The Requests window appears.

11. To view the report, select the appropriate Request ID and click **View Output**.
12. Close the window.

## Worksheet Submission Status Report

**Figure 53–12 Worksheet Submission Status Report**

Report request ID - 758286

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Worksheet Submission Status Report

Budget Group : JL Finance Direc  
Worksheet ID : 29  
Not Submitted Only : No

Worksheet ID	Budget Group	Submitted	Approver
36	JL Accounting Manager 1	Y	JL_ACCOUNTING_1
37	JL Treasury Manager 1	N	JL_TREASURY_1

\*\*\*\*\* End of Report \*\*\*\*\*

## Worksheet Submission Status Report Description

**Table 53–12** *Worksheet Submission Status Report Description*

<b>Region</b>	<b>Description</b>
[Header and parameters]	header information and parameters used to create report
Worksheet ID	worksheet identifier
Budget Group	budget group to which worksheet belongs
Submitted	indicates if worksheet is submitted or not
Approver	worksheet approver
Email Address	approver's email address

Worksheet Submission Status Report Description

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# Part XI

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## Reporting and Analysis



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## 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, page 54-2
- Overview, page 54-2
- Configure Discoverer for Oracle Public Sector Budgeting, page 54-5
- Sample Budget Stage Variance Report, page 54-14

## Definition

Oracle 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

Oracle Public Sector Budgeting provides the following predefined business areas:

- Oracle Public Sector Budgeting - Core
- Oracle Public Sector Budgeting - Functional

### **Oracle Public Sector Budgeting - Core Business Area**

Predefined business views are provided in the Oracle 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 Oracle Public Sector Budgeting - Core business area is only visible to the System Administrator.

## Oracle Public Sector Budgeting - Functional Business Area

The following predefined business views are provided in Oracle 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.
- **Revisions**

The Revisions business view provides basic information about a revision such as the justification, budget group name, and requestor.

- **Line Item Revisions**

The Line Item Revisions business view provides actual line items with detail account information.

- **Positions in Revisions**

The Positions in Revisions business view provides information for all positions for a budget revision including the cost, FTE, and account distribution.

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 Oracle Public Sector Budgeting

Users must configure Discoverer for use with Oracle Public Sector Budgeting. Table 54–1 shows the configuration steps. The checklist shows the setup steps for both new installations and upgrades.

**Table 54–1 Discoverer Setup for Oracle Public Sector Budgeting Checklist**

Step Number	Setup Step	New Installation	Upgrade
<b>Configure Discoverer</b>			
1.	Generate Business Views	required	required
2.	Create an Export File for Each User Defined Business Area		conditionally required
3.	Delete the Previous Version of the Public Sector Budgeting Business Areas		required
4.	Import the Public Sector Budgeting Business Areas to the End User Layer (EUL) Created for Discoverer	required	required
5.	Import the User Defined Business Areas Exported in Step 2.		conditionally required
6.	Refresh all Business Areas	required	required
7.	Add Columns and Item Classes to Complex Folders in Functional Business Area	required	required
8.	Add Columns and Item Classes to Complex Folders in User Defined Business Areas		conditionally required
9.	Replace Any Missing Columns with New Columns in User Defined Workbooks; Replace Any Missing Views with New Views in User Defined Workbooks		conditionally required
10.	Create Custom Business Areas and Business Views	optional	optional
11.	Set Up Security	required	required
12.	Register PS/SQL Functions	optional	optional

## 1. Generate Business Views

Generate the Public Sector Budgeting business views by running the concurrent request Generate Business Views by Application using the AOL Business Views Setup responsibility. Business views should be regenerated each time that users change the definition of key flexfields, descriptive flexfields, or lookups. The business areas should then be regenerated in Discoverer.

The following setup for Oracle Applications must be completed prior to generating the business views:

- key flexfields are set up and frozen
- desired descriptions flexfields are set up and frozen
- values for user updateable lookup codes are set up

## 2. Create an Export File for Each User Defined Business Area

If upgrading, create an export file for any user defined or customized business areas. This is required to back up the areas prior to deleting the previous version of the Public Sector Budgeting business areas.

## 3. Delete the Previous Version of the Public Sector Budgeting Business Areas

If upgrading, delete the previous version of the Public Sector Budgeting business areas.

## 4. Import the Public Sector Budgeting Business Areas to the End User Layer (EUL) Created for Discoverer

Import the Public Sector Budgeting business areas to the End User Layer (EUL) that was created for Discoverer as follows:

1. In Oracle Discoverer Administration Edition, navigate to the Import Business Area pop-up window as follows:

### **File - Import**

2. Select the PSBBSVWC.eex and PSBBSVWF.eex files.

**Note:** The PSBBSVWC.eex and PSBBSVWF.eex files are in the psbtools.zip file located in the /extras directory on the Oracle Public Sector Applications CD.

Note: It is important to import the core business area PSBBSVWC.eex first, before importing the functional business area PSBBSVWF.eex.

3. Import the files to the End User Layer (EUL) created for Discoverer.

## 5. Import the User Defined Business Areas Exported in Step 2

If upgrading, import the user defined business areas that were exported in Step 2. The user defined business areas must be imported to the EUL that was created for Discoverer.

## 6. Refresh all Business Areas

Refresh all business areas to synchronize the business areas with the database.

## 7. Add Columns and Item Classes to Complex Folders in the Functional Business Area

Copy columns from the Oracle Public Sector Budgeting - Core business area to folders in the Oracle Public Sector Budgeting - Functional business area as shown in Table 54-2.

**Table 54-2 Columns to Add to Oracle 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]
Detail Account Lines For Summary -> Detail Drill	WS Account Lines	Balance Type Account Type GL Account <b>Note:</b> Rename column to Detail GL Account [Account Segments for Set of Books]
Detail Account Lines For Summary -> Detail Drill	GL Account Hierarchies	GL Account <b>Note:</b> Rename column to Summary GL Account

**Table 54–2 Columns to Add to Oracle Public Sector Budgeting - Functional Business Area**

Copy To Functional Business Area	Copy From Core Business Area	Column Name
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
Position Cost Distributions	WS Account Lines	Balance Type Account Type GL Account [Account Segments for Set of Books]
Positions in Revisions	Budget Revisions	Transaction Type
Positions in Revisions	Position Control Distributions	GL Account
Positions in Revisions	Position Assignments	Element Value Type Position Name Pay Basis
Revisions	Budget Revisions	Budget Revision Type

Create drill to detail item classes for the Oracle Public Sector Budgeting - Functional business area. Use the Item Class Wizard to select folders and columns for the item class as shown in Table 54–3.

**Table 54–3 Drill to Detail Item Classes**

Drill to Detail Item Class Name	Folder	Column
Balance Type - F	Summary Account Lines	Balance Type

**Table 54–3 Drill to Detail Item Classes**

<b>Drill to Detail Item Class Name</b>	<b>Folder</b>	<b>Column</b>
Balance Type - F	Detail Account Lines for Summary -> Detail Drill	Balance Type
Balance Type - F	Line Item Worksheet	Balance Type
Balance Type - F	Position Cost Distributions	Balance Type
Account Type - F	Detail Account Lines for Summary -> Detail Drill	Account Type
Account Type - F	Line Item Worksheet	Account Type
Account Type - F	Position Cost Distributions	Account Type
GL Account - F	Detail Account Lines for Summary -> Detail Drill	Detail GL Account
GL Account - F	Line Item Worksheet	GL Account
GL Account - F	Position Cost Distributions	GL Account
Summary GL Account - F	Summary Account Lines	GL Account
Summary GL Account - F	Detail Account Lines for Summary -> Detail Drill	Summary GL Account
Position Name - F	Position in Worksheet	Position Name
Position Name - F	Position Cost Distributions	Position Name
Position Name - F	Position Costs by Pay Elements	Position Name

## 8. Add Columns and Item Classes to Complex Folders in User Defined Business Areas (Conditionally Required for Upgrades)

If upgrading, add columns from the Oracle Public Sector Budgeting - Core business area to complex folders in the user defined business areas. Create item classes for the folders.

## 9. 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 Oracle Public Sector Budgeting.

Table 54–4 lists the old and new column names by folder.

**Table 54–4 Column Names That Have Changed**

Old Column Name	New Column Name
<b>Oracle Public Sector Budgeting - Core Business Area</b>	
<b>Budget Worksheets Folder</b>	
Worksheet Type Meaning	Worksheet Type
<b>WS Account Lines Folder</b>	
Balance Type Name	Balance Type
Account Type Name	Account Type
<b>WS Position Lines Folder</b>	
Position Number	Position Name
<b>Positions Folder</b>	
Position Number	Position Name
<b>GL Account Hierarchies Folder</b>	
Concatenated Segments	GL Account
<b>Oracle Public Sector Budgeting - Functional Business Area</b>	
Budget Worksheets	Worksheets

Table 54–5 lists the old and new views.

**Table 54–5 Changed View Names**

Old View Name	New View Name
PSBBG_ACCOUNT_SET ALLOCATIONS	PSBBG_ALLOC_RULE_ACCT_SET_LIST

**Table 54–5 Changed View Names**

<b>Old View Name</b>	<b>New View Name</b>
PSBFG_ACCOUNT_SET_ALLOCATIONS	PSBFG_ALLOC_RULE_ACCT_SET_LIST
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 54–6 lists the business views that are added.

**Table 54–6 New Business Views**

<b>New Business View Name</b>	<b>New Full View Name</b>
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

**Table 54–6 New Business Views**

New Business View Name	New Full View Name
PSBBV_POSITION_FTE	PSBFV_POSITION_FTE

Table 54–7 shows changed business views.

**Table 54–7 Changed Business Views**

Old Business View Name	New Business View Name
Alloc Rule Acct Set List	Allocation Rule Acct Set List
Alloc Rule Set Lists	Allocation Rule Set Lists
Constraint Pos Set Lists	Constraint Position Set Lists
Parameter Pos Set Lists	Parameter Position Set Lists
Position Pay Distrs	Position Pay Distributions
WS Account Lines	Worksheet Account Lines
WS Position Lines	Worksheet Position Lines
WS Element Cost Lines	Worksheet Element Cost Lines
WS FTE Lines	Worksheet Full Time Equivalency Lines
Position Control FTE	Position Control Full Time Equivalency

## 10. Create Custom Business Areas and Business Views (Optional)

Create custom business areas and business views as follows:

1. To enforce security differently for different users, create custom business areas.
2. If needed, use the core business views to define business views for the Public Sector Budgeting - Functional business area or for new custom business areas.
3. Define item classes such as worksheet ID, budget year, and balance for the business views. This is recommended so that users can drill down to detail levels.

**Note:** Segment and attribute names do not need to be renamed for new business views.

## 11. Set Up Security

Grant users access to the Public Sector Budgeting - Functional business area as follows:

1. In Oracle Discoverer Administration Edition, navigate to the Security pop-up window as follows:

### **Tools - Security**

2. In the Business Area ->User region, select the Public Sector Budgeting - Functional business area from the drop-down list.
3. Select users from the Available users/roles list and click the right arrow to move them to the Selected users/roles list.
4. Click **OK**.

**Note:** To maintain security, use the predefined folders in the Public Sector Budgeting - Functional business area as examples when creating new business areas. Add a responsibility ID condition to enforce security by responsibility.

## 12. Register PL/SQL Functions

The following packaged PL/SQL functions must be registered to create custom reports such as the Sample Budget Stage Variance Report.

1. In Oracle Discoverer Administration Edition, navigate to the PL/SQL Functions pop-up window, as follows:

### **Tools - Register PL/SQL Functions**

**Note:** This is an example of how to register a PL/SQL function and use this function to retrieve values at particular stages in the worksheet. The same process can be used for registering other PL/SQL functions as needed.

For information on the Sample Budget Stage Variance Report, see Sample Budget Stage Variance Report, page 54-14.

## Reference

For information on Discoverer, see the *Oracle Discoverer Administrator's Guide* and the *Oracle Discoverer User 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 Oracle 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**.



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## Using Spreadsheets with Oracle 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, page 55-2
- Overview, page 55-2
- Prerequisites, page 55-4
- Setting Up the Excel Interface, page 55-5
- Move Worksheet from PSB to Interface Procedure, page 55-8
- Import Worksheet from PSB Interface Procedure, page 55-9
- Connect to Oracle Pop-Up Window, page 55-11
- Select Responsibility Pop-Up Window, page 55-12
- Import Worksheet Pop-Up Window, page 55-13
- Excel Line Item Spreadsheet Example, page 55-14
- Excel Position Spreadsheet Example, page 55-15
- Modify Spreadsheet, page 55-16
- Export Worksheet to PSB Interface Procedure, page 55-20
- Export Excel Worksheet Pop-Up Window, page 55-21
- Move Worksheet from Interface to PSB Procedure, page 55-22
- Delete Worksheet from Interface, page 55-26

## Definition

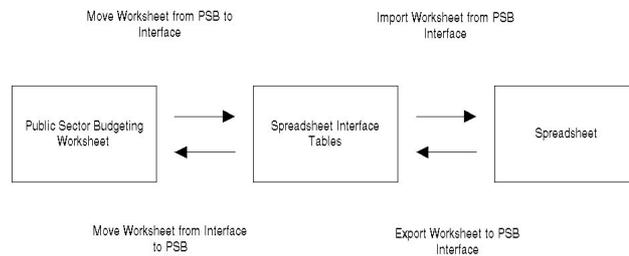
Oracle Public Sector Budgeting provides an interface to transfer data between Oracle Public Sector Budgeting and Excel. This allows users to modify line item and position worksheets in a spreadsheet.

## Overview

Oracle 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 Oracle Public Sector Budgeting.

Figure 55–1 shows the flow of data when using Excel with Oracle Public Sector Budgeting. Data from Oracle 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 Oracle Public Sector Budgeting. The concurrent processes described in this chapter are used to move the data.

**Figure 55–1 Importing and Exporting Data to a Spreadsheet Diagram**



## Line Item and Position Worksheets

Line item worksheets and position worksheets in Oracle 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 Oracle Public Sector Budgeting:

1. If using the Excel interface with Oracle 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 Oracle Public Sector Budgeting to move a pre-existing worksheet from Oracle 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 Oracle Public Sector Budgeting to move a previously imported worksheet from the interface tables back to Oracle 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 Oracle Public Sector Budgeting, the user must select a specific add-in file to enable the spreadsheet application to access Oracle 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
- Download Excel Integration Patch
- 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.

### Download Excel Integration Patch

1. Download the Oracle Public Sector Budgeting Excel integration patch from Oracle *MetaLink*.
2. Unzip psbconn.zip.

It contains the files PSBVEXCL.xla and PSBVEXCL.xls.

PSBVEXCL.xla is an executable that enables the Excel interface. PSBVEXCL.xls is the source file for PSBVEXCL.xla. Use the source file only if the source code must be changed.

3. Move PSBVEXCL.xla and PSBVEXCL.xls to a temporary directory that is accessible to the system administrator. As system administrator, copy PSBVEXCL.xla to every client machine that uses the Excel interface. Alternatively, move the file to a network drive that the client machines can access.

Make a note of the path where the file is stored, since the path is needed later when the Public Sector Budgeting menu is added to the Excel menu.

### Run Script for Each User

Run the PSBCRUSR.sql script to create users for Excel and to grant access to each user. Create an application user with the same username and password and assign appropriate responsibilities to the user.

**Note:** The system administrator must know the System and APPS passwords.

**Note:** Security for budget groups in Oracle 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/patch/115/sql
```

2. To run the script for each user, enter the following:

```
sqlplus <APPS username>/<APPS password> @PSBCRUSR.sql
```

3. Follow the prompts through the script. When prompted, enter the connect string for the database.
4. Enter the DBA username.
5. Enter the DBA password.
6. Enter the APPS username.
7. Enter the APPS password.
8. Enter the Oracle Public Sector Budgeting username.
9. Enter the Oracle Public Sector Budgeting password.
10. Enter the new Excel username.

**Note:** Each Excel user created must have the same name as an application user to whom Oracle Public Sector Budgeting responsibilities are assigned.

**Note:** No Excel user can have the same name as the Oracle Public Sector Budgeting schema owner.

11. Enter the new database user password for the Excel user created.
12. Enter the default tablespace.
13. Enter the quota for the default tablespace.
14. Enter the temporary tablespace.
15. Enter the quota for the temporary tablespace.
16. To find errors, examine the PSBCRUSR.log

**Note:** If there are mistakes, users can re-run the script, as long as an Oracle username was not created. If an Oracle username was created, the username must be dropped before the script is re-run.

## 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.

The system administrator must note the path to this folder when the Excel patch is downloaded.

4. Select the PSBVEXCL.xla file.
5. Click **OK**.

The Add-Ins pop-up window appears.

6. Select the Psvexcl 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 Oracle Public Sector Budgeting to the interface tables, perform the following steps.

1. In Oracle 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 Oracle 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. To send the request to the concurrent manager, click **Submit**.

The Requests window appears.

12. To view the report, select the appropriate Request ID and click **View Output**.
13. Close the window.

## Import Worksheet from PSB Interface Procedure

To import a pre-existing Oracle 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 Oracle 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. Optionally, in the Data Selection Type region, select the Service Package check box to include service package items.
11. If the Service Package check box is selected, enter a name in the Service Package Sheet Name field.
12. Optionally, in the Data Selection Type region, select the Standard Budget Item check box to include standard budget items.

- 13.** If the Standard Budget Item check box is selected, enter a name in the Standard Budget Item Sheet Name field.

**Note:** Service package and standard budget item information cannot be modified in the spreadsheet.

- 14.** Click **OK**.

- 15.** 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.

- 16.** 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.

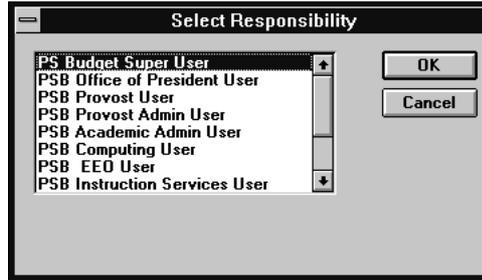
## Connect to Oracle Pop-Up Window

*Figure 55-2 Connect to Oracle Pop-Up Window*



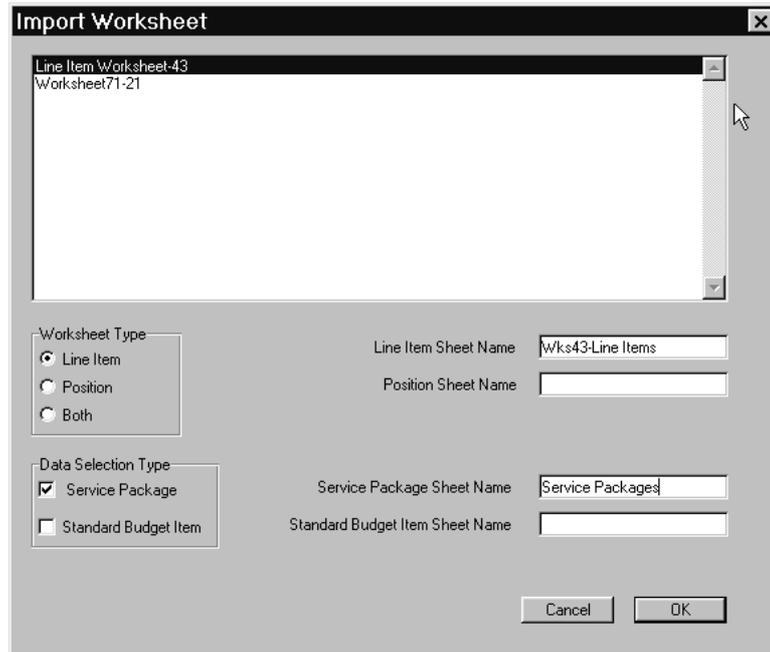
## Select Responsibility Pop-Up Window

*Figure 55–3 Select Responsibility Pop-Up Window*



## Import Worksheet Pop-Up Window

Figure 55-4 Import Worksheet Pop-Up Window



## Excel Line Item Spreadsheet Example

**Figure 55-5 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 55-6 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
<b>1021.TA - Accounting and Tax</b>					<b>29,760.00</b>		<b>2,481.00</b>	<b>2,481.00</b>	<b>2,481.00</b>
		PS Element1			0.00	0.00	10.00	10.00	10.00
		PS Element2			0.00	0.00	20.00	20.00	20.00
		<b>BASE</b>							
		Monthly Salary Scale			18,600.00	100.00	1,550.00	1,550.00	1,550.00
			11.10.2520.0000.6205	(U) Educator	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) Educator	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) Educator	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
<b>1022.Pooled TA - Accounting &amp; Tax</b>					<b>57,600.00</b>		<b>4,800.00</b>	<b>4,800.00</b>	<b>4,800.00</b>
		<b>BASE</b>							
		Non Grade Salary			48,000.00	100.00	4,000.00	4,000.00	4,000.00
			11.10.2520.0000.6340	(U) Educator	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) Educator	9,600.00	100.00	800.00	800.00	800.00
<b>1023.Asst Prof - Accounting &amp; Tax</b>					<b>62,400.00</b>		<b>5,200.00</b>	<b>5,200.00</b>	<b>5,200.00</b>
		<b>BASE</b>							
		Monthly Salary Rates			48,000.00	100.00	4,000.00	4,000.00	4,000.00
			11.10.2520.0000.6205	(U) Educator	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) Educator	14,400.00	100.00	1,200.00	1,200.00	1,200.00
<b>1024.Prof - Accounting</b>					<b>70,200.00</b>		<b>5,850.00</b>	<b>5,850.00</b>	<b>5,850.00</b>
		<b>BASE</b>							
		MinMax Salary Rates			54,000.00	100.00	4,500.00	4,500.00	4,500.00
			11.10.2520.0000.6205	(U) Educator	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) Educator	16,200.00	100.00	1,350.00	1,350.00	1,350.00

## Modify Spreadsheet

Oracle 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 Oracle Public Sector Budgeting. Only information in white cells can be edited. Information in shaded cells is for display only.

Table 55–1 describes the color scheme for line item spreadsheets.

**Table 55–1 Color Scheme for Line Item Spreadsheets**

<b>Color</b>	<b>Information Type</b>
blue	position accounts
yellow	non-position accounts
white	estimate amounts that can be edited

Table 55–2 describes the color scheme for position worksheets.

**Table 55–2 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, except standard budget item and service package data.

### Line Item Spreadsheets

The following edits made to a line item spreadsheet in Excel can be transferred to Oracle 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 Oracle 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 Oracle Public Sector Budgeting:

- change position cost estimates

The following information applies to 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 Oracle 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 Oracle 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 Oracle Public Sector Budgeting.

## Restrictions

Under the following circumstances, a worksheet that was imported into Excel cannot be exported back to Oracle 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 Oracle 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 Oracle Public Sector Budgeting, perform the following steps.

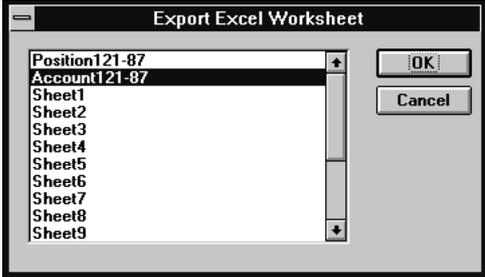
**Note:** See Modify Spreadsheet in this chapter for restrictions when exporting worksheets.

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 Oracle Public Sector Budgeting.

# Export Excel Worksheet Pop-Up Window

Figure 55-7 Export Excel Worksheet Pop-Up Window



## Move Worksheet from Interface to PSB Procedure

To move a pre-existing worksheet from the interface tables to Oracle Public Sector Budgeting, perform the following steps.

1. In Oracle 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 55-3 shows how Oracle Public Sector Budgeting matches a Medical Benefit element entered in a Excel spreadsheet to the appropriate element option in Oracle Public Sector Budgeting.

**Table 55-3 Medical Benefit Element Examples**

Process	Example 1	Example 2
<b>Medical Benefit Element in Spreadsheet</b>	Medical Benefit - \$31.00	Medical Benefit - \$31.00
<b>Tolerance Amount Value Type</b>	Amount	Percent
<b>Tolerance Amount Value</b>	1	3
<b>Medical Benefit Element Options in Oracle Public Sector Budgeting</b>	Medical Benefit Plan A - \$30.15 Medical Benefit Plan B - \$32.75	Medical Benefit Plan A - \$30.15 Medical Benefit Plan B - \$32.75
<b>Oracle Public Sector Budgeting Matches Element Amount to Value in Element Options Table</b>	<p>Oracle Public Sector Budgeting uses the value type and value to calculate the range for the element amount entered in the spreadsheet.</p> <p>Range = Element Amount (\$31.00) +/- Tolerance Amount Value (\$1)</p> <p>Oracle 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.</p>	<p>Oracle Public Sector Budgeting uses the value type and value to calculate the range for the element amount entered in the spreadsheet.</p> <p>Range = Element Amount (\$31.00) +/- Tolerance Amount Value (3%)</p> <p>Oracle 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.</p>

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 55-4 shows how Oracle Public Sector Budgeting matches a Payroll Tax element entered in a Excel spreadsheet to the appropriate element option in Oracle Public Sector Budgeting.

**Table 55-4 Payroll Tax Element Examples**

Process	Example 1	Example 2
<b>Payroll Tax Element in Spreadsheet</b>	Payroll Tax - 9.9%	Payroll Tax - 9.9%
<b>Tolerance Percent of Salary Value Type</b>	Percent	Amount
<b>Tolerance Percent of Salary Value</b>	2	2
<b>Payroll Tax Element Options in Oracle Public Sector Budgeting</b>	Payroll Tax A - 10% Payroll Tax B - 15%	Payroll Tax A - 10% Payroll Tax B - 15%
<b>Oracle Public Sector Budgeting Matches Element Amount to Value in Element Options Table</b>	<p>Oracle Public Sector Budgeting uses the value type and value to calculate the range for the element amount entered in the spreadsheet.</p> <p>Range = Element Amount (9.9%) +/- Tolerance % Salary Value (2%)</p> <p>Oracle 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%.</p>	<p>Oracle Public Sector Budgeting uses the value type and value to calculate the range for the element amount entered in the spreadsheet.</p> <p>Range = Element Amount (9.9%) +/- Tolerance % Salary Value (2)</p> <p>Oracle 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%.</p>

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 Oracle 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. To send the request to the concurrent manager, click **Submit**.

The Requests window appears.

9. To view the report, select the appropriate Request ID and click **View Output**.
10. Close the window.

---

## Financial Analyzer and Oracle 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, page 56-2
- Overview, page 56-2
- Prerequisites, page 56-4
- Analyze Oracle Public Sector Budgeting Data in Financial Analyzer Procedure, page 56-5
- Filter Window, page 56-10
- Filter Window Description, page 56-11
- Dimension Window, page 56-12
- Dimension Window Description, page 56-14
- Financial Data Item Window, page 56-17
- Financial Data Item Window Description, page 56-19
- Financial Data Set Window, page 56-21
- Financial Data Set Window Description, page 56-22
- Link Window, page 56-23
- Link Window Description, page 56-24
- Configuring Financial Analyzer Procedure, page 56-25

## Definition

Organizations can employ Financial Analyzer's online analytical processing capabilities for complex multidimensional analyses of Oracle Public Sector Budgeting data.

## Overview

Oracle 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 Oracle Public Sector Budgeting data
- perform what-if analysis of Oracle Public Sector Budgeting data
- forecast based on historical data that also takes into account past trends and other factors

Users must map Oracle 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 Oracle 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 are used, and when, and where. Each dimension consists of dimension values. Dimensions and dimension values are created by mapping Oracle 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 can apply filters to include or exclude specific dimension values.

Users can 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 Oracle 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 Oracle Public Sector Budgeting.  
To create a worksheet, see *Create Worksheet Procedures*, page 26-1.
- ❑ Financial Analyzer must be installed and configured for a super administrator's workstation.

For information on installation steps required for Oracle Public Sector Budgeting, see *Configuring Financial Analyzer Procedure* in this chapter.

## Analyze Oracle Public Sector Budgeting Data in Financial Analyzer Procedure

The following procedures are used to analyze Oracle 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 Oracle 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 56-1.  
**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 Oracle 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 56-2.

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 can 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 Oracle 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 56-3.
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 Oracle 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 56-4.
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 Oracle 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 56–5.
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:

1. In Oracle Public Sector Budgeting, navigate to the Link window as follows:

**Setup - Analyzer - Links**

2. Click **Freeze**.

The Frozen checkbox is selected.

**Note:** Once the link is frozen, related dimensions, financial data items, and financial data sets cannot 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.

1. In Oracle Public Sector Budgeting, navigate to the Link window as follows:

**Setup - Analyzer - Links**

2. Click **Unfreeze**.

## 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 Oracle Public Sector Budgeting, navigate to the Link window as follows:  
**Setup - Analyzer - Links**
2. Click **Load**.  
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, must be the connect string entry created for the Oracle database using SQL\*Net8 Easy Config as specified in Configuring Financial Analyzer Procedure.
4. Click **Submit Task**.  
New objects are created in Financial Analyzer prefixed with the link prefix.

## Reload Data to Financial Analyzer

To refresh data from Oracle Public Sector Budgeting for existing objects for a specific link in Financial Analyzer, perform the following steps.

1. In Oracle Public Sector Budgeting, navigate to the Link window as follows:  
**Setup - Analyzer -Links**
2. Click **Reload**.  
A browser launches.
3. Enter the username and password for Oracle Applications.
4. Click **Submit Task**.

**WARNING:** When data are reloaded, existing data in the objects for the specific link are erased, and new data are loaded from Oracle Public Sector Budgeting.

**Note:** If users click **Reload** 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 Oracle 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 56-1 Filter Window

Name:

Type:

Description:

Set of Books:  Account Segment:

Business Group:  Position Attribute:

[ ]

**Filter Conditions**

Type	Low Value	High Value	Value	[ ]
Exclude	710	740		
Include	700	850		

## Filter Window Description

**Table 56–1 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
<b>Filter Conditions Region</b>			
Type	required		Include or Exclude <b>Note:</b> 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 <b>Note:</b> Users must define Low Value and High Value or Value.
Descriptive Flexfield	optional		field for user customization

## Dimension Window

**Figure 56–2 Dimension Window, Account Type**

The screenshot shows the 'Dimension' window for an 'Account' type. The 'Name' field is 'Account' and the 'Type' is 'Account'. The 'Set of Books' is 'PSB Vision Operations (USA)'. The 'Labels' section shows 'Both' for both Row and Column, with a length of 10. The 'Objects' section shows 'ACCT' for Name, 'ACT' for Prefix, and 'A' for Value Prefix. Below these fields is a table for the 'Account' segments.

Sequence	Segment	Segment Value Length	Maximum Description Size	Filter
10	Company	4	10	
20	Department	3	10	
30	Account	4	10	
40	Sub-Account	4	10	

**Figure 56–3 Dimension Window, Position Type**

The screenshot shows the 'Dimension' window for a 'Position' type dimension. The 'Name' field is 'Employees' and the 'Type' is 'Position'. The 'Business Group' is 'PSBVIS Business Group'. The 'Labels' section shows 'Row' as 'Value' and 'Column' as 'Value', both with a length of 10. The 'Objects' section shows 'Name' as 'EMPLOYEES', 'Prefix' as 'EMP', and 'Value Prefix' as 'E'. There is a 'Frozen' checkbox which is unchecked. Below these fields is a table for 'Position' attributes.

Sequence	Segment Value Length	Maximum Description Size	Filter
10	FLSA Code	10	

**Figure 56–4 Dimension Window, Default Dimension Type**

The screenshot shows the 'Dimension' window for a 'Budget Group' type dimension. The 'Name' field is 'Sales' and the 'Type' is 'Budget Group'. The 'Business Group' is empty. The 'Labels' section shows 'Row' as 'Description' and 'Column' as 'Value', both with a length of 10. The 'Objects' section shows 'Name' as 'SALES', 'Prefix' as 'SAL', and 'Value Prefix' as 'S'. There is a 'Frozen' checkbox which is unchecked.

## Dimension Window Description

**Table 56–2 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 <b>Note:</b> 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
<b>Labels Region</b>			
Row	required	list of values	determines how dimension values display in rows in Financial Analyzer: Description, Value, or Both <b>Note:</b> If Value is chosen, the segment or attribute values display for Position or Account dimensions. For the default dimensions, the short name appears. <b>Note:</b> 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. <b>Note:</b> 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 56–2 Dimension Window Description**

Field Name	Type	Features	Description
<b>Objects Region</b>			
Name	required		internal identifier for the dimension in Financial Analyzer <b>Note:</b> 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 <b>Note:</b> 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
<b>Account Region</b>			
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 <b>Note:</b> 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 56–2 Dimension Window Description**

Field Name	Type	Features	Description
Maximum Description Size	required		<p>maximum number of characters allowed to display values and descriptions</p> <p><b>Note:</b> combined sum of individual segment description size and the number of segments cannot exceed 50</p> <p><b>Note:</b> 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.</p>
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
<b>Position Region</b>			
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 56–5** Financial Data Item Window, Dimensions Region

The screenshot shows the 'Financial Data Item' window with the following fields and values:

Name	Estimate FDI	Object Name	EST
Column Label	EST	Row Label	EST
Business Group	PSBVIS Business Group	Set of Books	PSB Vision Operations (USA)
Balance Type	Estimate	<input type="checkbox"/> Frozen	
Description			

Below the fields, there are two tabs: 'Dimensions' and 'Filters'. The 'Dimensions' tab is active, showing a table with the following data:

Sequence	Dimension
10	Account
20	Time

**Figure 56-6 Financial Data Item Window, Filters Region**

Financial Data Item

Name:  Object Name:   
Column Label:  Row Label:   
Business Group:  Set of Books:   
Balance Type:   Frozen  
Description:

Dimensions Filters

Segment	Filter	[ ]
Account	Vision Filter	

## Financial Data Item Window Description

**Table 56–3** 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 <b>Note:</b> 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
<b>Dimensions Tab</b>			
Sequence	required		sequence number for dimension
Dimension	required	list of values	dimensions for financial data item, maximum is 10 <b>Note:</b> 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. <b>Note:</b> a dimension of type Budget Year and at least one other dimension must be selected.
Descriptive Flexfield	optional		field for user customization

**Table 56–3 Financial Data Item Window Description**

<b>Field Name</b>	<b>Type</b>	<b>Features</b>	<b>Description</b>
<b>Filters Tab</b>			
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 56–7 Financial Data Set Window**

The screenshot shows a window titled "Financial Data Set" with the following fields and controls:

- Name:** Estimate
- Description:** (empty text box)
- Business Group:** PSBVIS Business Group
- Set of Books:** PSB Vision Operations (USA)
- Frozen:**  Frozen
- Financial Data:** A section containing a list of "Financial Data Items" with a scroll bar. The first item is "Estimate FDI".

Financial Data Items
Estimate FDI

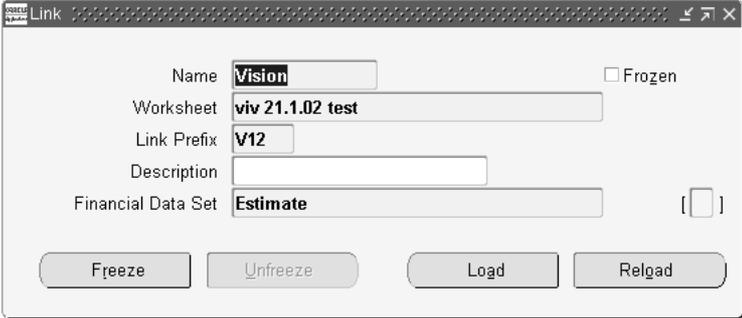
## Financial Data Set Window Description

**Table 56–4 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
<b>Financial Data Region</b>			
Financial Data Items	required	list of values	financial data items that comprise set <b>Note:</b> Each financial data set should have at least one financial data item.
Descriptive Flexfield	optional		field for user customization

# Link Window

Figure 56-8 Link Window



## Link Window Description

**Table 56–5 Link Window Description**

Field Name	Type	Features	Description
Name	required		link name
Frozen	display only	check box	if selected, indicates that link is frozen <b>Note:</b> 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 <b>Note:</b> 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 <b>Note:</b> 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 <b>Note:</b> Link must be frozen before upload to Financial Analyzer.
Unfreeze		button	unfreezes link <b>Note:</b> Unfreeze to allow modifications.
Load		button	uploads to Financial Analyzer
Reload		button	refreshes data from Oracle Public Sector Budgeting for existing objects for a specific link in Financial Analyzer.

## Configuring Financial Analyzer Procedure

To configure Financial Analyzer for use with Oracle Public Sector Budgeting, perform the following steps.

- Install for Super Administrator
- Create User On Super Administrator's Workstation
- Configure Express Server
- Create Users On Oracle Applications System
- Set URL Syntax
- URL Syntax

### Install for Super Administrator

To install Financial Analyzer, complete the following steps.

1. Create a new database named PSBCODE.DB as described in the *Oracle Express Database Administration Guide*.
2. Download the Oracle Public Sector Budgeting Oracle Financial Analyzer integration patch from *OracleMetaLink*.
3. Unzip psbtools.zip.  
It contains PSBCODE.eif.
4. Import all objects in PSBCODE.eif as described in the *Oracle Express Database Administration Guide* and save the database.
5. Move PSBCODE.DB to the super administrator's code component directory.
6. On the Financial Analyzer installation system, open ofacdcf.cfg in the super administrator's code component directory.
7. Set OFALCNAME to PSBCODE. Save and close ofacdcf.cfg.
8. Create an entry for the Oracle database using SQL\*Net8 Easy Config so that Financial Analyzer can connect to the Oracle database.

### 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/patch/115/sql for each user to create users for Financial Analyzer.

**Note:** The system administrator must know the System and APPS passwords.

2. From the server, enter the following:

```
cd $PSB_TOP/patch/115/sql
```

3. To run the script for each user, enter the following:

```
sqlplus <APPS username>/<APPS password> @PSBCRUSR.sql
```

4. Follow the prompts through the script. When prompted, enter the connect string for the database.
5. Enter the DBA username.
6. Enter the DBA password.
7. Enter the APPS username.
8. Enter the APPS password.
9. Enter the Oracle Public Sector Budgeting username.
10. Enter the Oracle Public Sector Budgeting password.
11. Enter the new Financial Analyzer username.

**Note:** Each Financial Analyzer user created must have the same name as an application user to whom Oracle Public Sector Budgeting responsibilities are assigned.

**Note:** No Financial Analyzer user can have the same name as the Oracle Public Sector Budgeting schema owner.

12. Enter the new database user password for the Financial Analyzer user created.
13. Enter the default tablespace.
14. Enter the quota for the default tablespace.
15. Enter the temporary tablespace.
16. Enter the quota for the temporary tablespace.
17. To find errors, examine the PSBCRUSR.log

**Note:** If there are mistakes, users can re-run the script, as long as an Oracle username was not created. If an Oracle username was created, the username must be dropped before the script is re-run.

## Set URL Syntax

1. Log in to Oracle Applications using the System Administrator responsibility.
2. Navigate to the System window as follows:
  - Profiles - System**
3. In the Find System Profile Values window, select the Application check box and select Oracle Public Sector Budgeting from the list of values.
4. Click **Find**.
5. 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 56-6 describes the URL syntax for the Express Web URL.

**Table 56-6 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 56-7.
express_service_name	Name of the Express instance to be used. <b>Note:</b> Element is case-sensitive; if a single instance of Express Server is installed on the host, a default name is used, for example, <code>ExpSrv630</code> .
DBXWDEVKIT	attaches the <code>xwdevkit</code> database; passed as argument to listener
XWD_INIT	executes program in the <code>xwdevkit</code> database to initialize a new Express Web session

With Oracle Web Application Server, users can choose which interface to use. Typically, with a third-party listener, users must employ CGI.

Table 56-7 describes the listener\_interface syntax.

**Table 56-7 Specifying listener\_interface**

Interface	Syntax
CGI	Windows NT: oowa_virtual_dir/oowa.exe  UNIX: oowa_virtual_dir/sommmmmmmmmmmowaro
Web Request Broker	oowa

Table 56-8 describes the syntax elements for the listener interface.

**Table 56-8 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  <b>Note:</b> If Oracle Web Application Server is 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*.



# A

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## 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, page A-2
- Oracle Public Sector Budgeting Worksheet Item Type, page A-5
- Distribute Worksheet Workflow Diagram, page A-7
- Distribute Worksheet Workflow Process, page A-8
- Customizing Distribute Worksheet Workflow, page A-10
- Submit Worksheet Workflow Diagram, page A-11
- Submit Worksheet Workflow Process, page A-13
- Customizing Submit Worksheet Workflow, page A-27
- Oracle Public Sector Budgeting Budget Revision Item Type, page A-28
- Distribute Budget Revision Workflow Diagram, page A-30
- Distribute Budget Revision Workflow Process, page A-31
- Customizing Distribute Budget Revision Workflow, page A-33
- Submit Budget Revision Workflow Diagram, page A-34
- Submit Budget Revision Workflow Process, page A-36
- Customizing Submit Budget Revision Workflow, page A-49
- PSB Account Generator for OLD Integration Item Type, page A-50

## 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 Oracle 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 Oracle Public Sector Budgeting:

- Distribute Worksheet
- Submit Worksheet
- Distribute Budget Revision
- Submit Budget Revision
- Oracle Public Sector Budgeting 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 User's Guide*.

### Distribute Worksheet Workflow

The Distribute Worksheet workflow process is initiated at the following points in Oracle 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 Oracle 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 Oracle Public Sector Budgeting:

- when distributing a budget revision

Notification is sent to recipients of the budget worksheet.

### **Submit Budget Revision Workflow**

The Submit Budget Revision workflow process is initiated at the following points in Oracle 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.

### **Oracle Public Sector Budgeting Account Generator for OLD Integration**

The Oracle Public Sector Budgeting 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.

## Oracle Public Sector Budgeting Worksheet Item Type

The Oracle Public Sector Budgeting Worksheet item type is associated with several Workflow attributes that reference information in the Oracle Public Sector Budgeting application tables. These attributes are used and maintained by function activities as well as notification activities throughout the processes.

Table 56–9 describes the attributes associated with the Oracle Public Sector Budgeting Worksheet item type.

**Table 56–9 Attributes Associated with the Oracle Public Sector Budgeting 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	

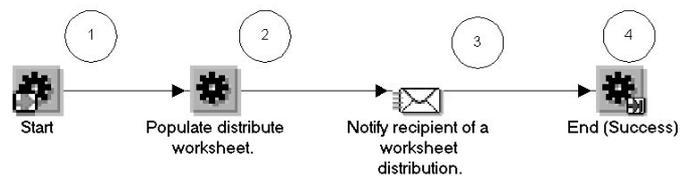
**Table 56–9 Attributes Associated with the Oracle Public Sector Budgeting Worksheet Item Type**

<b>Display Name</b>	<b>Description</b>	<b>Type</b>	<b>Length, Format, or Lookup Type</b>
Review Group Approver Name	Review Group Approver Name	Text	
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.

<b>Function</b>	WF_STANDARD.NOOP
<b>Result Type</b>	None
<b>Prerequisite Activities</b>	None

### Populate Distribute Worksheet (Node 2)

This function activity retrieves the worksheet attributes for the distributed worksheet.

<b>Function</b>	PSB_DISTRIBUTE_WORKSHEET_PRIVATE.POPULATE_WORKSHEET
<b>Result Type</b>	None
<b>Prerequisite Activities</b>	Start

### Notify Recipient of a Worksheet Distribution (Node 3)

This activity notifies the recipient that a worksheet has been distributed.

<b>Message</b>	Notify recipient of a worksheet distribution.
<b>Result Type</b>	None
<b>Prerequisite Activities</b>	Populate Distribute Worksheet

### End (Success) (Node 4)

This function activity marks the end of the process.

<b>Function</b>	WF_STANDARD.NOOP
<b>Result Type</b>	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.

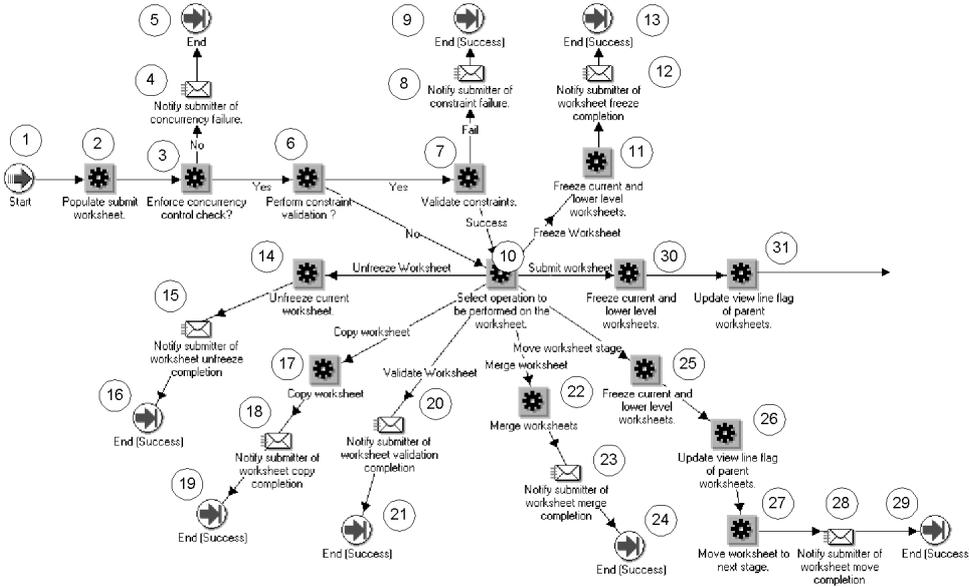
### Creating a New Custom Process

It is not recommended that organizations create their own custom process to replace the Distribute Worksheet workflow process.

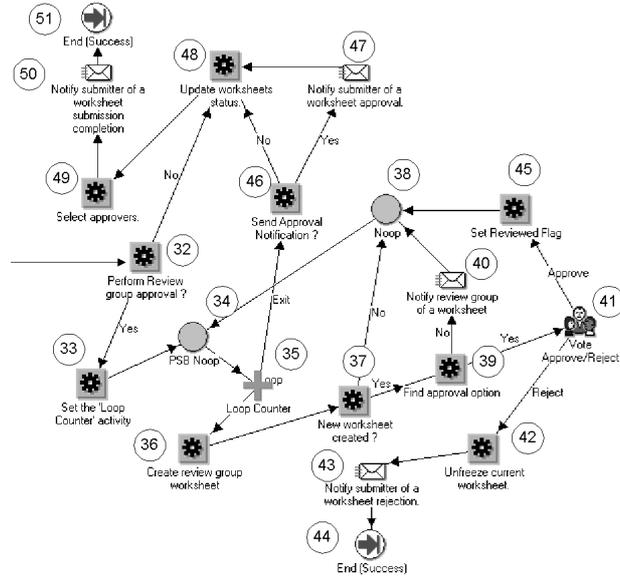
# Submit Worksheet Workflow Diagram

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.

<b>Function</b>	WF_STANDARD.NOOP
<b>Result Type</b>	None
<b>Prerequisite Activities</b>	None

### Populate Submit Worksheet (Node 2)

This function activity retrieves the worksheet attributes.

<b>Function</b>	PSB_SUBMIT_WORKSHEET_PVT.POPULATE_WORKSHEET
<b>Result Type</b>	None
<b>Prerequisite Activities</b>	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.

<b>Function</b>	PSB_SUBMIT_WORKSHEET_PVT.ENFORCE_CONCURRENCY_CHECK
<b>Result Type</b>	PSB Yes/No
<b>Prerequisite Activities</b>	Populate Submit Worksheet

### Notify Submitter of Concurrency Failure (Node 4)

This activity notifies users that someone else is using the worksheet.

<b>Message</b>	Notify submitter of concurrency check failure.
----------------	--

<b>Result Type</b>	None
<b>Prerequisite Activities</b>	Enforce Concurrency Control Check?

### End (Node 5)

This function activity marks the end of the process.

<b>Function</b>	WF_STANDARD.NOOP
<b>Result Type</b>	None
<b>Prerequisite Activities</b>	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.

<b>Function</b>	PSB_SUBMIT_WORKSHEET_PVT.PERFORM_VALIDATION
<b>Result Type</b>	PSB Yes/No
<b>Prerequisite Activities</b>	Enforce Concurrency Control Check?

### Validate Constraints (Node 7)

This function activity checks for constraint violations.

<b>Function</b>	PSB_SUBMIT_WORKSHEET_PVT.VALIDATE_CONSTRAINTS
<b>Result Type</b>	PSB Outcome
<b>Prerequisite Activities</b>	Perform Constraint Validation?

### Notify Submitter of Constraint Failure (Node 8)

This activity notifies users of a constraint check failure.

<b>Message</b>	Notify submitter of constraint check failure.
----------------	---

<b>Result Type</b>	None
<b>Prerequisite Activities</b>	Validate Constraints

### End (Success) (Node 9)

This function activity marks the end of the process.

<b>Function</b>	WF_STANDARD.NOOP
<b>Result Type</b>	None
<b>Prerequisite Activities</b>	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.

<b>Function</b>	PSB_SUBMIT_WORKSHEET_PVT.SELECT_OPERATION
<b>Result Type</b>	PSB Operation Type
<b>Prerequisite Activities</b>	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.

<b>Function</b>	PSB_SUBMIT_WORKSHEET_PVT.FREEZE_WORKSHEETS
<b>Result Type</b>	None
<b>Prerequisite Activities</b>	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.

<b>Message</b>	Notify submitter of worksheet freeze completion
<b>Result Type</b>	None
<b>Prerequisite Activities</b>	Freeze Current and Lower Level Worksheets

### End (Success) (Node 13)

This function activity marks the end of the process.

<b>Function</b>	WF_STANDARD.NOOP
<b>Result Type</b>	None
<b>Prerequisite Activities</b>	Notify Submitter of Worksheet Freeze Completion

### Unfreeze Current Worksheet (Node 14)

This function activity unfreezes the current worksheet.

<b>Function</b>	PSB_SUBMIT_WORKSHEET_PVT.UNFREEZE_WORKSHEET
<b>Result Type</b>	None
<b>Prerequisite Activities</b>	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.

<b>Message</b>	Notify submitter of worksheet unfreeze completion.
<b>Result Type</b>	None
<b>Prerequisite Activities</b>	Unfreeze Current Worksheet

**End (Success) (Node 16)**

This function activity marks the end of the process.

<b>Function</b>	WF_STANDARD.NOOP
<b>Result Type</b>	None
<b>Prerequisite Activities</b>	Notify Submitter of Worksheet Unfreeze Completion

**Copy Worksheet (Node 17)**

This function activity copies the worksheet.

<b>Function</b>	PSB_SUBMIT_WORKSHEET_PVT.COPY_WORKSHEET
<b>Result Type</b>	None
<b>Prerequisite Activities</b>	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.

<b>Message</b>	Notify submitter of worksheet copy completion.
<b>Result Type</b>	None
<b>Prerequisite Activities</b>	Copy Worksheet

**End (Success) (Node 19)**

This function activity marks the end of the process.

<b>Function</b>	WF_STANDARD.NOOP
<b>Result Type</b>	None
<b>Prerequisite Activities</b>	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.

<b>Function</b>	WF_STANDARD.NOOP
<b>Result Type</b>	None
<b>Prerequisite Activities</b>	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.

<b>Function</b>	PSB_SUBMIT_WORKSHEET_PVT.FREEZE_WORKSHEETS
<b>Result Type</b>	None
<b>Prerequisite Activities</b>	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.

<b>Function</b>	PSB_SUBMIT_WORKSHEET_PVT.UPDATE_LINE_FLAG
<b>Result Type</b>	None
<b>Prerequisite Activities</b>	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.

<b>Function</b>	PSB_SUBMIT_WORKSHEET_PVT.CHANGE_WORKSHEET_STAGE
<b>Result Type</b>	None
<b>Prerequisite Activities</b>	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.

<b>Message</b>	Notify submitter of worksheet move completion.
<b>Result Type</b>	None
<b>Prerequisite Activities</b>	Move Worksheet to Next Stage

### End (Success) (Node 29)

This function activity marks the end of the process.

<b>Function</b>	WF_STANDARD.NOOP
<b>Result Type</b>	None
<b>Prerequisite Activities</b>	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.

<b>Function</b>	PSB_SUBMIT_WORKSHEET_PVT.FREEZE_WORKSHEETS
<b>Result Type</b>	None
<b>Prerequisite Activities</b>	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.

<b>Function</b>	PSB_SUBMIT_WORKSHEET_PVT.UPDATE_LINE_FLAG
<b>Result Type</b>	None
<b>Prerequisite Activities</b>	Freeze Current and Lower Level Worksheets

### Perform Review Group Approval? (Node 32)

This function activity determines whether review group approvals are needed.

<b>Function</b>	PSB_SUBMIT_WORKSHEET_PVT.PERFORM_REVIEW_GROUP_APPROVAL
<b>Result Type</b>	PSB Yes/No
<b>Prerequisite Activities</b>	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.

<b>Function</b>	PSB_SUBMIT_WORKSHEET_PVT.SET_LOOP_LIMIT
<b>Result Type</b>	NONE
<b>Prerequisite Activities</b>	Perform Review Group Approval?

### Oracle Public Sector Budgeting Noop (Node 34)

The Oracle Public Sector Budgeting Noop filler activity returns to the loop counter.

<b>Function</b>	WF_STANDARD.NOOP
<b>Result Type</b>	None
<b>Prerequisite Activities</b>	Set the Loop Counter Activity or Noop

### Loop Counter (Node 35)

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.

<b>Function</b>	PSB_SUBMIT_WORKSHEET_PVT.STANDARD_LOOPCOUNTER
<b>Result Type</b>	Loop Counter

**Prerequisite Activities** PSB Noop

### Create Review Group Worksheet (Node 36)

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 37)

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 38)

The Noop filler activity returns to Oracle Public Sector Budgeting Noop.

**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 39)

This function activity determines whether approval is needed or whether a notification is sent for informational purposes only.

<b>Function</b>	PSB_SUBMIT_WORKSHEET_PVT.FIND_APPROVAL_OPTION
<b>Result Type</b>	PSB Yes/No
<b>Prerequisite Activities</b>	New Worksheet Created?

### Notify Review Group of a Worksheet (Node 40)

This activity notifies the review group regarding a worksheet that does not require approval. The notification is for informational purposes only.

<b>Message</b>	Notify review group of a worksheet.
<b>Result Type</b>	None
<b>Prerequisite Activities</b>	Find Approval Option

### Vote Approve/Reject (Node 41)

This notification and function activity sends the worksheet to each approver in a review group. At least one approver must approve the worksheet.

<b>Function</b>	WF_STANDARD.VOTEFORRESULTTYPE
<b>Message</b>	Notify review group for approval of a worksheet.
<b>Result Type</b>	PSB Approve or Reject
<b>Prerequisite Activities</b>	Find Approval Option

### Unfreeze Current Worksheet (Node 42)

This function activity unfreezes the current worksheet.

<b>Function</b>	PSB_SUBMIT_WORKSHEET_PVT.UNFREEZE_WORKSHEET
<b>Result Type</b>	None
<b>Prerequisite Activities</b>	Vote Approve/Reject

### Notify Submitter of a Worksheet Rejection (Node 43)

This activity notifies users that a worksheet is rejected.

<b>Message</b>	Notify submitter of review group rejection.
<b>Result Type</b>	None
<b>Prerequisite Activities</b>	Unfreeze Current Worksheet

### End (Success) (Node 44)

This function activity marks the end of the process.

<b>Function</b>	WF_STANDARD.NOOP
<b>Result Type</b>	None
<b>Prerequisite Activities</b>	Notify Submitter of a Worksheet Rejection

### Set Reviewed Flag (Node 45)

This function activity sets a reviewed flag.

<b>Function</b>	PSB_SUBMIT_WORKSHEET_PVT.SET_REVIEWED_FLAG
<b>Result Type</b>	None
<b>Prerequisite Activities</b>	Vote Approve/Reject

### Send Approval Notification? (Node 46)

This function activity determines whether approval notifications must be sent.

<b>Function</b>	PSB_SUBMIT_WORKSHEET_PVT.SEND_APPROVAL_NOTIFICATION
<b>Result Type</b>	PSB Yes/No
<b>Prerequisite Activities</b>	Loop Counter

### Notify Submitter of a Worksheet Approval (Node 47)

This activity notifies users that a worksheet is approved.

<b>Message</b>	Notify submitter of a worksheet approval.
<b>Result Type</b>	None
<b>Prerequisite Activities</b>	Send Approval Notification?

### Update Worksheets Status (Node 48)

This function activity updates a worksheet with information about users submitting the worksheet and the time of submission.

<b>Function</b>	PSB_SUBMIT_WORKSHEET_PVT.UPDATE_WORKSHEETS_STATUS
<b>Result Type</b>	None
<b>Prerequisite Activities</b>	Send Approval Notification?
	or
	Send Approval Notification?, Notify submitter of a worksheet approval.
	or
	Perform review group approval?

### Select Approvers (Node 49)

This function activity determines the authorized approvers for the parent budget group.

<b>Function</b>	PSB_SUBMIT_WORKSHEET_PVT.SELECT_APPROVERS
<b>Result Type</b>	None
<b>Prerequisite Activities</b>	Update Worksheets Status

### Notify Submitter of a Worksheet Submission Completion (Node 50)

This activity notifies users that the worksheet submission process is complete.

<b>Message</b>	Notify submitter of worksheet submission completion.
<b>Result Type</b>	None
<b>Prerequisite Activities</b>	Select Approvers

### End (Success) (Node 51)

This function activity marks the end of the process.

<b>Function</b>	WF_STANDARD.NOOP
<b>Result Type</b>	None
<b>Prerequisite Activities</b>	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.

## Oracle Public Sector Budgeting Budget Revision Item Type

The Oracle Public Sector Budgeting Budget Revision item type is associated with several Workflow attributes that reference information in the Oracle Public Sector Budgeting application tables. These attributes are used and maintained by function activities as well as notification activities throughout the processes.

Table 56–10 describes the attributes associated with the Oracle Public Sector Budgeting Budget Revision item type.

**Table 56–10 Attributes Associated with the Oracle Public Sector Budgeting 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	

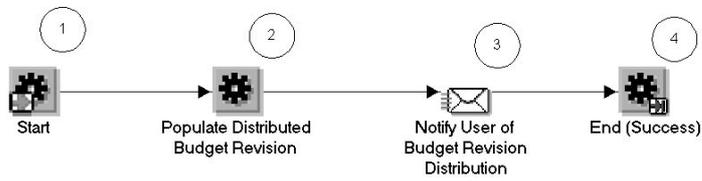
**Table 56–10 Attributes Associated with the Oracle Public Sector Budgeting Budget Revision Item Type**

<b>Display Name</b>	<b>Description</b>	<b>Type</b>	<b>Length, Format, or Lookup Type</b>
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.

<b>Function</b>	WF_STANDARD.NOOP
<b>Result Type</b>	None
<b>Prerequisite Activities</b>	None

### Populate Distributed Budget Revision (Node 2)

This function activity retrieves the budget revision attributes for the distributed budget revision.

<b>Function</b>	PSB_SUBMIT_WORKSHEET_PVT.POPULATE_DISTRIBUTE_REVISION
<b>Result Type</b>	None
<b>Prerequisite Activities</b>	Start

### Notify User of Budget Revision Distribution (Node 3)

This activity notifies the recipient that a budget revision has been distributed.

<b>Message</b>	Notify recipient of budget revision distribution.
<b>Result Type</b>	None
<b>Prerequisite Activities</b>	Populate Distributed Budget Revision

### End (Success) (Node 4)

This function activity marks the end of the process.

<b>Function</b>	WF_STANDARD.NOOP
<b>Result Type</b>	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** *Submit Budget Revision Workflow Diagram*

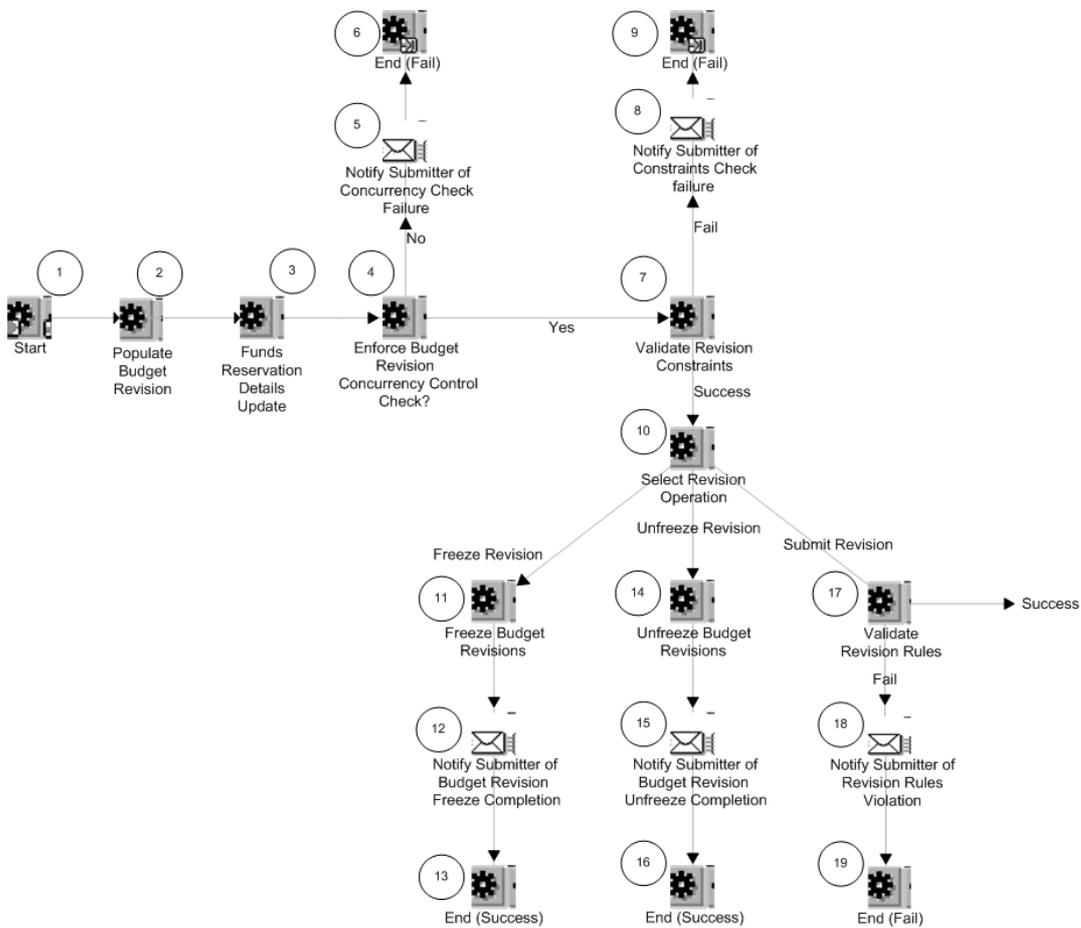
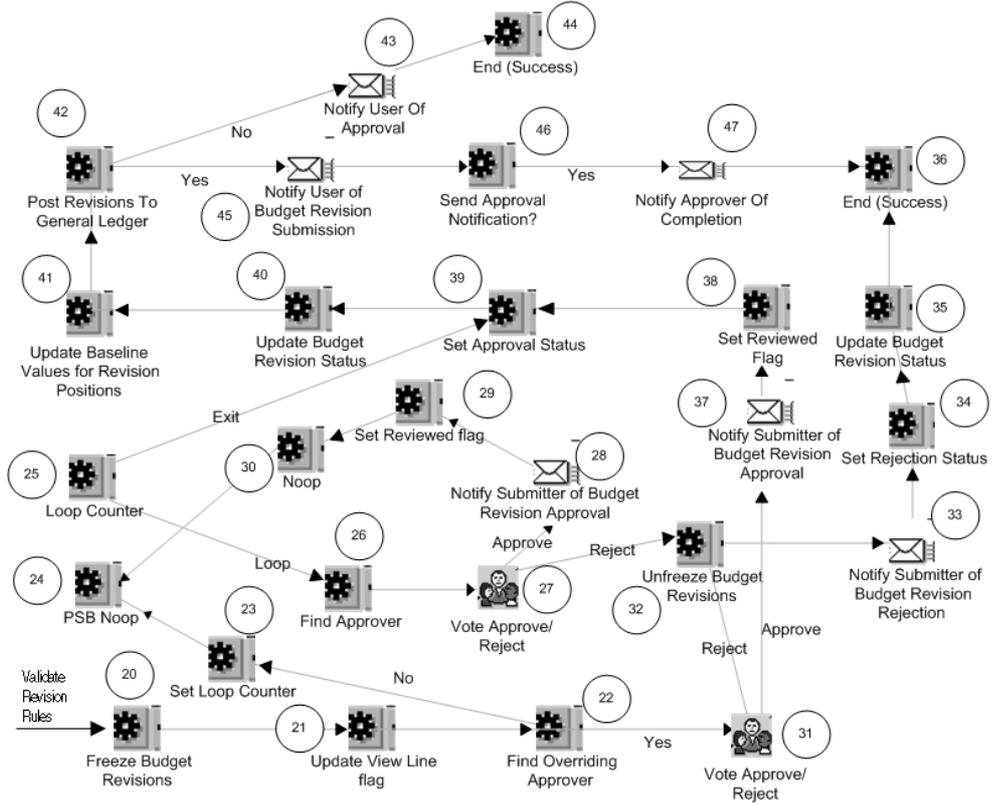


Figure A-6 Submit Budget Revision Workflow Diagram, continued



## 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.

<b>Function</b>	WF_STANDARD.NOOP
<b>Result Type</b>	None
<b>Prerequisite Activities</b>	None

### Populate Budget Revision (Node 2)

This function activity retrieves the budget revision attributes.

<b>Function</b>	PSB_SUBMIT_REVISION_PVT.POPULATE_REVISION
<b>Result Type</b>	None
<b>Prerequisite Activities</b>	Start

### Funds Reservation Details Update (Node 3)

This function activity checks the funds availability.

<b>Function</b>	PSB_SUBMIT_REVISION_PVT.FUNDS_RESERVATION_UPDATE
<b>Result Type</b>	Check the Funds Availability
<b>Prerequisite Activities</b>	Enable the Budgetary Control flag for the respective set of books.

### Enforce Budget Revision Concurrency Control Check? (Node 4)

This function activity checks to see whether the current budget revision is being modified or used by other users.

<b>Function</b>	PSB_SUBMIT_REVISION_PVT.ENFORCE_CONCURRENCY_CHECK
-----------------	---

<b>Result Type</b>	PSB Revision Yes/No
<b>Prerequisite Activities</b>	Populate Budget Revision

### Notify Submitter of Concurrency Check Failure (Node 5)

This activity notifies users that someone else is using the budget revision.

<b>Message</b>	Notify submitter of concurrency check failure.
<b>Result Type</b>	None
<b>Prerequisite Activities</b>	Enforce Budget Revision Concurrency Control Check?

### End (Fail) (Node 6)

This function activity marks the end of the process.

<b>Function</b>	WF_STANDARD.NOOP
<b>Result Type</b>	None
<b>Prerequisite Activities</b>	Notify Submitter of Concurrency Check Failure

### Validate Revision Constraints (Node 7)

This function activity checks for constraint violations for the budget revision.

<b>Function</b>	PSB_SUBMIT_REVISION_PVT.VALIDATE_CONSTRAINTS
<b>Result Type</b>	PSB Revision Distribution Status
<b>Prerequisite Activities</b>	Enforce Budget Revision Concurrency Control Check?

### Notify Submitter of Constraints Check Failure (Node 8)

This activity notifies users of a constraint check failure.

<b>Message</b>	Notify submitter of constraints check failure.
<b>Result Type</b>	None

**Prerequisite Activities** Validate Revision Constraints

### End (Fail) (Node 9)

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 10)

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 11)

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 12)

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 13)

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 14)

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 15)

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 16)

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

### Validate Revision Rules (Node 17)

This function activity checks whether the budget revision has passed the enabled budget revision rules.

<b>Function</b>	PSB_SUBMIT_REVISION_PVT.VALIDATE_REVISION_RULES
<b>Result Type</b>	PSB Revision Rule Status
<b>Prerequisite Activities</b>	Create the budget revision rules and enable them for the respective budget

### Notify Submitter of Revision Rules Violation (Node 18)

This function activity notifies the users whether the budget revision has passed the enabled budget revision rules.

<b>Function</b>	Notify submitter of Revision Rules Violation
<b>Result Type</b>	None
<b>Prerequisite Activities</b>	Create the budget revision rules and enable them for the respective budget

### End (Fail) (Node 19)

This function activity marks the end of the process.

<b>Function</b>	WF_STANDARD.NOOP
<b>Result Type</b>	None
<b>Prerequisite Activities</b>	Notify Submitter of Revision Rules Violation

### Freeze Budget Revisions (Node 20)

This function activity freezes the budget revision.

<b>Function</b>	PSB_SUBMIT_REVISION_PVT.FREEZE_REVISIONS
<b>Result Type</b>	None
<b>Prerequisite Activities</b>	Select Revision Operation

### Update View Line Flag (Node 21)

This function activity hides or shows specified information in the budget revision request.

<b>Function</b>	PSB_SUBMIT_REVISION_PVT.UPDATE_VIEW_LINE_FLAG
<b>Result Type</b>	None
<b>Prerequisite Activities</b>	Freeze Budget Revisions

### Find Overriding Approver (Node 22)

This function activity marks the end of the process.

<b>Function</b>	PSB_SUBMIT_REVISION_PVT.FIND_OVERRIDE_APPROVER
<b>Result Type</b>	PSB Revision Yes/No
<b>Prerequisite Activities</b>	Update View Line Flag

### Set Loop Counter (Node 23)

This function activity sets up a variable to determine how many approvers there are for a budget revision.

<b>Function</b>	PSB_SUBMIT_REVISION_PVT.SET_LOOP_LIMIT
<b>Result Type</b>	None
<b>Prerequisite Activities</b>	Find Overriding Approver

### PSB Noop (Node 24)

This function activity checks the status of approvals.

<b>Function</b>	WF_STATUS.NOOP
<b>Result Type</b>	Check the Approvers
<b>Prerequisite Activities</b>	Define Approvers

### Loop Counter (Node 25)

This function activity checks the value of the loop counter. If the value is equal to the variable set up in Node 24, the loop ends.

<b>Function</b>	WF_STANDARD.LOOPCOUNTER
<b>Result Type</b>	Loop Counter
<b>Prerequisite Activities</b>	Set Loop Counter

### Find Approver (Node 26)

This function activity finds the approver for the budget revision.

<b>Function</b>	PSB_SUBMIT_REVISION_PVT.FIND_APPROVER
<b>Result Type</b>	None
<b>Prerequisite Activities</b>	Loop Counter

### Vote Approve/Reject (Node 27)

This function activity notifies the next level approver that the budget revision has been submitted.

<b>Function</b>	WF_STANDARD.VOTEFORRESULTTYPE
<b>Result Type</b>	PSB Budget Revision Approve or Reject
<b>Prerequisite Activities</b>	Find Next Approver

### Notify Submitter of Budget Revision Approval (Node 28)

This activity notifies the submitter that the budget revision has been submitted.

<b>Message</b>	Notify Submitters of Budget Revision Submission.
<b>Result Type</b>	PSB Budget Revision Approve or Reject
<b>Prerequisite Activities</b>	Find Approver

### Set Reviewed Flag (Node 29)

This function activity sets a reviewed flag.

<b>Function</b>	PSB_SUBMIT_REVISION_PVT.SET_REVIEWED_FLAG
<b>Result Type</b>	None
<b>Prerequisite Activities</b>	Notify Approver of Revision Submission

### Noop (Node 30)

The Noop filler activity returns to the loop counter.

<b>Function</b>	WF_STANDARD.NOOP
<b>Result Type</b>	None
<b>Prerequisite Activities</b>	Set Reviewed Flag

### Vote Approve/Reject (Node 31)

This activity notifies the override approver that the budget revision has been submitted.

<b>Function</b>	WF_STANDARD.VOTEFORRESULTTYPE
<b>Result Type</b>	PSB Budget Revision Approve or Reject
<b>Prerequisite Activities</b>	Noop or Find Overriding Approver

### Unfreeze Budget Revisions (Node 32)

This function activity unfreezes the budget revision.

<b>Function</b>	PSB_SUBMIT_REVISION_PVT.UNFREEZE_REVISIONS
<b>Result Type</b>	None

**Prerequisite Activities** Notify Override Approver of Revision Submission  
or  
Notify Approver of Revision Submission

### Notify Submitter of Budget Revision Rejection (Node 33)

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 34)

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 35)

This function activity updates the revision status.

**Function** PSB\_SUBMIT\_REVISION\_PVT.UPDATE\_REVISION\_STATUS  
**Result Type** None  
**Prerequisite Activities** Set Rejection Status

### End (Node 36)

This function activity marks the end of the process.

**Function** WF\_STANDARD.NOOP  
**Result Type** None

**Prerequisite Activities** Update Budget Revision Status  
or  
Notify Approver of Completion

### Notify Submitter of Budget Revision Approval (Node 37)

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 Reviewed Flag (Node 38)

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

### Set Approval Status (Node 39)

This function activity sets the approval status.

**Function** PSB\_SUBMIT\_REVISION\_PVT.SET\_APPROVAL\_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 40)

This function activity updates the status of the budget revision.

<b>Function</b>	PSB_SUBMIT_REVISION_PVT.UPDATE_REVISIONS_STATUS
<b>Result Type</b>	None
<b>Prerequisite Activities</b>	Noop or Set Approval Status

### Update Baseline Values for Revision Positions (Node 41)

This function activity updates the baseline values for revision positions.

<b>Function</b>	PSB_SUBMIT_REVISION_PVT.UPDATE_BASELINE_VALUES
<b>Result Type</b>	None
<b>Prerequisite Activities</b>	Update Budget Revision Status

### Post Revisions to General Ledger (Node 42)

This function activity posts changes from the budget revisions to General Ledger.

<b>Function</b>	PSB_SUBMIT_REVISION_PVT.POST_REVISIONS_TO_GL
<b>Result Type</b>	PSB Revision Yes/No
<b>Prerequisite Activities</b>	Funds Reservation Details Update

### Notify User of Approval (Node 43)

This activity notifies users that a budget revision has been approved.

<b>Message</b>	Notify user of approval.
<b>Result Type</b>	None
<b>Prerequisite Activities</b>	Post Revisions to General Ledger

**End (Success) (Node 44)**

This function activity marks the end of the process.

<b>Function</b>	WF_STATUS.NOOP
<b>Result Type</b>	None
<b>Prerequisite Activities</b>	Post Budget Revisions to Journal Ledger

**Notify User of Budget Revision Submission (Node 45)**

This activity notifies users that a budget revision has been submitted to General Ledger.

<b>Message</b>	Notify submitter of revision submission completion.
<b>Result Type</b>	None
<b>Prerequisite Activities</b>	Post Revisions to General Ledger

**Send Approval Notification? (Node 46)**

This function activity determines whether an approval notification should be sent or not.

<b>Function</b>	PSB_SUBMIT_REVISION_PVT.SEND_APPROVAL_NOTIFICATION
<b>Result Type</b>	PSB Revision Yes/No
<b>Prerequisite Activities</b>	Set Reviewed Flag

**Notify Approver of Completion (Node 47)**

This activity notifies approvers that a budget revision has been completed.

<b>Message</b>	Notify approver of completion.
<b>Result Type</b>	None

**Prerequisite  
Activities**

Notify User of Approval  
or  
Notify User of Budget Revision Submission

## 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 Oracle Public Sector Budgeting application tables. These attributes are used and maintained by function activities as well as notification activities throughout the processes.

Table 56–11 describes the attributes associated with the PSB Account Generator for OLD item type.

**Table 56–11 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

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## Oracle 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, page B-2
- Oracle Public Sector Budgeting Process Diagram, page B-3
- Plan and Set Up the Budget Environment Diagram, page B-5
- Plan and Set Up the Budget Environment, page B-6
- Prepare Data Extract and Position Information Diagram, page B-9
- Prepare Data Extract and Position Information, page B-10
- Plan and Create Budget Worksheets Diagram, page B-13
- Plan and Create Budget Worksheets, page B-14
- Distribute, Modify, and Submit Budgets Diagram, page B-16
- Distribute, Modify, and Submit Budgets, page B-17
- Revise Budgets Diagram, page B-19
- Revise Budgets, page B-20
- Generate Reports and Analyze Data Diagram, page B-21
- Generate Reports and Analyze Data, page B-22
- Maintain Budget, General Ledger, and HR Systems, page B-23

## Overview

Oracle Public Sector Budgeting allows organizations to perform the following budgeting functions:

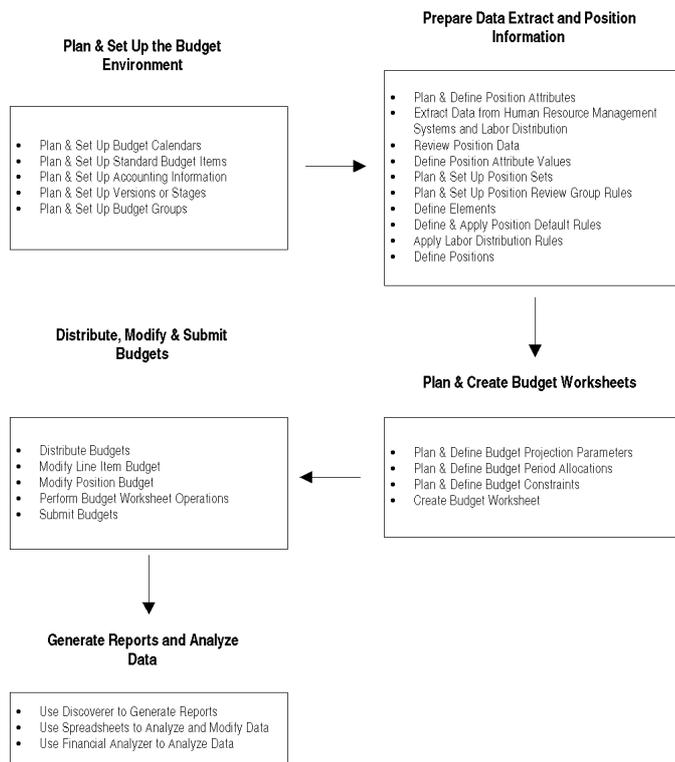
- plan and set up the budget environment
- prepare data extract and position information
- plan and create budget worksheets
- distribute, modify, and submit budgets
- revise budgets
- generate reports and analyze data
- maintain budget and General Ledger systems

These functions provide the basis for a comprehensive budgeting system for public sector organizations.

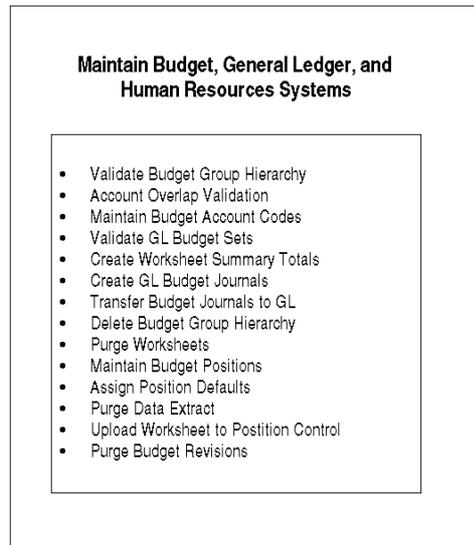
## Oracle Public Sector Budgeting Process Diagram

Figure B-1 and Figure B-2 show the budgeting process as described in the accompanying text.

**Figure B-1 Oracle Public Sector Budgeting Process Diagram**



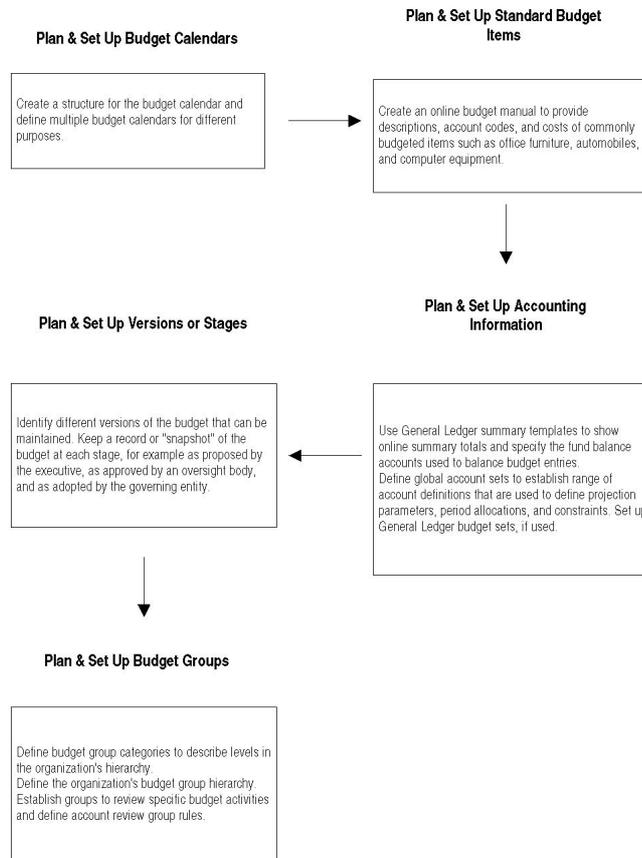
**Figure B–2 Oracle Public Sector Budgeting Process Diagram (continued)**



## 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 Oracle 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.

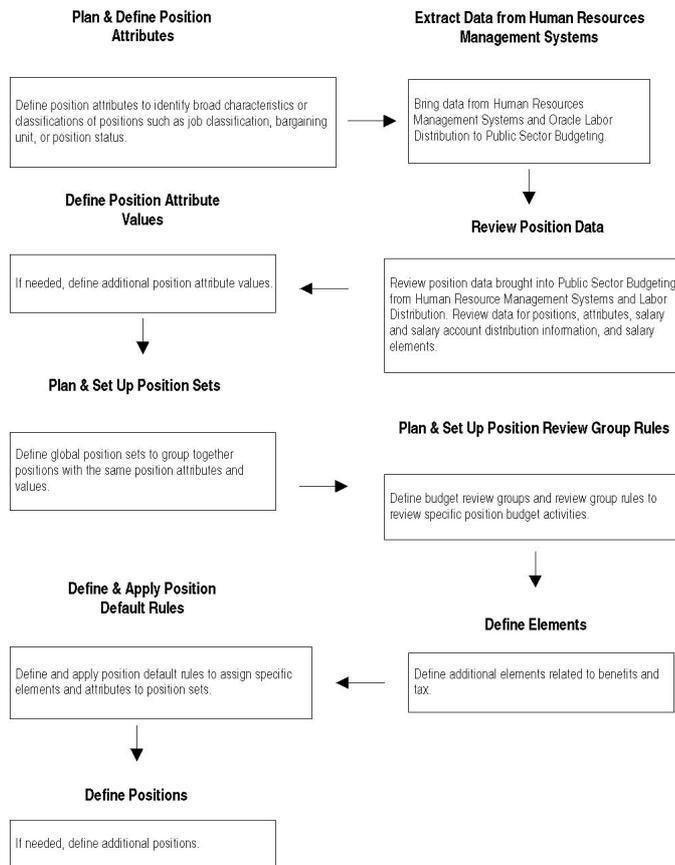
For information on setting up budget review groups and review group rules, see [Budget Review Groups Setup](#), page 13-1.

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 Oracle Public Sector Budgeting, and define new position attributes directly in Oracle 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 Oracle 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 Oracle 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 Oracle 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 Oracle 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 Oracle 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.

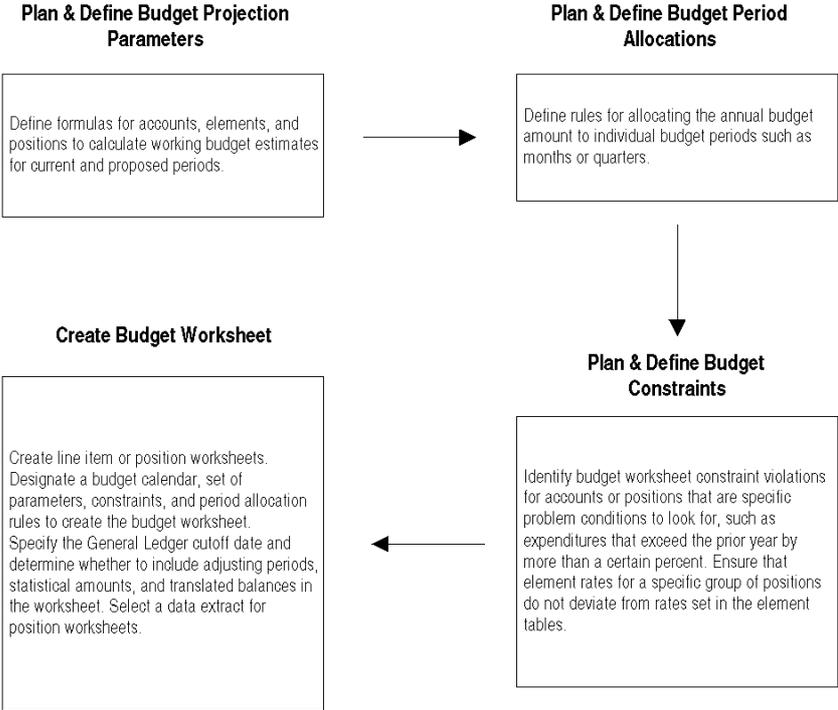
For information on defining and applying position default rules, see *Position Default Rules Setup*, page 18-1.

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 23-1.

For information on defining period allocation rules, see Period Allocation Rules Procedures, page 24-1.

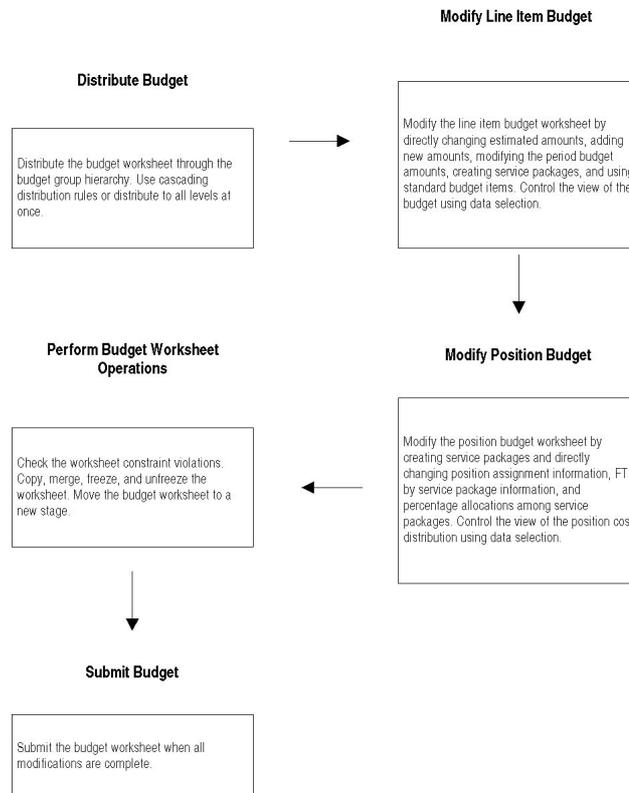
For information on defining constraints, see Constraints Procedures, page 25-1.

For information on creating a worksheet, see Create Worksheet Procedures, page 26-1.

## 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. Oracle 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 30-1.

For information on modifying a line item budget worksheet, see *Modify Line Item Worksheet Procedures*, page 31-1.

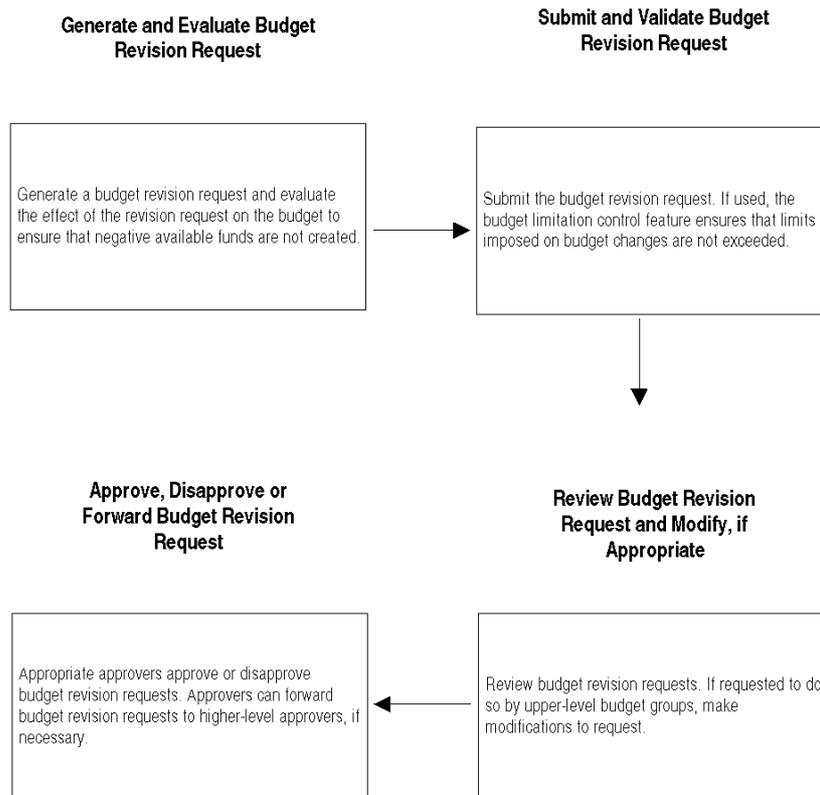
For information on modifying a position budget worksheet, see *Modify Position Worksheet Procedures*, page 32-1.

For information on performing worksheet operations and submitting a budget worksheet, see *Worksheet Operations Procedures*, page 36-1.

## 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.

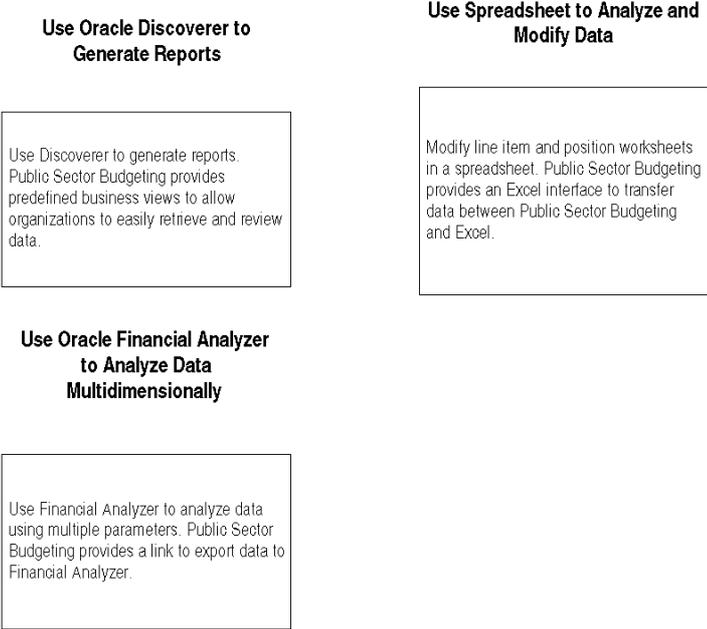
## References

For information on budget revisions, see Budget Revisions Procedures , page 34-1.

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

#### **Use Oracle Financial Analyzer to Analyze Data Multidimensionally**

Use Financial Analyzer to analyze data using multiple parameters. Oracle Public Sector Budgeting provides a link for exporting Oracle 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 54-1.

For information on using spreadsheets with Oracle Public Sector Budgeting, see *Using Spreadsheets with Oracle Public Sector Budgeting Procedures*, page 55-1.

For information on using Financial Analyzer with Oracle Public Sector Budgeting, see *Financial Analyzer and Oracle Public Sector Budgeting Procedures*, page 56-1.

## 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 Oracle Public Sector Budgeting.

#### **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, Oracle 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.

Oracle 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 Oracle 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 Oracle 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 37-1.

For information on checking for overlapping account codes in budget group hierarchies, see Account Overlap Validation Procedures, page 38-1.

For information on assigning new accounts to budget groups, see Maintain Budget Account Codes Procedures, page 39-1.

For information on creating budget journal entries and posting budgets to General Ledger, see Post Budgets to General Ledger Procedures, page 40-1.

For information on deleting a budget group hierarchy, see Delete Budget Group Hierarchy Procedures, page 41-1.

For information on deleting a worksheet, see Purge Worksheet Procedures, page 42-1.

For information on assigning positions to position sets, see Maintain Budget Positions Procedures, page 43-1.

For information on overwriting HRMS position assignments with position assignments that are created in Oracle Public Sector Budgeting, see Assign Position Defaults Procedures, page 44-1.

For information on deleting a data extract, see Purge Data Extract Procedures, page 45-1.

For information on purging budget revisions, see Purge Budget Revisions Procedures, page 46-1.

For information on uploading worksheets to position control tables, see Upload Worksheet to Position Control Procedures, page 47-1.

For information on validating a General Ledger budget set, see Validate GL Budget Sets Procedures, page 49-1.



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## 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, page C-2
- Alternative One: Using the Account Generator for Labor Distribution Integration, page C-3
- Using the PSB Account Generator for OLD Integration Process, page C-4
- Managing the Account Generator, page C-7
- Alternative Two: Using Default Rules for Positions with Grants Accounting Instructions, page C-8
- Identify Positions with Grants Accounting Charging Instructions Procedure, page C-9
- Assign Position Defaults for Labor Distribution Procedure, page C-10
- Example: Assign Position Defaults for Labor Distribution, page C-11

## 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 Oracle 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

Oracle Public Sector Budgeting provides an Account Generator process to create account code combinations from Grants Accounting charging instructions for use in Oracle 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 Oracle 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

Oracle 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.

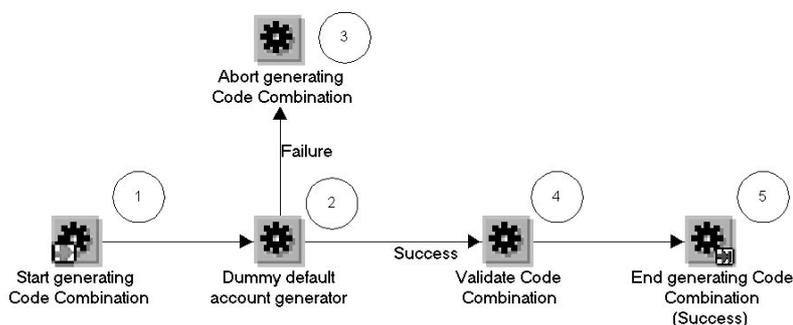
To use the Account Generator process, users must create their own Oracle Public Sector Budgeting Account Generator process. It is recommended that users create new Oracle Public Sector Budgeting Account Generator processes by copying the Generate Default Account process, removing the dummy default account 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 Developer's 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

Oracle 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/patch/115/sql directory. It can be customized if desired.

### Enabling or Disabling Account Generator

Oracle 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 Oracle Public Sector Budgeting for positions with salary information imported from Labor Distribution, Oracle 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 Oracle Public Sector Budgeting, perform the following steps.

1. In Oracle 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. To send the request to the concurrent manager, click **Submit**.

The Requests window appears.

8. To view the report, select the appropriate Request ID and click **View Output**.

9. Close the window.

## Assign Position Defaults for Labor Distribution Procedure

To assign position defaults for Labor Distribution in Oracle Public Sector Budgeting, perform the following steps.

1. In Oracle 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. To send the request to the concurrent manager, click **Submit**.

The Requests window appears.

8. To view the report, select the appropriate Request ID and click **View Output**.
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.

Table C-2 shows the position salary account distribution after extract for a science research technician position in the science department.

**Table C-2 Science Department Science Research Technician Position, Position After Extract**

Attribute = Attribute Value	LD Charging Instructions:	Extracted Account Distributions:
Job = Research Technician	10.10.00.5001 = 80%	10.10.00.5001 = 80%
Organization = Science	Other(x) = 20%	

Table C-3 shows the position salary account distribution after extract for an engineering professor position in the engineering department.

**Table C-3 Engineering Department Engineering Professor Position, Position Data After Extract**

Attribute = Attribute Value	LD Charging Instructions:	Extracted Account Distributions:
Job = Professor	10.20.00.5001 = 70%	10.20.00.5001 = 70%
Organization =Engineering	Other(y) = 20%	
	Other(z) = 10%	

### 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 illustrated.

Table C-4 shows the temporary and ultimate distributions for a science research technician position in the science department.

**Table C-4 Science Department Science Research Technician Position, Dummy Funds to Account for Discrepancy**

Attribute = Attribute Value	Temporary Account Distributions:	Ultimate Account Distributions:
Job = Research Technician	10.10.00.5001 = 80%	10.10.00.5001 = 80%
Organization = Science	99.10.99.5001 = 20%	10.10.11.5001 = 20%

Table C-5 shows the temporary and ultimate distributions for an engineering professor position in the engineering department.

**Table C-5 Engineering Department Engineering Professor Position, Dummy Funds to Account for Discrepancy**

Attribute = Attribute Value	Temporary Account Distributions:	Ultimate Account Distributions:
Job = Professor	10.20.00.5001 = 70%	10.20.00.5001 = 70%
Organization = Engineering	99.20.99.5001 = 30%	10.20.22.5001 = 20%
Organization = Engineering		30.20.33.5002 = 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-6. 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-6 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.

Table C-7 shows the position data with a complete salary account distribution for a science research technician position in a science department.

**Table C-7 Science Department Science Research Technician Position, Position Data After Default Rules**

Attribute = Attribute Value	Salary Account Distributions:
Job = Research Technician	10.10.00.5001 = 80%
Organization = Science	99.10.99.5001 = 20%

Table C-8 shows the position data with a complete salary account distribution for an engineering professor position in the engineering department.

**Table C-8 Engineering Department Engineering Professor Position, Position Data After Default Rules**

<b>Attribute = Attribute Value</b>	<b>Salary Account Distributions:</b>
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-9 shows the salaries with the dummy amounts for a science research technician position in a science department worksheet.

**Table C-9 Science Department Worksheet Science Research Technician Position, Salary with Dummy Amount**

<b>Account Distributions:</b>	<b>Salary Amount</b>
10.10.00.5001 = 80%	\$32,000
99.10.99.5001 = 20%	\$8,000

Table C-10 shows the salaries with the dummy amounts for an engineering professor position in an engineering department worksheet.

**Table C-10 Engineering Department Worksheet Engineering Professor Position, Salary with Dummy Amount**

<b>Account Distributions:</b>	<b>Salary Amount</b>
10.20.00.5001 = 70%	\$42,000
99.20.99.5001 = 30%	\$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 are achieved.

Table C-11 shows the correct salary distributions for a science research technician position in the science department worksheet,

**Table C-11 Science Department, Correct Salary Account Distributions in Departmental Worksheets**

<b>Account Distributions</b>	<b>Salary Amount</b>
10.10.00.5001	\$32,000
99.10.99.5001	\$0
10.10.11.5001	\$8.00

Table C-12 shows the correct salary distributions for an engineering professor position in the engineering department worksheet,

**Table C-12 Engineering Department, Correct Salary Account Distributions in Departmental Worksheets**

<b>Account Distributions</b>	<b>Salary Amount</b>
10.20.00.5001	\$42,000
99.20.99.5001	\$0
10.20.22.5001	\$12,000
30.20.3.5002	\$6,000

Example: Assign Position Defaults for Labor Distribution

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# D

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## Extract Data from Non-Oracle HRMS Process

This appendix provides information on extracting data from non-Oracle HRMS systems into Oracle Public Sector Budgeting. The following sections are in this appendix:

- Overview, page D-2
- Important Considerations, page D-3
- Prerequisites, page D-6
- Extensions, page D-7
- Extracting Data from Non-Oracle HRMS Diagram, page D-8
- Extracting Data from Non-Oracle HRMS Process, page D-9
- Implications, page D-20

## Overview

Oracle Public Sector Budgeting allows users to extract data from non-Oracle HRMS.

This appendix offers information on handling non-Oracle HRMS data. Users assume the responsibility for accurately populating the interface tables so that the extract process proceeds properly.

For the purpose of this appendix, the term "interface tables" collectively refers to the following tables:

- PSB\_POSITIONS\_I
- PSB\_SALARY\_I
- PSB\_EMPLOYEES\_I
- PSB\_COST\_DISTRIBUTIONS\_I
- PSB\_ATTRIBUTE\_VALUES\_I
- PSB\_EMPLOYEE\_ASSIGNMENTS\_I

Non-Oracle HRMS users implementing Public Sector Budgeting must satisfy its dependencies on Oracle HR Foundation, a shared module available for Oracle Applications users even when Oracle HRMS is not implemented. Certain entities in Oracle HR Foundation are used by other Oracle Applications, such as Public Sector Budgeting, and therefore must be set up. Throughout this appendix, when Oracle HRMS is referenced, it merely refers to Oracle HR Foundation. When setups in Oracle HRMS are discussed, it refers to setting up Oracle HR Foundation, instead of implementing Oracle HRMS, to enable Public Sector Budgeting to function properly. These setups are limited to the requirements of Public Sector Budgeting.

For information on table structures, see the Oracle Public Sector Budgeting *Technical Reference Manual*.

## Important Considerations

Oracle Public Sector Budgeting allows users to directly create positions, enabling Oracle Public Sector Budgeting to include budgets for proposed positions in budget worksheets or revisions. These positions initiated from Public Sector Budgeting are automatically added to Oracle HRMS. As a result, new position records can be added from either Oracle HRMS or a non-Oracle HRMS.

Users must consider the following to ensure that new position records are handled correctly:

- Upload Positions to Non-Oracle HRMS
- Use Unique Position Identifications
- Identify Positions Initiated From Public Sector Budgeting

## Upload Positions to Non-Oracle HRMS

Typically, when non-Oracle HRMS users integrate with Oracle Applications, a custom program is created to periodically download data from a non-Oracle HRMS to Oracle HRMS so that the data is synchronized between the two systems. However, when users employ the create position feature in Public Sector Budgeting, an additional program is required to upload position data created in Oracle HRMS back to the non-Oracle HRMS.

The interface from Oracle HRMS back to the non-Oracle HRMS involves loading new positions that were created in Public Sector Budgeting and are now in Oracle HRMS to the non-Oracle HRMS. If a position identification number is maintained by the non-Oracle HRMS, as it is in Oracle HRMS, the identification number assigned by Oracle HRMS must be preserved when it is loaded back to the non-Oracle HRMS.

Synchronizing the non-Oracle and Oracle HRMS can be a circular process, so that once the non-Oracle HRMS has the new positions created in Oracle HRMS, the interface from the non-Oracle HRMS to Oracle HRMS can be run to update Oracle HRMS with the changes in the non-Oracle HRMS. To avoid using the same position identification number for different positions that appear in either the non-Oracle HRMS or Oracle HRMS, a special procedure must be in place to uniquely identify positions across the two systems.

## Use Unique Position Identifications

Typically, when non-Oracle HRMS users integrate with Oracle Applications, the custom program that downloads data to Oracle HRMS can rely on position identification to determine the appropriate actions, such as whether to append a new position or to update an existing record. Since new position records can be created in both non-Oracle HRMS and Oracle HRMS, it is important for synchronization purposes that the position identifications used in either system are unique for both systems.

For example, if Position X, created in the non-Oracle HRMS, has an identification of 101, and Position Y, created in Oracle HRMS, also has an identification of 101, then the interface from the non-Oracle HRMS to Oracle HRMS can cause Position Y in Oracle HRMS to be erroneously replaced by Position X.

Users must determine an appropriate approach to ensure unique position identifications. Approaches include controlling the sequence of the position identification number assigned in Oracle HRMS, or tailoring the custom interface program to handle the append versus update logic in synchronizing the two HRMS systems. Users are responsible for adopting an appropriate approach that works well with their custom interface programs and policies.

## Identify Positions Initiated From Public Sector Budgeting

Users must identify those positions that are created in Public Sector Budgeting, and hence are in Oracle HRMS, so that these positions can be reflected in the non-Oracle HRMS. All new positions created in Public Sector Budgeting are identified by the NEW\_POSITION\_FLAG.

New positions can be created in Public Sector Budgeting in the Maintain Positions, Budget Worksheet, and Budget Revisions modules. In Maintain Positions and Budget Worksheets, the positions are associated with user-defined data extracts. In Budget Revisions, the positions are associated with a system data extract. To locate user-defined data extracts, users must know the name used for the required extract. System-generated data extracts are named using the convention Extract: [Budget Group Name].

### Illustration

To identify positions created in Public Sector Budgeting in the current period for the purpose of interfacing them to the non-Oracle HRMS, consider using the following guidance.

1. Identify the data extract identification, the `DATA_EXTRACT_ID`, in which positions are created. See Obtain Data Extract Identification Number.

2. Use the following SQL command:

```
SELECT position_id FROM psb_positions WHERE new_position_flag = 'Y'  
AND data_extract_id = <data extract identification obtained above>;
```

## Prerequisites

Non-Oracle HRMS users implementing Public Sector Budgeting must set up the following in Oracle HRMS:

- Business Group

Each Public Sector Budgeting data extract must be associated with a business group.

- HR Organizations

All budgetary organizations must be represented in HR organizations to enable proper mappings between Public Sector Budgeting budget groups and HR organizations.

Users must maintain an updated list of HR organizations in Oracle HRMS, since when Public Sector Budgeting initiates positions through Oracle HRMS, users must select the appropriate HR organizations.

- Position Key Flexfield

- Job Key Flexfield

Besides setting up position and job key flexfields, users must also populate the positions and jobs, since when Public Sector Budgeting initiates positions through Oracle HRMS, users must select appropriate jobs.

## Extensions

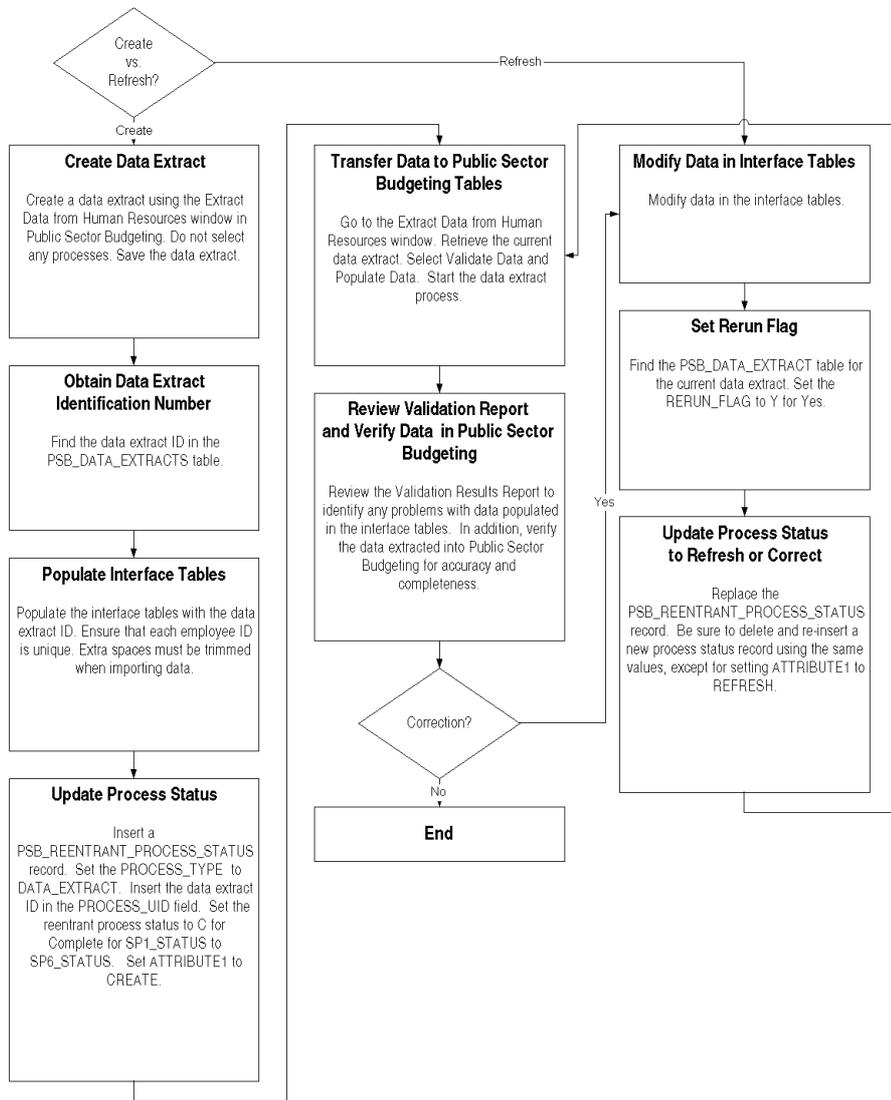
Non-Oracle HRMS users implementing Public Sector Budgeting are responsible for creating custom programs that:

- populate the Public Sector Budgeting interface tables
- interface position records from Oracle HRMS, including positions initiated from Public Sector Budgeting, to the non-Oracle HRMS.
- interface position records from the non-Oracle HRMS to Oracle HRMS
- populate the non-Oracle HRMS budget from the Public Sector Budgeting budget worksheets, if applicable
- populate the non-Oracle HRMS budget from the Public Sector Budgeting budget revisions, if applicable

## Extracting Data from Non-Oracle HRMS Diagram

Figure D-1 shows how to extract data from non-Oracle HRMS as described in the following text.

**Figure D-1 Extract Data from Non-Oracle HRMS**



## Extracting Data from Non-Oracle HRMS Process

The following information describes the process for extracting data from non-Oracle HRMS.

- Create versus Refresh Data
- Create Data Extract
- Obtain Data Extract Identification Number
- Populate Interface Tables
- Update Process Status
- Transfer Data to Public Sector Budgeting Tables
- Review Validation Report and Verify Data in Public Sector Budgeting
- Correct and Refresh Data
- Modify Data in Interface Tables
- Set Rerun Flag
- Update Process Status to Correct or Refresh
- Repeat from Transfer Data to Public Sector Budgeting Tables

### Create versus Refresh Data

In a new budget year, create a new data extract using the instructions in Create Data Extract.

To refresh data in the existing data extract of the current year in Public Sector Budgeting, skip to Modify Data in Interface Tables.

### 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.

This step creates 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\_ID as follows:

### **Help - Diagnostics - Examine**

**Note:** Users will need the Oracle Applications username and password to access the DATA\_EXTRACT\_ID using the Help tools.

## Populate Interface Tables

Create a custom 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 PSB\_POSITIONS\_I table for occupied positions, populate the HR\_EMPLOYEE\_ID column to indicate the employees assigned to the positions, even if the same column is already populated in the PSB\_EMPLOYEE\_I table. Ensure that the HR\_EMPLOYEE\_ID values are consistent for the same HR\_POSITION\_ID record in both the PSB\_EMPLOYEES\_I and PSB\_POSITIONS\_I tables.

**Note:** For vacant positions, when the PSB\_POSITIONS\_I table is populated, the HR\_EMPLOYEE\_ID column cannot be populated. If salary information for vacant positions is available, populate the SALARY\_TYPE, RATE\_OR\_PAYSCALE\_ID, GRADE\_ID, GRADE\_STEP, SEQUENCE\_NUMBER, PAY\_BASIS, and VALUE columns. This enables Public Sector Budgeting to create salary assignments for vacant positions.

**Note:** When populating the PSB\_POSITIONS\_I table, applicable segments from SEGMENT1 to SEGMENT30 columns must be populated to create the PSB Position

Key Flexfield. This is required even though similar data, such as position name or employee identification number, is populated into the HR\_POSITION\_NAME and HR\_EMPLOYEE\_ID columns in this interface table. For example, for a position named 1001.Finance Director, 1001 must be populated to SEGMENT1, Finance Director must be populated to SEGMENT2, and 1001.Finance Director must be populated to HR\_POSITION\_NAME.

**Note:** When populating the PSB\_EMPLOYEES\_I table, ensure that the combinations of the HR\_EMPLOYEE\_ID, HR\_POSITION\_ID, and ASSIGNMENT\_ID are unique. The PSB\_EMPLOYEES\_I table follows the Oracle HRMS assignment concept in which the ASSIGNMENT\_ID is unique for each placement of an employee (HR\_EMPLOYEE\_ID) in a position (HR\_POSITION\_ID).

For example, employee 001 can be placed in position 100 and 101, creating the ASSIGNMENT\_ID values 100001 and 101001. Employee 002 can be also placed in position 100, creating a different ASSIGNMENT\_ID value of 100002. This concept must be maintained when non-Oracle HRMS data is populated.

Some non-Oracle HRMS systems have an employee concept but do not have position and assignment concepts. Hence, they do not have corresponding values for HR\_POSITION\_ID and ASSIGNMENT\_ID. In this case, the HR\_POSITION\_ID and ASSIGNMENT\_ID can arbitrarily assume the HR\_EMPLOYEE\_ID value to populate the table. The critical point is that the combination of these three fields must be uniquely associated with each employee.

For example, if a non-Oracle HRMS has the employee identification number 13456 but has no position and assignment identifications, users can populate not only EMPLOYEE\_ID, but also HR\_POSITION\_ID, and ASSIGNMENT\_ID with 13456. However, no other employee can have an HR\_EMPLOYEE\_ID value of 13456.

**Note:** When populating the PSB\_EMPLOYEE\_ASSIGNMENTS\_I table for both occupied and vacant positions, include the job assigned to the employee or position. 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 populating the PSB\_EMPLOYEE\_ASSIGNMENTS\_I table for date type attributes, such as hire date and adjustment date, the date value must be expressed in canonical format. For example, if the hire date attribute is December 31, 2001, the value is populated as 2001/12/31.

**Note:** Occasionally, salary amounts are expressed on a period basis, instead of an annual, monthly, or hourly basis. However, a pay basis of period is not specific enough for computations and a period type, such as weekly or bi-weekly, must also be defined in the salary element.

When populating the PAY\_BASIS in the PSB\_EMPLOYEES\_I table, if any of the employees' PAY\_BASIS is expressed as PERIOD, users must manually update the Period Type field. This manual procedure is required because the PSB\_SALARY\_I interface table does not have an element that corresponds to the Period Type field.

This manual update must be performed after the interface is populated and the data is transferred into Public Sector Budgeting. The Period Type field can be updated directly from the table or indirectly from the window. In the PSB\_PAY\_ELEMENTS table, update the PERIOD\_TYPE column for the corresponding salary elements. The possible PERIOD\_TYPE values are BM for Bi-Month, CM for Calendar Month, F for Bi-Week, LM for Lunar Month, Q for Quarter, SM for Semi-Month, SY for Semi-Year, W for Week, and Y for Year. Alternatively, query the corresponding salary elements in the Elements window and update the Period Type field.

**Note:** When populating the interface tables, avoid unnecessary spacing at the end of each value. Alternatively, 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:** When populating the interface tables, refer to the Oracle Public Sector Budgeting Electronic Technical Manual (eTRM) for any applicability of sequences. The eTRM is available as follows on the Oracle MetaLink Website:

- <http://www.oracle.com/support/metalink>

For example, when populating the ATTRIBUTE\_VALUE\_ID field in the PSB\_ATTRIBUTE\_VALUES\_I table, increment the identification value based on PSB\_ATTRIBUTE\_VALUES\_S, the applicable sequence for ATTRIBUTE\_VALUE\_ID.

## Update Process Status

Insert a record into the PSB\_REENTRANT\_PROCESS\_STATUS table, using SQL or the loading program, to instruct the data extract process that the data in the interface tables is ready to be validated and transferred into Public Sector Budgeting.

Table D-1 outlines the fields and their contents for record that is inserted.

**Table D-1 PSB\_REENTRANT\_PROCESS STATUS Table**

Field	Field Description	Value
PROCESS_TYPE	identifies the process as a data extract process	HR DATA EXTRACT
PROCESS_UID	identifies the data extract identification	<DATA_EXTRACT_ID> of the current data extract
SP1_STATUS	denotes the position interface table PSB_POSITIONS_I is populated	C
SP2_STATUS	denotes the salary interface table PSB_SALARY_I is populated	C
SP3_STATUS	denotes the employee interface table PSB_EMPLOYEES_I is populated	C
SP4_STATUS	denotes the cost distribution interface table PSB_COST_DISTRIBUTIONS_I is populated	C
SP5_STATUS	denotes the attribute values interface table PSB_ATTRIBUTE_VALUES_I is populated	C
SP6_STATUS	denotes the employee assignment interface table PSB_EMPLOYEE_ASSIGNMENTS_I is populated	C
ATTRIBUTE1	sets the mode of the data extract process	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 non-Oracle 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. For example, to rerun, or refresh, a data extract, set the ATTRIBUTE1 to REFRESH.

## **Transfer Data to Public Sector Budgeting 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 Oracle Public Sector Budgeting tables. If the Validate Data check box is selected, data in the interface tables is validated, and the results are displayed in the Validation Results Report.

## **Review Validation Report and Verify Data in Public Sector Budgeting**

Retrieve the Validation Results Report from the concurrent process and review this report carefully. Review the vital statistics at the top of the report for signs of fatal or possible mistakes made in populating the interface tables. The statistics are listed under the heading: The statistics for data extracted are listed as follows.

Table D-2 lists the conditions for some fatal mistakes made in the interface table.

**Table D-2 Interpret Vital Statistics in the Validation Results Report for Fatal Mistakes**

Statistics	Possible Issues
Number of assigned positions = 0	<p>Various issues may cause this problem:</p> <ol style="list-style-type: none"> <li>1. Employee records are missing in the PSB_EMPLOYEES_I table.</li> <li>2. The HR_EMPLOYEE_ID column is not populated in the PSB_POSITIONS_I table.</li> <li>3. For a given HR_POSITION_ID, the corresponding HR_EMPLOYEE_ID column values in the PSB_POSITIONS_I and PSB_EMPLOYEES_I tables are not consistent.</li> </ol>
Number of records for position cost distributions = 0	<p>The PSB_COST_DISTRIBUTIONS_I table is not populated. This interface table must be populated unless cost distributions information is not available from non-Oracle HRMS. Normally, each position is charged to one account. However, some positions can be charged to multiple accounts. The number of cost distributions records must reflect accordingly.</p>
Number of attribute value entries = 0	<p>The PSB_ATTRIBUTE_VALUES_I table is not populated. This interface table is used to create lists of values for position attributes for ease of entry and data integrity.</p> <p>While it is remotely possible that users do not intend to create lists of values for position attributes in Public Sector Budgeting and decide not to populate this interface table, it is most likely that users have failed to do so.</p> <p>Check whether the Value Table check box of any position attributes in Public Sector Budgeting is selected. If the Value Table check box is selected, attribute values must be populated into the PSB_ATTRIBUTE_VALUES_I table for the corresponding position attributes.</p>
Number of position assignment attribute records = 0	<p>The PSB_EMPLOYEE_ASSIGNMENTS_I table is not populated. This interface table is used to create position attribute assignments. Certain position attributes, such as job and organization, are required. For each position attribute needed to describe a position, a record is needed in the PSB_EMPLOYEE_ASSIGNMENTS_I table. Assuming that several position attributes are used to describe a position, the number of records populated into this table must be at least several times larger than the number of positions.</p>

Table D-3 lists the conditions for some possible mistakes made in the interface tables.

**Table D-3 Interpret Vital Statistics in the Validation Results Report for Possible Mistakes**

<b>Statistics</b>	<b>Possible Issues</b>
Number of records for position cost distributions <= Number of assigned positions	The PSB_COST_DISTRIBUTIONS_I table is not populated for some positions. Verify if the interface table consists of cost distributions for each employee.
Number of position assignment attribute records <= Number of assigned positions + number of vacant positions	The PSB_EMPLOYEE_ASSIGNMENTS_I table is not populated for some positions. Certain position attributes, such as job and organization, are required whether the positions are vacant or occupied. Verify that the interface table consists of position attributes for each employee.

Other validation results that could be, but are not necessarily, mistakes are also listed in the report under the heading: The results of the validation are listed as follows.

Review the results carefully to determine whether the data is intended to be the way it is or is incorrectly populated in the interface tables.

Even when there are no obvious signs of mistakes from the vital statistics and validation results, it is recommended that users verify the data extracted into Public Sector Budgeting carefully.

Table D-4 lists the windows used to verify extracted data.

**Table D-4 Verify Position Data in Public Sector Budgeting**

Window	What to Verify
Positions	<p>Positions must be displayed in the Select Positions window.</p> <p>In the Positions window, besides the obvious position effective dates and names, there must be:</p> <ol style="list-style-type: none"> <li>1. Position attributes in the Attribute region</li> <li>2. Salary assignments in the Salary tab</li> <li>3. Account distributions in the Distribution tab</li> <li>4. Employee names in the Employee tab for occupied positions</li> </ol>
Elements	If the PSB_SALARY_I interface table is populated correctly, salary elements are constructed.
Attribute Values	Position attributes that have Value Table checked have attribute values in the Position Attribute Values window.

## Correct and Refresh Data

Determine if the data transferred to Oracle Public Sector Budgeting is satisfactory.

If no data correction is necessary, the data extract process is complete. For data corrections or to refresh Public Sector Budgeting with updated data from the non-Oracle HRMS, proceed with Modify Data in Interface Tables.

## Modify Data in Interface Tables

If the human resources data transferred to Oracle 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.

Data from deleted records continues to be reflected in the extract process results.

## Set Rerun Flag

Update the RERUN\_FLAG to Y for Yes in the PSB\_DATA\_EXTRACT table. This is required to prevent the data in the interface tables from being deleted during the data extract. The flag allows users to set a condition for the data extract procedure

so that, as an exception, the procedure does not purge the interface when the RERUN\_FLAG is set to Y.

Updating the RERUN\_FLAG indicates that any extract process run against that DATA\_EXTRACT\_ID is in a rerun mode.

## Update Process Status to Correct or Refresh

Delete the record inserted into the PSB\_REENTRANT\_PROCESS\_STATUS table. Re-insert another record into this table to instruct the data extract process that the corrected or updated data in the interface table can be transferred into Public Sector Budgeting.

Table D-5 outlines the fields and their contents for the record to be inserted.

**Table D-5 PSB\_REENTRANT\_PROCESS STATUS Table**

Field	Field Description	Value
PROCESS_TYPE	identifies the process as a data extract process	HR DATA EXTRACT
PROCESS_UID	identifies the data extract identification	<DATA_EXTRACT_ID> of the current data extract
SP1_STATUS	denotes the position interface table PSB_POSITIONS_I is populated	C
SP2_STATUS	denotes the salary interface table PSB_SALARY_I is populated	C
SP3_STATUS	denotes the employee interface table PSB_EMPLOYEES_I is populated	C
SP4_STATUS	denotes the cost distribution interface table PSB_COST_DISTRIBUTIONS_I is populated	C
SP5_STATUS	denotes the attribute values interface table PSB_ATTRIBUTE_VALUES_I is populated	C
SP6_STATUS	denotes the employee assignment interface table PSB_EMPLOYEE_ASSIGNMENTS_I is populated	C
ATTRIBUTE1	sets the mode of the data extract process	REFRESH

**Note:** It is important that the previous process status record is first deleted and then completely replaced by a new process status record. Users must not attempt to keep the previous process status record and update only the ATTRIBUTE1 column.

### **Repeat from Transfer Data to Public Sector Budgeting Tables**

Return to the Transfer Data to Public Sector Budgeting Tables process to bring the data into Public Sector Budgeting. Be sure to review the Validation Results Report to correct or refresh data. Repeat the processes until the extracted data is satisfactory.

## Implications

When non-Oracle users create positions in Public Sector Budgeting, they must take the following information into consideration when they:

- Create a New Position
- Upload Worksheet to Position Control

### Create a New Position

When non-Oracle users create positions in Public Sector Budgeting, the Oracle HRMS Shared Position window appears. Unlike the Oracle HRMS Position and Position Transaction windows, the Shared Position window does not have the following fields:

- FTE
- Salary Basis
- Grade, Step, and Grade or Scale Rate
- Payroll

As a result, Public Sector Budgeting users must enter the FTE attribute assignment and salary assignments in the Public Sector Budgeting Position window to complete the position definition for position cost computation.

**Note:** In the Positions Procedure, Modify Position Worksheet Procedure, and Budget Revision Procedures in the *Oracle Public Sector Budgeting User's Guide*, we recommend that users enter the salary basis, grade, step, grade or scale rate, and payroll information in the Oracle HRMS Position and Position Transaction windows. This recommendation does not apply to non-Oracle HRMS users, since the fields are not available.

### Upload Worksheet to Position Control

Run the Upload Worksheet to Position Control concurrent process in trial mode only. Do not run the process in final mode.

### References

For information on the Extract Data From Human Resources window, see Extract Data From HRMS Setup, page 15-1.

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## 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 appendix:

- Overview, page E-2
- Forming a New Budget Organization, page E-3
- Changing Reporting Lines, page E-6
- Transferring Positions Between Organizations, page E-10
- Transferring Accounts Between Organizations, page E-13

## 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 must first be made in the source systems, such as Oracle General Ledger or Oracle Human Resources Management Systems and then made to the budget group hierarchy definition. A new budget worksheet can then be re-created. If budget reorganization occurs after a budget cycle, the changes must be made in General Ledger and HRMS, as needed.

The processes outlined show one approach. Other approaches are 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 or positions are transferred and owned by the new parent division.
- 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.

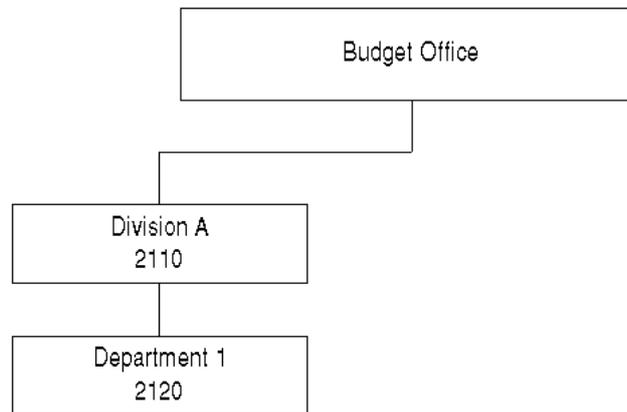
## Forming a New Budget Organization

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 shown in Table E-1.

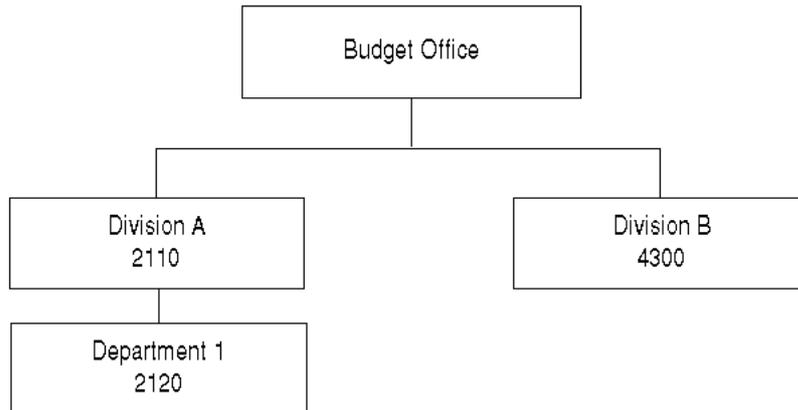
**Table E-1 Initial Worksheet Identifications**

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....
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 worksheet identifications as shown in Table E-2.

**Table E-2 Worksheet ID after Reorganization**

<b>Budget Group</b>	<b>Worksheet ID</b>
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....

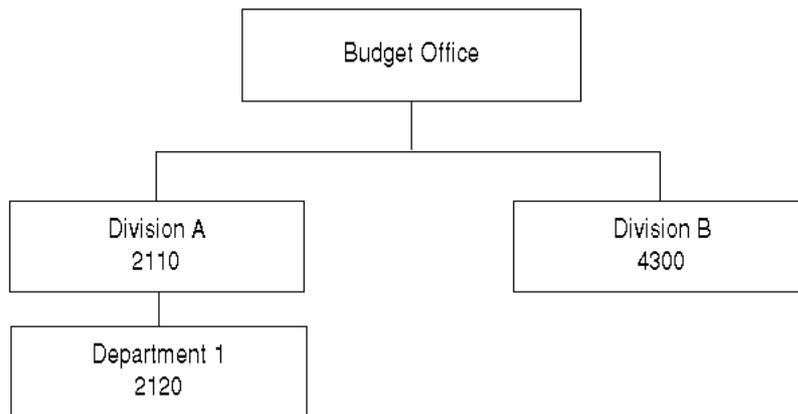
## Changing Reporting Lines

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.

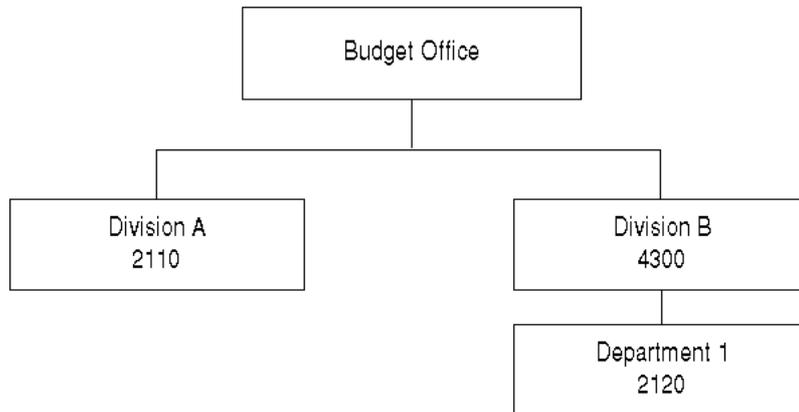
**Table E-3 Range of Account and Position Access Before Reorganization**

Budget Group	Worksheet ID	Range of Accounts Access	Positions Access
Budget Office	769	...2110...	Division A positions
Budget Office	769	...2120...	Department 1 positions
Budget Office	769	...4300...	Division B positions
Division A	792	...2110...	Division A positions
Division A	792	...2120...	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...	Division A positions
Budget Office	769	...2120...	Department 1 positions
Budget Office	769	...4300...	Division B positions
Division A	792	...2110...	Division A positions
Division B	793	...2120...	Department 1 positions
Division B	793	...4300..	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 and 792, 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
Division A		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
Department 1		809 (from 794)	...2120...	Department 1 positions

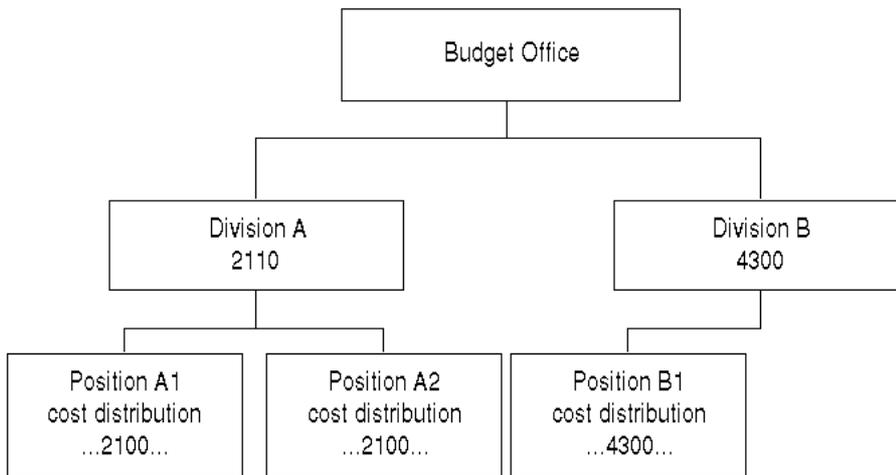
## Transferring Positions Between Organizations

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**

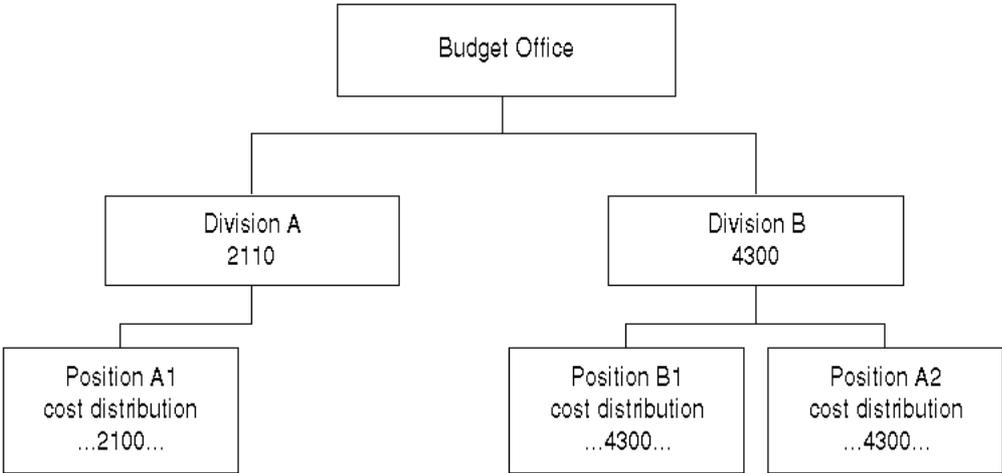
Budget Group	Worksheet ID	Range of Accounts Access	Positions Access
Budget Office	769	...2110... ...4300...	Position A1 and Position A2 Position B2
Division A	792	...2110...	Position A1 and Position A2
Division B	793	...4300...	Position B1

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 is removed from worksheet 792 and placed in worksheet 793.

Division A worksheet 792 now can access only Position A1, and 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....

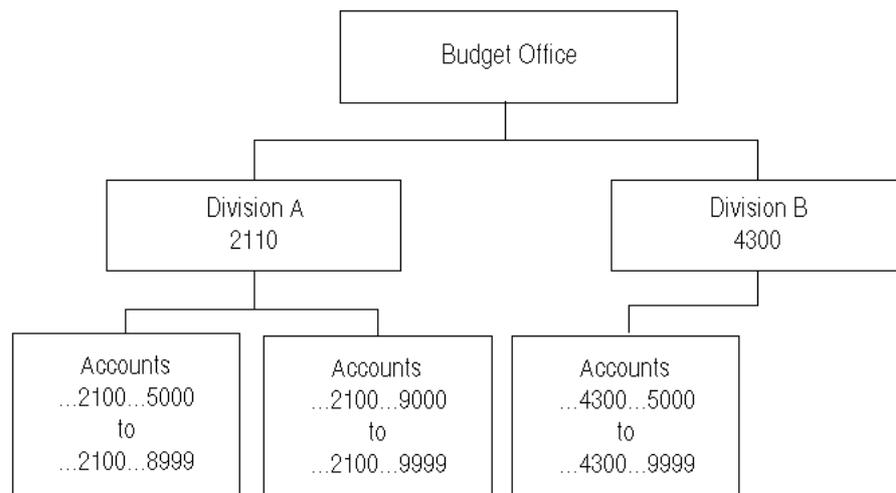
## Transferring Accounts Between Organizations

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**

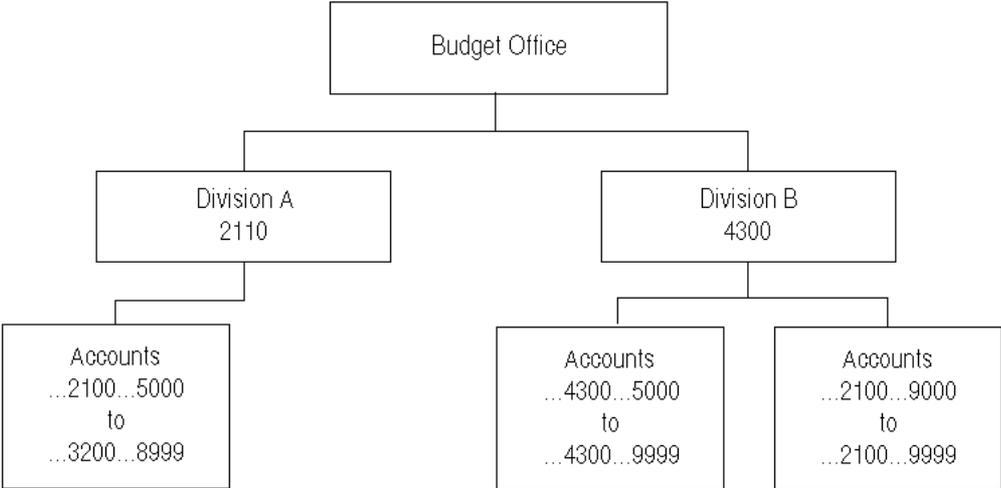
Budget Group	Worksheet ID	Range of Accounts Access
Budget Office	769	...2100...5000 to ...2100...8999 ...2100...9000 to ...2100...9999 ...4300...5000 to ...4300...9999
Division A	792	...2100...5000 to ...2100...8999 ...2100..9000 to ...2100...9999
Division B	793	...4300...5000 to ...4300...9999

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 in the 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 Division 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 30-1.
- For information on copying a worksheet, see Worksheet Operations Procedures, page 36-1.
- For information on salary account distributions in the Positions window, see Modify Position Worksheet Procedures, page 32-1.
- For information on recalculating in the Worksheet Summary window, see Modify Line Item Worksheet Procedures, page 31-1.
- For information on removing and adding accounts from the budget group, see Modify Line Item Worksheet Procedures, page 31-1.

# Part XII

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## References



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## 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, page F-2
- Account Projection Parameter Formulas, page F-3
- Element Projection Parameter Formulas, page F-5
- Position Projection Parameter Formulas, page F-7
- Account Constraint Formulas, page F-11
- Element Constraint Formulas, page F-13
- Position Constraint Formulas, page F-15

## Overview

Oracle 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 23-1.

For information on defining constraints, see *Constraints Procedures*, page 25-1.

## 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] <b>Note:</b> 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-2000	

### 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-2000	30-JUN-2001

### 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-2001	

### 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-2001	

## 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  <b>Note:</b> 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  <b>Note:</b> 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  <b>Note:</b> 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. Bold indicates a field name.

**Table F-12 Position Projection Parameter Formula - Type 1, Auto Increment Used with Hire Date Option**

<b>Field</b>	<b>Value</b>
<b>Every</b>	182
<b>Days From</b>	Hire Date
<b>Increment Salary By</b>	1
<b>Type</b>	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**

<b>Field</b>	<b>Value</b>
<b>Every</b>	365
<b>Days From</b>	Adjustment Date
<b>Increment Salary By</b>	5
<b>Type</b>	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-2000	31-DEC-2000	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-2000	31-DEC-2000		

## 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-2000	31-DEC-2000		

## 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 <b>Note:</b> fields not used: Account
Type 2		Step, Prefix Operator, Period, Balance Type, Account, Currency <b>Note:</b> optional fields: Postfix Operator, Amount
Type 3		Step, Prefix Operator, Amount <b>Note:</b> 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 <b>Note:</b> optional fields: Option, Grade Step, From [Effective Dates], To [Effective Dates]
Type 2	benefits or tax element with or without option values	Step, Element <b>Note:</b> optional fields: Option, From [Effective Dates], To [Effective Dates] <b>Note:</b> 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-2000	31-DEC-2000

### 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 2000 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-2000	31-DEC-2000

### 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-2000	31-DEC-2000

## 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 <b>Note:</b> 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 <b>Note:</b> optional fields: Currency <b>Note:</b> 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**

Field	Value
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

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## 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, page G-2

## Navigation

Table G-1 shows the navigation path for each window in Oracle Public Sector Budgeting.

**Table G-1 Navigation Paths**

<b>Window</b>	<b>Navigation Path</b>
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
Approval Override	Budget Revisions - Define Click Submit
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

**Table G-1 Navigation Paths**

<b>Window</b>	<b>Navigation Path</b>
Budget Periods	Worksheet - Modify Click Open Click Line Items Click Period Amounts or Worksheet - Modify Click Open Click Positions Click Period Amounts
Budget Revisions	Budget Revisions - Define Click Create Request
Budget Revision Rules	Budget Revisions - Budget Revision Rules Click Rules
Budget Revision Rule Set	Budget Revisions - Budget Revision Rules
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 or In Budget Revisions, Mass Entries tab, double-click Constraint Set field or In Budget Revisions, Mass Entries tab, navigate using the Tools menu as follows: <b>Tools - Constraint Set</b>
Constraint Sets	Worksheet - Constraints

**Table G-1 Navigation Paths**

<b>Window</b>	<b>Navigation Path</b>
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
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

**Table G-1 Navigation Paths**

<b>Window</b>	<b>Navigation Path</b>
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
[Find Personal Profile Values] <b>Note:</b> Window from Oracle System Administration	Profile - Personal or Personal Profiles
[Find System Profile Values] <b>Note:</b> 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

**Table G-1 Navigation Paths**

<b>Window</b>	<b>Navigation Path</b>
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
Organization	Position - Positions Click New or Worksheet - Modify Click Open Click Create Position or Budget Revisions - Define Click Edit Request Click Create Position In Revision Effective Dates window, click OK.
Parameter	Worksheet - Parameters Click Formulas

**Table G-1 Navigation Paths**

<b>Window</b>	<b>Navigation Path</b>
Parameter Sets	Worksheet - Parameters or In Budget Revisions, Mass Entries tab, double-click Parameter Set field or Budget Revisions, Mass Entries tab, navigate using the Tools menu as follows: <b>Tools - Parameter Set</b>
[Personal Profile Values] <b>Note:</b> Window from Oracle System Administration	Profile - Personal
Position Attribute Values	Setup - Position - Values
Position Attributes	Setup - Position - Attributes
Position Default Rules	Position - Default Rules
Position Details	Worksheet - Modify Click Open Click Line Items Click in cell Tools - Positions
Position Revise Projections	Budget Revisions - Define Create Request Revise Projections [Position Entries tab]
Position Worksheet	Worksheet - Modify Click Open Click Positions Click Position Details

**Table G-1 Navigation Paths**

<b>Window</b>	<b>Navigation Path</b>
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
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

**Table G-1 Navigation Paths**

<b>Window</b>	<b>Navigation Path</b>
Revision Effective Dates	Budget Revisions - Define Click Edit Request Click Create Positions [Position Entries tab]
Rule Set	Budget Revisions - Budget Revision Rules Click Rules
Segments	Budget Revisions - Budget Revision Rules Click Rules Click Within Segment
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 or Worksheet Inquiry
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**

<b>Window</b>	<b>Navigation Path</b>
[System Profile Values] <b>Note:</b> Window from Oracle System Administration	Profile - System
Transaction Type	Budget Revisions - Budget Revision Rules Click Rules Click Transaction Type
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

**Table G-1 Navigation Paths**

<b>Window</b>	<b>Navigation Path</b>
Worksheet Lines	Worksheet - Modify Click Open Click Line Items
Worksheet Operations	Worksheet - Operations or Worksheet - Modify Click Operations



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## Online Help References

### Budget Groups and Budget Review Groups

For information on budget groups and security, see the following:

- Budget Groups and Security Setup

For information on budget review groups, see the following:

- Budget Review Groups Setup

### View Errors

For information on budget validation errors, see the following:

- Budget Groups and Security Setup

For information on data extract and validation errors, see the following:

- Extract Data From HRMS Setup

For information on worksheet constraint violations, see the following:

- Modify Line Item Worksheet Procedures

For information on budget revision constraint violations, see the following:

- Budget Revisions Procedures

## Organization

For information on adding positions from the Positions window, see the following:

- Positions Setup

For information on adding positions from the Position Worksheet window, see the following:

- Modify Position Worksheet Procedures

For information on adding positions from the Budget Revisions window, see the following:

- Budget Revisions Procedures

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# 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 Oracle 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 Oracle 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 Oracle 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 Oracle 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 revision rule**

Business rule that requires a budget revision to comply with certain budget policies.

**budget revision rule set**

A grouping of budget revision rules.

**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 Oracle Public Sector Budgeting.

**Create GL Budget Journals**

A concurrent process that is used to post budgets from Oracle Public Sector Budgeting to General Ledger.

**Create Worksheet Summary Totals**

A concurrent process that updates the summary accounts in Oracle 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 Oracle 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 Oracle 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 Oracle 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 Financials to implement General Ledger.

**global account set**

An account set that is referenced by multiple features in Oracle Public Sector Budgeting.

**global position set**

A position set that is referenced by multiple features in Oracle 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 Oracle 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 Oracle 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. Oracle 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 Oracle 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.

**Oracle Public Sector Budgeting setup**

Steps that must be performed to implement features in Oracle Public Sector Budgeting.

**Purge Data Extract**

A concurrent process used to delete a data extract from Oracle 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 Oracle 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 Oracle Public Sector Budgeting.

**summary template**

Summary templates are created in General Ledger. Organizations can use summary templates in Oracle 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 Oracle 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 Oracle 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.

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