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Oracle Public Sector Budgeting User's Guide, Release 12

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- Did you understand the context of the procedures?
- Did you find any errors in the information?
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If you require training or instruction in using Oracle software, then please contact your Oracle local office and inquire about our Oracle University offerings. A list of Oracle offices is available on our Web site at www.oracle.com.

Preface

Intended Audience

Welcome to Release 12 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 Applications training classes available through Oracle University.

- Oracle Self Service Web Applications

To learn more about Oracle Self Service Web Applications, read the *Oracle Self-Service Web Applications Implementation Manual*.

- Oracle Applications graphical user interface

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

See Related Information Sources on page xxxvii for more Oracle Applications product information.

TTY Access to Oracle Support Services

Oracle provides dedicated Text Telephone (TTY) access to Oracle Support Services within the United States of America 24 hours a day, seven days a week. For TTY support, call 800.446.2398.

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Accessibility of Code Examples in Documentation

Screen readers 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, some screen readers 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 does not own or control. Oracle neither evaluates nor makes any representations regarding the accessibility of these Web sites.

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- 2 Oracle Public Sector Budgeting Setup Overview
- 3 Budget Year Types Setup
- 4 Budget Calendar Setup
- 5 Standard Budget Items Setup
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- 17 Position Default Rules Setup
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- 19 Positions Setup
- 20 Flexfield Mapping Setup

| | |
|----|---|
| 21 | Position Control Interface Setup |
| 22 | Annual Checklist Procedures |
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| F | Projection Parameter and Constraint Formula Types |
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| | Glossary |

Related Information Sources

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

This document is included on the Oracle Applications Document Library, which is supplied in the Release 12 DVD Pack. You can download soft-copy documentation as PDF files from the Oracle Technology Network at <http://otn.oracle.com/documentation>, or you can purchase hard-copy documentation from the Oracle Store at <http://oraclestore.oracle.com>. The Oracle E-Business Suite Documentation Library Release 12 contains the latest information, including any documents that have changed significantly between releases. If substantial changes to this book are necessary, a revised version will be made available on the online documentation CD on Oracle *MetaLink*.

If this guide refers you to other Oracle Applications documentation, use only the Release 12 versions of those guides.

For a full list of documentation resources for Oracle Applications Release 12, see Oracle Applications Documentation Resources, Release 12, Oracle *MetaLink* Document 394692.1.

Online Documentation

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

- **PDF Documentation:** See the Online Documentation CD for current PDF documentation for your product with each release. This documentation CD is also available on Oracle *MetaLink* and is updated frequently.
- **Online Help:** You can refer to Oracle Applications Help for current HTML online help for your product. Oracle provides patchable online help, which you can apply to your system for updated implementation and end user documentation. No system downtime is required to apply online help.

Related User Guides

Oracle Public Sector Budgeting shares business and setup information with other Oracle Applications products. Users may want to refer to other user 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.

Integration Repository

The Oracle Integration Repository is a compilation of information about the service endpoints exposed by the Oracle E-Business Suite of applications. It provides a complete catalog of Oracle E-Business Suite's business service interfaces. The tool lets users easily discover and deploy the appropriate business service interface for integration with any system, application, or business partner.

The Oracle Integration Repository is shipped as part of the E-Business Suite. As your instance is patched, the repository is automatically updated with content appropriate

for the precise revisions of interfaces in your environment.

Do Not Use Database Tools to Modify Oracle Applications Data

Oracle **STRONGLY RECOMMENDS** that you never use SQL*Plus, Oracle Data Browser, database triggers, or any other tool to modify Oracle Applications data unless otherwise instructed.

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

Because Oracle Applications tables are interrelated, any change you make using an Oracle Applications form can update many tables at once. But when you modify Oracle Applications data using anything other than Oracle Applications, you may change a row in one table without making corresponding changes in related tables. If your tables get out of synchronization with each other, you risk retrieving erroneous information and you risk unpredictable results throughout Oracle Applications.

When you use Oracle Applications to modify your data, Oracle Applications automatically checks that your changes are valid. Oracle Applications also keeps track of who changes information. If you enter information into database tables using database tools, you may store invalid information. You also lose the ability to track who has changed your information because SQL*Plus and other database tools do not keep a record of changes.

Product Overview

This chapter covers the following topics:

- Definition
- Overview

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 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. Data can be exported to spreadsheets for various analyses and modifications, then uploaded back to Oracle

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.

Oracle Public Sector Budgeting Setup Overview

This chapter covers the following topics:

- OverviewPublic Sector Budgeting setupoverview
- Oracle Public Sector Budgeting Setup ChecklistOracle Budgets
setupchecklistchecklistsetup
- Oracle Public Sector Budgeting Setup Stepssetup stepsstepssetupSystem
Administration setupcreate additional userscreate additional usersSystem
Administration setup stepscreate new responsibilitiesSystem Administration setup
stepsSystem Administration setupcreate new responsibilitiesSystem Administration
setupimplement function securityimplement function securitySystem
Administration setup stepsGeneral Ledger setupdefine ledgerdefine ledgerGeneral
Ledger setup stepsOracle Budgets setupstepsHuman Resources setupstepsHuman
Resources setupkey flexfield structureskey flexfield structuresHuman Resources
setup stepsHuman Resources setupjob flexfieldjob flexfieldHuman Resources setup
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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 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 Public Sector Budgeting Setup Checklist

The table below 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.

Note: 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.

Note: The position budgeting setup steps (steps 41 to 53) are only required for organizations using position budgeting.

All required setup steps in this checklist must be completed.

Oracle Public Sector Budgeting Setup Checklist

| Step Number | Setup Step | Type | Product |
|-------------|---|---------------------------------|-----------------------|
| 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 |
| 6. | Define Ledger. Assign Calendar, Functional Currency, and Account Structure to Ledger. | required | General Ledger |
| 7. | Set MRC Profile Options | optional | General Ledger |
| 8. | Define Key Flexfields for Business Group | required for Position Budgeting | HRMS |
| 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 |

| Step Number | Setup Step | Type | Product |
|-------------|---|---------------------------------|---------|
| 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 |
| 22. | Define Progression Point Values | required for Position Budgeting | HRMS |
| 23. | Define Scales Rates | required for Position Budgeting | HRMS |
| 24. | Define Payrolls | required for Position Budgeting | HRMS |

| Step Number | Setup Step | Type | Product |
|-------------|---|---------------------------------|---------------------------------------|
| 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 |
| 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 |

| Step Number | Setup Step | Type | Product |
|-------------|---|----------|--------------------------------|
| 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 |
| 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 |

| Step Number | Setup Step | Type | Product |
|-------------|--|-------------------------|--------------------------------|
| 50. | Review or Modify Positions | required | Oracle Public Sector Budgeting |
| 51. | Refresh Data Extract | optional | Oracle Public Sector Budgeting |
| 52. | Repeat Steps 40 to 49 as needed | optional | Oracle Public Sector Budgeting |
| 53. | Set Position Budgeting Profile Options | optional | Oracle Public Sector Budgeting |
| 54. | Define General Ledger Budget Sets | required | Oracle Public Sector Budgeting |
| 55. | Set Budget Revisions Profile Options | required; some optional | Oracle Public Sector Budgeting |
| 56. | Set Up Labor Distribution | optional | Labor Distribution |
| 57. | Set Up Workflow | required | Workflow |
| 58. | Set Up Discoverer | optional | Discoverer |

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, Oracle Applications System Administrator's Guide*, *Responsibilities Window, Oracle Applications System Administrator's Guide*, 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.

The table below shows the menu, submenu, and function names for Oracle Public Sector Budgeting.

Menu Name, Submenu Description, and Function Name

| Menu Name | Submenu Description | Function Name |
|-------------------------------|----------------------------|-----------------------------------|
| PSB Superuser Navigation Menu | | Modify Worksheet for Regular User |
| | | Budget Revision for Regular User |
| | | Worksheet Inquiry (Regular User) |
| | | Position Worksheet Inquiry |

| Menu Name | Submenu Description | Function Name |
|-----------|---------------------|---|
| | Worksheet Superuser | Define Worksheet |
| | | Worksheet Parameters |
| | | Worksheet Constraints |
| | | Period Allocation Rules |
| | | Modify Worksheet for Superuser |
| | | Modify Position Worksheet for Regular User |
| | | Distribute Worksheet for Superuser |
| | | Worksheet Operations for Superuser |
| | | Freeze Worksheet |
| | | Move Worksheet Stage |
| | | Submit Worksheet |
| | | Validate Worksheet |
| | | Unfreeze Worksheet |
| | | Copy Worksheet |
| | | Monitor Activities List |
| | | Merge Worksheet |
| | | Override Review Group |
| | | View Errors |
| | | Create Positions From Modify Position Worksheet |
| | | Consolidate |
| | | Local Parameters for Worksheets for Super Users |
| | | Worksheet Inquiry (Superuser) |
| | | Position Worksheet Inquiry |
| | | Define Position - PSB |
| | | Position Transaction - PSB |
| | | Position Transaction |

| Menu Name | Submenu Description | Function Name |
|-----------|----------------------------|------------------------------|
| | | Transaction Status |
| | | Define Shared Position - PSB |
| | PSB Position | Maintain Elements |
| | | View Elements |
| | | Maintain Defaults |
| | | Maintain Positions |
| | | Create Positions |
| | | Default Rule Set |
| | | FTE Allocation Profiles |
| | | Default Rules |
| | PSB Setup Menu | Budget Year Types |
| | PSB Setup Options | Budget Calendars |
| | | Account/Position Sets |
| | | Budget Stages |
| | PSB Setup Menu | Budget Categories |
| | PSB Setup Budget Hierarchy | Budget Groups |
| | | Review Groups |
| | | Review Group Rules |
| | PSB Setup Menu | Maintain GL Budget Sets |
| | PSB Setup Account | GL Interfaces |
| | | Standard Budget Items |
| | | Flexfield Mapping |

| Menu Name | Submenu Description | Function Name |
|-----------|---|--|
| | PSB Setup Menu | Attribute Mapping Details |
| | PSB Setup Position Information | Position Attributes |
| | | Position Attribute Values |
| | | Extract Data From Human Resources |
| | | Position Mapping |
| | PSB Setup Menu | Filters |
| | PSB Setup Analyzer | Dimensions |
| | | Financial Data Items |
| | | Financial Data Sets |
| | | Links |
| | PSB Security Functions | Attribute Assignment of Position Worksheet |
| | | Apply Default Assignment of Position Worksheet |
| | | Distribution Subtab of Position Worksheet |
| | | Element Subtab of Position Worksheet |
| | | FTE By Service Package Tab of Position Worksheet |
| | | Position Details from Line Item Worksheet |
| | | Positions Button on Modify Worksheet |
| | | Revise Projections of Position Worksheet |
| | | Salary Sub-tab of Position Worksheet |
| | Administer system and user profile option | Profile System Values |
| | | Profile User Values |

| Menu Name | Submenu Description | Function Name |
|---------------------------------|-----------------------------|---|
| PSB Budget User Navigation Menu | SubMenu for Budget Revision | Account Position Sets for Revisions |
| | | Budget Revision for Super User |
| | | Local Parameters for Revisions for Super User |
| | | Budget Revision Rules |
| | | Submit Budget Revision |
| | Submenu for Reports | Request: Submit |
| | | Concurrent Requests: View All (User Mode) |
| | | Request Sets (User Mode) |
| | Workflow Super User | Workflow Notifications |
| | | Process Monitoring for Super User |
| | | Advanced Workflow Worklist |
| | | Worksheet Constraints |
| | | Worksheet Parameters |

| Menu Name | Submenu Description | Function Name |
|-----------|---|---|
| | Worksheet Budget User | Modify Worksheet for Regular User Modify Position Worksheet for Regular User Distribute Worksheet Worksheet Operations for Regular User Freeze Worksheet Unfreeze Worksheet Submit Worksheet Validate Worksheet Copy Worksheet Merge Worksheet Override Review Group View Errors Create Positions From Modify Position Worksheet Local Parameters for Worksheets for Regular User Worksheet Inquiry (Regular User) Position Worksheet Inquiry Define Position - PSB Position Transaction - PSB Position Transaction Transaction Status Define Shared Position PSB |
| | Submenu for Budget Revisions Regular User | Budget Revision for Regular User Local Parameters for Revisions for Regular User Submit Budget Revision |

| Menu Name | Submenu Description | Function Name |
|---|---|--|
| | Submenu for Reports | Requests: Submit |
| | | Concurrent Requests: View All (User Mode) |
| | | Request Sets (User Mode) |
| | Workflow Budget User | Workflow Notifications |
| | | Processes Monitoring for Regular Users |
| | | Advanced Workflow Worklist |
| | Profile | Profile User Values |
| | PSB Security Functions | Attribute Assignment of Position Worksheet |
| | | Apply Default Assignment of Position Worksheet |
| | | Distribution Subtab of Position Worksheet |
| | | Element Subtab of Position Worksheet |
| | | FTE By Service Package Tab of Position Worksheet |
| | | Position Details from Line Item Worksheet |
| | | Positions Button on Modify Worksheet |
| | | Revise Projections of Position Worksheet |
| | | Salary Sub-tab of Position Worksheet |
| PSB Reporting Currency User Navigation Menu | Worksheet Reporting Currency User | Worksheet Inquiry (Super User) Position Worksheet Inquiry |
| | Budget Revision Submenu for Reporting Currency User | Budget Revisions Inquiry (Superuser) |

| Menu Name | Submenu Description | Function Name |
|-----------|----------------------|---|
| | Submenu for Reports. | Requests: Submit |
| | | Concurrent Requests: View All (User Mode) |
| | | Request Sets (User Mode) |

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

Administrator Profile Option Levels

| Feature | Profile Option Name | Site | Application | Responsibility | User |
|-------------------------------------|-------------------------|------|-------------|----------------|------|
| Enables Cancel Query profile option | FND:Enable Cancel Query | | x | x | x |

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 a Ledger

Define a ledger.

To enable budgetary control, see *Defining Ledgers, Oracle General Ledger Implementation Guide*.

To change or enable budgetary control after the ledger 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*.

7. Set MRC Profile Options (Optional)

This section includes the following parts:

- Set Profile Option Levels, page 2-35
- Set Profile Option Values, page 2-35

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.

The table below describes the recommended typical profile option levels settings.

Profile Option Levels

| Feature | Profile Option Name | Site | Application | Responsibility | User |
|----------------------------|------------------------------------|------|-------------|----------------|------|
| MRC | MRC: Reporting Ledger | | | x | |
| Upload to Position Control | PSB: HRMS Budget FTE Upload Option | x | | | |

Set Profile Option Values

The table below describes the profile option values.

MRC Profile Option Values

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

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*, *Oracle Applications Flexfields Guide* and *Key Flexfields by Flexfield Name*, *Oracle Applications Flexfields Guide*, and *User Definable Key Flexfields*, *Customizing, Reporting, and System*

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, *Oracle Applications Flexfields Guide* 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, *Oracle Applications Flexfields Guide*, 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, *Oracle Applications Flexfields Guide* 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, *Oracle Applications Flexfields Guide* 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 a people group flexfield, see Key Flexfield Segments Window, *Oracle Applications Flexfields Guide* 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 Oracle MetaLink.

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. Set HRMS Profile Options

This section includes the following parts:

- Set Profile Option Levels, page 2-22
- Set Profile Option Values, page 2-23

Set Profile Option Levels

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

The table below describes the recommended typical profile option level settings.

Profile Option Levels

| Feature | Profile Option Name | Site | Application | Responsibility | User |
|------------------|----------------------|------|-------------|----------------|------|
| Position Control | HR: User Type | | x | | |
| | HR: Business Group | | | x | |
| | Date Track: Enabled | | x | | |
| | Date Track: Reminder | | x | | |

| Feature | Profile Option Name | Site | Application | Responsibility | User |
|-------------------------------|--|------|-------------|----------------|------|
| Upload to Position Control | PSB: HRMS Budget FTE Upload Option | x | | | |

Set Profile Option Values

The table below describes the profile option values.

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>Note: 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>Note: The business group in this profile must match the business group associated with the Oracle Public Sector Budgeting responsibility.</p> |

| Profile Option Name | Value | Description |
|------------------------------------|----------------------------------|---|
| Date Track: Enabled | yes or no | <p>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.</p> <p>Note: Enabling date tracking is recommended, since budget users might need to propose positions at a later date.</p> |
| Date Track: Reminder | list of values | <p>Set to Never pop warning window at the application level.</p> <p>This recommended setting allows Oracle Public Sector Budgeting to display pop-up warning windows when applicable.</p> |
| PSB: HRMS Budget FTE Upload Option | Assignment Level or Period Level | <p>Assignment Level indicate that when the position worksheet is uploaded to HRMS, the Full Time Equivalent (FTE) value is taken from the assignment level to populate the position's annual FTE in HRMS Budget. Period Level indicates that the FTE is taken from the FTE By Service Package level.</p> |

30. 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 3-1.

31. 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 4-1.

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 5-1.

33. Set Up General Ledger Interfaces (Required)

Enable General Ledger summary templates for a ledger 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 6-1.

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 ledger.

To define General Ledger budget sets, see General Ledger Budget Sets Setup, page 7-1.

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 8-1.

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 9-1.

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 10-1.

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 11-2.

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 12-1.

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

This section includes the following parts:

- Set Profile Option Levels, page 2-27
- Set Profile Option Values, page 2-27

Set Profile Option Levels

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

The table below describes the recommended typical profile option levels settings.

Profile Option Levels

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

The table below describes the profile option values.

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>Note: Select the Start Date or End Date for the Site. If needed, select the Start Date or End Date for the Application, Responsibility, and User.</p> <p>Note: 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>Note: 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> |

| Profile Option Name | Value | Description |
|--|---|---|
| PSB: Edit and Create Notes | yes or no | 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. |
| PSB: Inherit Global Worksheet Data Selection Profile | yes or no | Yes makes the global data selection profile available to child or distributed worksheets. |
| PSB: Auto Salary Increment Cost Calculation Period | Current Period; Next Period; Period Mid-Point | Allows user to specify the period in which to apply the salary increment. Profile value set to current period will perform salary increment in the target period. Next period indicates that the salary increment will be performed in the period that immediately follows target period. Period Mid-Point value will perform salary increment based on date on which resultant date falls. If resultant date is in the first half or the middle of the target period, salary increment will be performed in the target period. If resultant date falls in the second half of the target period, salary increment will be performed in the period that follows target period. |

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, *Oracle Applications Flexfields Guide* 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 13-1.

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 14-1.

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 14-1.

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 15-1.

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 8-1.

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 12-1.

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 16-1.

49. Define Position Default Rules

Define position default rules for a data extract. Position default rules establish attribute, salary element, non-salary element, and salary distribution for different position records. Position default rules are applied automatically to a position or position sets through a default rule set according to the assigned processing sequence.

To define position default rules, see Position Default Rules Setup, page 17-1.

50. 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.

51. 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 14-1.

52. Repeat Steps 40 to 49 as Needed (Optional)

Repeat steps 40 to 49 as needed.

53. Set Position Budgeting Profile Options (Optional)

This section includes the following parts:

- Set Profile Option Levels, page 2-32
- Set Profile Option Values, page 2-32

Set Profile Option Levels

Set the following profile options for position budgeting in Oracle Public Sector Budgeting.

The table below describes the recommended typical profile option levels settings.

Profile Option Levels

| Feature | Profile Option Name | Site | Application | Responsibility | User |
|--|--|--------|-------------|----------------|------|
| Account Generator | PSB: Use Account Generator for Data Extract | x | | | |
| Auto Salary Increment Position Parameter | PSB: Auto Salary Increment Cost Calculation Period | x | | | |
| Default Data Extract Specification | PSB: Use Default Data Extract PSB: Default Data Extract | x x | | | |
| Worksheet Calculation | PSB: Use FTE Allocation | | x | | |

Set Profile Option Values

The table below describes the profile option values.

Oracle Public Sector Budgeting Profile Option Values

| Profile Option Name | Value | Description |
|--|--|--|
| PSB: Auto Salary Increment Cost Calculation Period | Current Period, Next Period, or Period Mid-Point | <p>Allows user to specify the period in which to apply the salary increment. The profile value set to Current Period will perform salary increment in the target period. Next Period indicates that the salary increment will be performed in the period that immediately follows the target period. The Period Mid-Point value will perform salary increment based on the date on which the resultant date falls. If the resultant date is in the first half or the middle of the target period, the salary increment will be performed in the target period. If resultant date falls in the second half of the target period, the salary increment will be performed in the period that follows the target period.</p> |
| PSB: Use Account Generator for Data Extract | yes or no | <p>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.</p> <p>Note: By default, the Account Generator is used if a data extract has Labor Distribution mapping.</p> |

| Profile Option Name | Value | Description |
|-------------------------------|----------------|--|
| PSB: Use Default Data Extract | yes or no | <p>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.</p> <p>Note: Even if Yes is selected and a default extract used, users can select other data extracts as needed.</p> |
| 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 |
| PSB: Use FTE Allocation | yes or no | <p>Yes indicates that the position cost calculation in position worksheets uses the FTE value from the FTE Allocation in Default Rules instead of the FTE attribute value of a position. No indicates that the position cost calculation in position worksheets uses the FTE attribute value of a position as it normally would.</p> |

54. 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 7-1

.

55. Set Budget Revision Profile Options

This section includes the following parts:

- Set Profile Option Levels, page 2-35
- Set Profile Option Values, page 2-35

Set Profile Option Levels

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

The table below describes the recommended typical profile option levels settings.

Profile Option Levels

| Feature | Profile Option Name | Site | Application | Responsibility | User |
|-----------------|--|------|-------------|----------------|------|
| Budget Revision | PSB: Auto Balance Budget Revision Journal | x | | | |
| | PSB: GL Budget Set | x | | x | x |
| | PSB: Budget Revision by Position | x | | | |
| | PSB: HR Budget | | | | |
| | PSB: Require Budget Revision Justification | | | | |
| | PSB: Default Constraint Set for Budget Revisions | | | | |
| | | | | | |
| | | | | | |

Set Profile Option Values

The table below describes the profile option values.

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, page 6-2 in General Ledger Interfaces Setup, page 6-1.</p> <p>Note: Revision requestors do not have the option to change this setting.</p> |

| Profile Option Name | Value | Description |
|----------------------------------|----------------|--|
| PSB: GL Budget Set | list of values | <p>Set to implement a default site-wide General Ledger budget set.</p> <p>Note: 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>Note: Sites with multiple ledgers 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>Note: Sites with a single ledger 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> |
| PSB: Budget Revision by Position | yes or no | <p>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.</p> |

| Profile Option Name | Value | Description |
|--|----------------|--|
| PSB: HR Budget | list of values | <p>Set to implement a default site-wide HRMS budget.</p> <p>Note: 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.</p> <p>Note: This profile is required for users intending to use HRMS Position Control.</p> |
| PSB: Require Budget Revision Justification | yes or no | <p>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.</p> |
| PSB: Default Constraint Set for Budget Revisions | list of values | <p>Set to centrally impose different revision constraints on the budget revision requests submitted by different users or different groups of users through different responsibilities.</p> |

56. 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*.

57. 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*.

58. 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.

Budget Year Types Setup

This chapter covers the following topics:

- Definition
- Overviewbudget year types setupoverviewbudget year types setupoverviewprocess
- Budget Year Types Procedure
- Budget Year Types Window Description

Definition

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

Overview

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

Budget year types setup provides the following features:

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

Process

When defining budget year types, organizations determine the following:

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

Budget Year Types Procedure

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

1. In 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 the Budget Year Types Window Description table, page 3-2.

3. Save or save and continue as follows:

File - Save or Save and Proceed

4. Close the window.

Budget Year Types Window Description

Budget Year Types Window Description

| Field Name | Type | Features | Description |
|------------|----------|----------|---|
| Name | required | | user-defined name for budget year type; must be unique Note: must define maximum number of years allowed in any budget calendar |

| Field Name | Type | Features | Description |
|------------------|----------|----------------|---|
| Description | optional | | budget year type description |
| System Year Type | required | list of values | <p>budget year category: Prior Year, Current Year, Proposed Year</p> <p>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</p> <p>Note: can have multiple prior years or proposed years, but must have only one current year</p> <p>Note: Worksheet data for prior years cannot be modified.</p> |
| Sequence | required | | <p>sequence of budget year types used to validate order of years defined in budget calendar; first number in sequence represents oldest budget year type</p> <p>Note: Oldest budget year type can have sequence number such as 100 so that additional prior years can be added later.</p> |

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.

The table below shows sample data for the budget year types setup.

Sample Budget Year Types Setup

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

Budget Calendar Setup

This chapter covers the following topics:

- Definition
- Overviewbudget calendar setupoverviewbudget calendar setupoverviewexamplesbudget calendar setupoverviewreports
- Prerequisites
- Budget Calendar Procedure
- Budget Calendar Window Description

Definition

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

Overview

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

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

- copy existing budget calendars and shift the years in the source calendar by one

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

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

Examples

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

Official Budget Calendar

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

Forecasting Worksheet Calendar

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

Reports

To generate the Budget Calendar Listing report, see Reports Procedures, page 52-2.

Prerequisites

- Budget year types must be defined.
For information on setting up budget year types, see Budget Year Types Setup, page 3-1.

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 the Budget Calendar Window Description table, page 4-3.

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 the Budget Calendar Window Description table, page 4-3.
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 Description

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 |

| Field Name | Type | Features | Description |
|------------------|----------|----------------|--|
| Copy From | | button | copies existing budget calendar |
| Year Name | required | | year type name; must be unique; appears on worksheets and reports |
| Year Type | required | list of values | <p>budget year type; can use any years set up in Budget Year Types window</p> <p>Note: A budget year type cannot be used more than once in the same calendar and cannot have any breaks in the sequence of budget year types.</p> |
| Year Description | optional | | year type description |
| Year Date Range | required | | <p>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</p> <p>Note: The dates of years defined for a specific calendar must not overlap or have any gaps.</p> |

| Field Name | Type | Features | Description |
|----------------------------------|----------|----------------|---|
| Period Distribution | required | list of values | <p>period distribution for budget year: Month, Quarter, Semi-Annual, Year</p> <p>Note: Period distribution of year is used for proposed years only.</p> <p>Note: For prior years, data is transferred from General Ledger.</p> |
| Position Cost Calculation Period | optional | list of values | <p>unit used to calculate position costs: Month, Quarter, Semi-Annual, Year</p> <p>Note: Position cost calculation period is not used for prior years.</p> <p>Note: Position costs are summarized by budget periods in the worksheet.</p> |
| Descriptive Flexfield | optional | | field for user customization |
| Create Periods | | button | creates calendar periods |

| Field Name | Type | Features | Description |
|--------------------|-----------------------|----------|---|
| Period Name | default, optional | | <p>period name; default name can be changed</p> <p>Note: There are no periods for a period distribution of year.</p> <p>Note: The period name is used as a column heading in the budget worksheet. A long period name may be truncated.</p> |
| Period Description | default, optional | | period description |
| From | default, display only | | period start date; dates populated automatically based on Year Date Range |
| To | default, display only | | period end date; dates populated automatically based on Year Date Range |

Copy Calendar Pop-Up Window Description

| Field Name | Type | Features | Description |
|------------|----------|----------------|--|
| Copy From | required | list of values | existing budget calendar from which data is copied |

| Field Name | Type | Features | Description |
|--------------|----------|-----------|---|
| Shift Years? | optional | check box | <p>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</p> <p>Note: If the calendar uses periods that vary for different years, the periods must be adjusted manually.</p> |
| 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.

The table below shows sample setup data for the prior year in the 1998 Official Budget. Bold indicates a field name.

1998 Official Budget - Prior Year

| Field | Value |
|-------------|----------------------|
| Name | 1998 Budget |
| Description | 1998 Official Budget |
| Year Name | 1996-1997 |

| Field | Value |
|---|--------------------------|
| Year Type | PRIOR1 |
| Year Description | PRIOR1 |
| Year Date Range | 01-FEB-1996, 31-JAN-1997 |
| Period Distribution | Quarter |
| Position Cost Calculation Period | Quarter |

The table below shows sample period data for the prior year in the 1998 Official Budget.

1998 Official Budget - Prior Year, Periods Region

| Period Name | Period Description | From | To |
|--------------------|---------------------------|-------------|-------------|
| Q1 96-97 | 1st Quarter | 01-FEB-1996 | 30-APR-1996 |
| Q2 96-97 | 2nd Quarter | 01-MAY-1996 | 31-JUL-1996 |
| Q3 96-97 | 3rd Quarter | 01-AUG-1996 | 31-OCT-1996 |
| Q4 96-97 | 4th Quarter | 01-NOV-1996 | 31-JAN-1997 |

The table below shows sample setup data for the current year in the 1998 Official Budget. Bold indicates a field name.

1998 Official Budget - Current Year

| Field | Value |
|--------------------|----------------------|
| Name | 1998 Budget |
| Description | 1998 Official Budget |
| Year Name | 1997-1998 |

| | |
|---|--------------------------|
| Year Type | Current |
| Year Description | Current |
| Year Date Range | 01-FEB-1997, 31-JAN-1998 |
| Period Distribution | Month |
| Position Cost Calculation Period | Month |

The table below shows sample period data for the current year in the 1998 Official Budget.

1998 Official Budget - Current Year, Periods Region

| Period Name | Period Description | From | To |
|--------------------|---------------------------|-------------|-------------|
| Feb-1997 | February 97 | 01-FEB-1997 | 28-FEB-1997 |
| Mar-1997 | March 97 | 01-MAR-1997 | 31-MAR-1997 |
| Apr-1997 | April 97 | 01-APR-1997 | 30-APR-1997 |
| May-1997 | May 97 | 01-MAY-1997 | 31-MAY-1997 |
| Jun-1997 | June 97 | 01-JUN-1997 | 30-JUN-1997 |
| Jul-1997 | July 97 | 01-JUL-1997 | 31-JUL-1997 |
| Aug-1997 | August 97 | 01-AUG-1997 | 31-AUG-1997 |
| Sep-1997 | September 97 | 01-SEP-1997 | 30-SEP-1997 |
| Oct-1997 | October 97 | 01-OCT-1997 | 31-OCT-1997 |
| Nov-1997 | November 97 | 01-NOV-1997 | 30-NOV-1997 |
| Dec-1997 | December 97 | 01-DEC-1997 | 31-DEC-1997 |
| Jan-1998 | January 98 | 01-JAN-1998 | 31-JAN-1998 |

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

1998 Official Budget - Proposed Year

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

The table below shows sample period data for the proposed year in the 1998 Official Budget.

1998 Official Budget - Proposed Year, Periods Region

| Period Name | Period Description | From | To |
|-------------|--------------------|-------------|-------------|
| Feb-1998 | February 98 | 01-FEB-1998 | 28-FEB-1998 |
| Mar-1998 | March 98 | 01-MAR-1998 | 31-MAR-1998 |
| Apr-1998 | April 98 | 01-APR-1998 | 30-APR-1998 |
| May-1998 | May 98 | 01-MAY-1998 | 31-MAY-1998 |
| Jun-1998 | June 98 | 01-JUN-1998 | 30-JUN-1998 |
| Jul-1998 | July 98 | 01-JUL-1998 | 31-JUL-1998 |

| | | | |
|----------|--------------|-------------|-------------|
| Aug-1998 | August 98 | 01-AUG-1998 | 31-AUG-1998 |
| Sep-1998 | September 98 | 01-SEP-1998 | 30-SEP-1998 |
| Oct-1998 | October 98 | 01-OCT-1998 | 31-OCT-1998 |
| Nov-1998 | November 98 | 01-NOV-1998 | 30-NOV-1998 |
| Dec-1998 | December 98 | 01-DEC-1998 | 31-DEC-1998 |
| Jan-1999 | January 99 | 01-JAN-1999 | 31-JAN-1999 |

Standard Budget Items Setup

This chapter covers the following topics:

- Definition
- Overviewstandard budget items setupoverviewstandard budget items setupoverviewprocessstandard budget items setupoverviewexamplesstandard budget items setupoverviewreports
- Standard Budget Items Procedure
- Standard Budget Item Window Description

Definition

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

Overview

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

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

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

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 ledger for each location, or for sites that use different currencies. Different values for a standard budget item could be defined for each ledger 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 52-2.

Standard Budget Items Procedure

Standard Budget Item

Short name:

Name:

Unit of Measure:

Description:

[]

Costs

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

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 the Standard Budget Item Window Description table, page 5-4.

3. Save or save and continue as follows:

File - Save or Save and Proceed

4. Close the window.

Standard Budget Item Window Description

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 |
| Ledger | required | list of values | ledger |
| Currency Code | default, display only | | functional currency for ledger |

| Field Name | Type | Features | Description |
|------------------|----------|--|---|
| Account Segments | required | list of values: accounting flexfield pop-up window | default accounting flexfield segments for ledger Note: Default accounting flexfield segments are commonly the object or natural account segment, but can include more than one segment such as the object and cost center account segments. |
| Cost | required | | cost per unit of measure for ledger |

Example: Standard Budget Items - Auto

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

The table below shows sample setup data for an auto. Bold indicates a field name.

Standard Budget Items - Auto

| Field | Value |
|-----------------|--|
| Short Name | Auto-Full Size |
| Name | Auto - 6 Passenger Car |
| Unit of Measure | Each |
| Description | Auto - 6 Passenger, Standard Equipment |

The table below shows sample cost data for an auto.

Standard Budget Items - Auto, Costs Region

| Ledger | Currency Code | Account Segments | Cost |
|---------------|----------------------|-------------------------|-------------|
| XYZ Location | USD | ... 72420... | 18500.00 |
| UVW Location | USD | ... 75000... | 19000.00 |

Example: Standard Budget Items - Computer

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

The table below shows sample setup data for a computer. Bold indicates a field name.

Standard Budget Items - Computer

| Field | Value |
|-------------------------|------------------------|
| Short Name | NC Computer |
| Name | Computer - NC Standard |
| Unit of Measure | Each |
| Description | Computer - NC Standard |
| Ledger | XYZ Location |
| Currency Code | USD |
| Account Segments | ...72422... |
| Cost | 550.00 |

General Ledger Interfaces Setup

This chapter covers the following topics:

- Definition
- OverviewGeneral Ledger interfaces setupoverviewGeneral Ledger interfaces setupoverviewsummary templatesGeneral Ledger interfaces setupoverviewfund balance accountsGeneral Ledger interfaces setupoverviewtemplate accountGeneral Ledger interfaces setupoverviewprocessGeneral Ledger interfaces setupoverviewreferencessummary templateoverviewfund balance accountoverview
- Prerequisites
- General Ledger Interfaces Procedure
- GL Interfaces Setup Window Description

Definition

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

Overview

The GL Interfaces Setup window allows organizations to select General Ledger summary templates for use in 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 ledger 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 31-2.

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 General Ledger Implementation 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 the GL Interfaces Setup Window Description table, page 6-4.
3. Save or save and continue as follows:
File - Save or Save and Proceed
4. Close the window.

GL Interfaces Setup Window Description

GL Interfaces Setup Window Description, Header Region and Summary Templates Tab

| Field Name | Type | Features | Description |
|---------------|----------|----------------|--|
| Ledger | required | list of values | Ledger used in Oracle Public Sector Budgeting |
| Template Name | optional | list of values | summary templates that are enabled in Oracle Public Sector Budgeting |

GL Interfaces Setup Window Description, Fund Balance Account Tab

| Field Name | Type | Features | Description |
|------------------------------------|--------------|--|---|
| Fund Balance Account | required | list of values: accounting flexfield pop-up window | account used to balance budget entries |
| Template Account | optional | check box | account used to balance budget entries for funds that do not have specified fund balance account Note: Only one template for each ledges can be used. |
| [Accounting Flexfield Description] | display only | | accounting flexfield description |

Example: Summary Templates Setup

The table below illustrates sample General Ledger templates selected for use in Oracle Public Sector Budgeting, for the ledger XYZ Organization. Bold indicates a field name.

Sample Summary Templates Setup, Summary Templates Region

| Field | Values |
|---------------|----------------------------------|
| Template Name | Department/Major Object Category |
| | Division/Major Object Category |
| | Fund/Department |
| | Department/Division |
| | Fund/Department/Major Object |

Example: Fund Balance Accounts Setup

The table below 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 ledger is XYZ Organization.

Sample Fund Balance Accounts Setup, Fund Balance Accounts Region

| Fund Balance Account | Template Account |
|----------------------|------------------|
| 01.0000.3111 | x |
| 02.0000.3121 | |
| 14.0000.3131 | |

General Ledger Budget Sets Setup

This chapter covers the following topics:

- Definition
- OverviewGeneral Ledger budget sets setupoverviewGeneral Ledger budget sets setupoverviewprocessGeneral Ledger budget sets setupoverviewbudget revisionsbudget revisions General Ledger budget sets
- Prerequisites
- General Ledger Budget Sets Procedure
- GL Budget Sets Window Description

Definition

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

Overview

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

The table below shows the values for the GL budget set parameters for dual budgets.

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 | |

| Field | Value | Value |
|-------------|--|--|
| 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.

The table below shows the GL budget set parameter for extracting data.

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 |

| Field | Value |
|-------------|--|
| 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.

The table below shows the values for posting budget data at the end of budget preparation.

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 |

| Field | Value | Value |
|-------------|--|--|
| 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 35-2.

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.

- In Oracle Public Sector Budgeting, navigate to the GL Budget Sets window as follows:
Setup - Account - GL Budget Sets
- Enter data in each field of the GL Budget Sets window as described in the GL Budget Sets Window Description table, page 7-6.
- Save or save and continue as follows:
File - Save or Save and Proceed
- Close the window.

GL Budget Sets Window Description

GL Budget Sets Window Description

| Field Name | Type | Features | Description |
|-----------------------|----------|----------------|---|
| Ledger | required | list of values | Ledger used in Oracle Public Sector Budgeting |
| GL Budget Set | required | | budget set name |
| Descriptive Flexfield | optional | | field for user customization |
| Budget Name | required | list of values | budget name in General Ledger Note: must have a ledger entered in the Ledger field |
| Start Period | required | list of values | start period for budget |
| End Period | required | list of values | end period for budget |
| Posting Type | optional | drop-down list | All, Permanent Note: All indicates that the budget tracks all changes; Permanent indicates that only permanent changes are tracked. |

| Field Name | Type | Features | Description |
|-----------------------|-----------------------|--|--|
| Set Name | optional | list of values or accounting flexfield pop-up window | account set to be mapped to General Ledger budget Note: Account sets may be defined at a later time. Validations are performed upon worksheet creation or posting. |
| 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 |

Global Account and Position Sets Setup

This chapter covers the following topics:

- Definition
- Global Account Sets Overviewglobal account setoverviewglobal account setoverviewprocessglobal account setoverviewexampleglobal account setoverviewreference
- Global Position Sets Overviewglobal position setoverviewglobal position setoverviewprocessglobal position setoverviewexampleglobal position setoverviewreference
- Prerequisitesglobal account set setupprerequisitesglobal position set setupprerequisites
- Global Account and Position Sets Procedure
- Account and Position Sets Window Description

Definition

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

Note: Account sets created for budget groups in the Budget Group window are also global account sets that can be referenced by other features in Oracle Public Sector Budgeting. For information on defining budget groups, see Budget Groups and Security Setup, page 11-2.

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 ledger 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 ledger. 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.

Note: : 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

The table below illustrates possible account set types and reasons for defining the account set.

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 |

| Account Set | Purpose |
|-------------------------|---|
| 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 52-2.

Reference

To set up budget groups, see Budget Groups and Security Setup, page 11-2.

To define local account sets, see Budget Groups and Security Setup, page 11-2, Budget Review Groups Setup, page 12-1, Projection Parameters Procedures, page 23-2, 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.

The table below shows sample attributes and attribute values for a Human Resources position set.

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 the table below.

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

The table below illustrates possible position set types and reasons for defining the position set.

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 12-1, Elements Setup, page 16-1, Position Default Rules Setup, page 17-1, Projection Parameters Procedures, page 23-2, 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 ledger and accounting flexfield must be defined.
To define the ledger and accounting flexfield, see Oracle Public Sector Budgeting Setup Overview, page 2-2.

Position Sets

- Position attributes must be defined.
To define position attributes, see Position Attributes Setup, page 13-1.
- 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 14-1.

- Position attribute values must be defined.

To define position attribute values, see Position Attribute Values Setup, page 15-1.

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 the Account and Position Sets Window Description table, page 8-9.

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 2-2.

Account and Position Sets Window Description

Account and Position Sets Window Description

| Field Name | Type | Features | Description |
|---------------------|--------------------------|----------------|--|
| Set Name | required | | account or position set name; must be unique Note: The combination of the Set Name and Set Type must be unique. |
| Set Type | required | radio button | set type: Account Set, Position Set Note: The combination of the Set Name and Set Type must be unique. |
| Ledger | required for account set | list of values | ledger for account set |
| Use in Budget Group | radio button | check box | if selected, indicates that account set can be used within budget groups Note: Once users reference an account set for which the check box is selected, it cannot be deselected. Note: Users with account sets defined directly in the budget groups can optionally select this check box. |

| Field Name | Type | Features | Description |
|--------------------------|---------------------------|----------------|---|
| Data Extract Name | required for position set | list of values | data extract for position set |
| Budget Group | optional | | <p>budget group for budget revision</p> <p>Note: appears only when users navigate to the Account and Position Sets window using the Budget Revisions - Account and Position Sets path</p> |
| Attribute Selection Type | required for position set | drop-down list | <p>attribute selection type: Match All, Match At Least One</p> <p>Note: Match All indicates that only positions with all of the matching attribute values in the Set Lines region are included in the position set.</p> <p>Note: Match At Least One indicates that positions with any matching attribute values in the Set Lines region are included in the position set.</p> |

| Field Name | Type | Features | Description |
|-----------------------|----------|--|---|
| Include/Exclude | required | list of values | designates whether to include or exclude range of accounts in account set Note: At least one range of accounts must be included in account set. |
| 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 |
| Attribute Name | required | list of values | position attribute name; can have multiple position attributes in position set |
| Attribute Values | optional | list of values | position attribute value name Note: A position attribute can have multiple position attribute values; for example, the position attribute for Compensation group can have an attribute value of Manager 1 or Manager 2. |

Example: Account Set - Capital Projects

The table below illustrates setup of an account set for capital projects. Bold indicates a

field name.

Account Set - Capital Projects

| Field | Value |
|--------------------------|--|
| Set Name | Building Projects |
| Set Type Region | |
| Set Type | Account Set |
| Ledger | ABC Organization |
| Data Extract Name | [field not available for account sets] |
| Attribute Selection Type | [field not available for account sets] |

The table below illustrates set lines for an account for capital projects.

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

The table below illustrates setup of an account set for investment revenue. Bold indicates a field name.

Account Set - Investment Revenue

| Field | Value |
|-----------------|--------------------|
| Set Name | Investment Revenue |
| Set Type Region | |

| Field | Value |
|--------------------------|--|
| Set Type | Account Set |
| Ledger | ABC Organization |
| Data Extract Name | [field not available for account sets] |
| Attribute Selection Type | [field not available for account sets] |
| Set Lines Region | |
| Include/Exclude | Include |
| From [Account] | 00.0000.4410 |
| To [Account] | zz.zzzz.4419 |

Example: Position Set - Human Resources Positions

The table below illustrates setup of a position set for Human Resource positions. Bold indicates a field name.

Position Set - Human Resource Positions

| Field | Value |
|--------------------------|---|
| Set Name | Human Resources Positions |
| Set Type Region | |
| Set Type | Position Set |
| Ledger | [field not available for position sets] |
| Data Extract Name | Data Extract 1 |
| Attribute Selection Type | Match At Least One |
| Set Lines Region | |

| Field | Value |
|-------------------------|-------------------------------|
| Attribute Name | Job |
| Attribute Values | 1222.Human Resource Director |
| | 1223.Human Resource Manager |
| | 1224.Human Resource Assistant |

Example: Position Set - Compensation Group

The table below illustrates setup of a position set for a compensation group. Bold indicates a field name.

Position Set - Compensation Group

| Field | Value |
|---------------------------------|---|
| Set Name | Union Permanent Positions |
| Set Type Region | |
| Set Type | Position Set |
| Ledger | [field not available for position sets] |
| Data Extract Name | Data Extract 2 |
| Attribute Selection Type | Match All |
| Set Lines Region | |
| Attribute Name | Employment Type |
| Attribute Values | Permanent |
| Compensation Group | Union A |
| | Union B |
| | Union C |

Budget Group Categories Setup

This chapter covers the following topics:

- Definition
- Overviewbudget group categories setupoverviewbudget group categories setupoverviewdiagrambudget group categories setupoverviewprocessbudget group categories setupoverviewexamplesbudget group categories setupoverviewreference
- Budget Group Categories Procedurebudget group categories setupprocedure
- Budget Group Categories Window Descriptionbudget group categories setupBudget Group Categories windowdescriptionBudget Group Categories windowdescription

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.

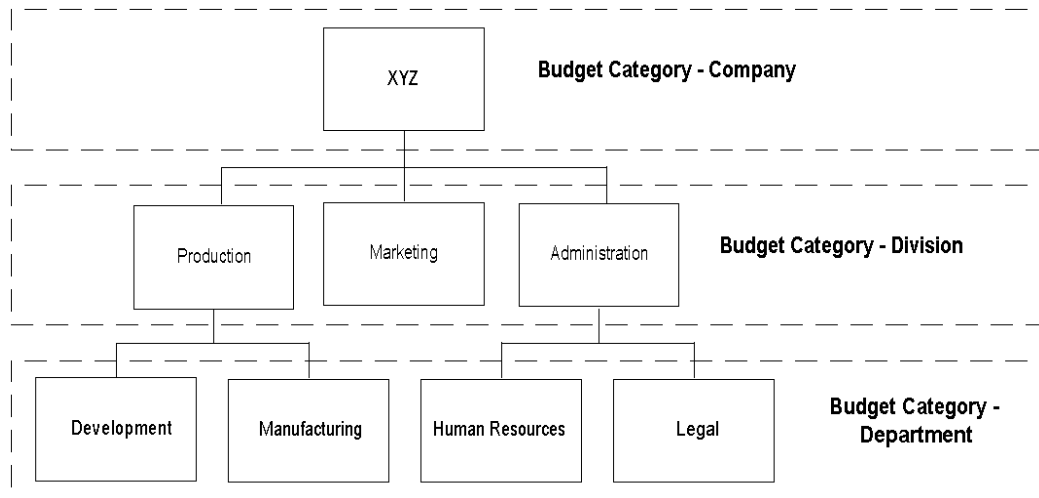
Overview

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

Diagram

The diagram below 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.

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 the Budget Group Categories for a Company diagram, page 9-2.

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 11-2.

To define budget review groups and review group rules, see Budget Review Groups Setup, page 12-1.

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 the Budget Group Categories Window Description table, page 9-3.
3. Save or save and continue as follows:
File - Save or Save and Proceed
4. Close the window.

Budget Group Categories Window Description

Budget Group Categories Window Description

| Field Name | Type | Features | Description |
|--------------------------|----------|----------|--|
| Budget Category Set Name | required | | budget group category set name; must be unique |

| Field Name | Type | Features | Description |
|---------------------------------|----------|----------|--|
| Budget Category Set Description | optional | | budget group category set description |
| Descriptive Flexfield | optional | | field for user customization |
| 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

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

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 covers the following topics:

- Definition
- Overviewbudget stages setupoverviewbudget stages setupoverviewprocessbudget stages setupoverviewexamplebudget stages setupoverviewreference
- Budget Stages Procedurebudget stages setupprocedure
- Budget Stages Window Description

Definition

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

Overview

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

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

Process

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

A typical stage transition process consists of the following steps:

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

Example

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

The table below shows a sample stage set and its budget approval stages.

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 31-2.

For information on the budget group hierarchy, see Budget Groups and Security Setup, page 11-2.

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 the Budget Stages Window Description table, page 10-4.
3. Save or save and continue as follows:
File - Save or Save and Proceed
4. Close the window.

Budget Stages Window Description

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

Example: Official Budget Stage Set

The table below illustrates setup of an official budget stage set. The stage set name is Official Budget, and the description is Official Budget Stages.

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

The table below illustrates setup of an annual management plan stage set. The stage set name is Annual Management Plan, and the description is Management Plan Stages.

Annual Management Plan Stage Set, Stages Region

| Name | Description | Sequence |
|-----------------|----------------------------------|----------|
| Dept. Directors | Department Directors - Estimated | 1 |
| City Manager | City Manager - Final | 2 |

Budget Groups and Security Setup

This chapter covers the following topics:

- Definition
- Overviewbudget groups and security setupoverviewbudget groups and security setupoverviewdiagrambudget groups and security setupoverviewprocessbudget group and security setupoverviewreferencebudget groups and security setupoverviewreports
- Prerequisitesbudget groups and security setupprerequisites
- Budget Groups and Security Procedurebudget groups and security setupprocedurebudget groups and security setupproceduredefine budget groupbudget groups and security setupprocedurefreeze hierarchybudget groups and security setupprocedurevalidate hierarchybudget groups and security setupprocedurefind a budget group
- Budget Group Window Description, Top Level Tab
- Budget Group Window Description, Account Ranges Tab
- Budget Group Window Description, Responsibilities Tab
- Budget Group Window Description, Long Description Tab
- Budget Group Window Description, Notifiers Tab
- Budget Group Window Description, Categories Tab
- Budget Group Window Description, Copy Budget Group Pop-Up Window
- Select Budget Group Window Description
- Find Budget Groups Window Description
- Save As Window Description
- View Budget Group Errors Window Description

Definition

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

Overview

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

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

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

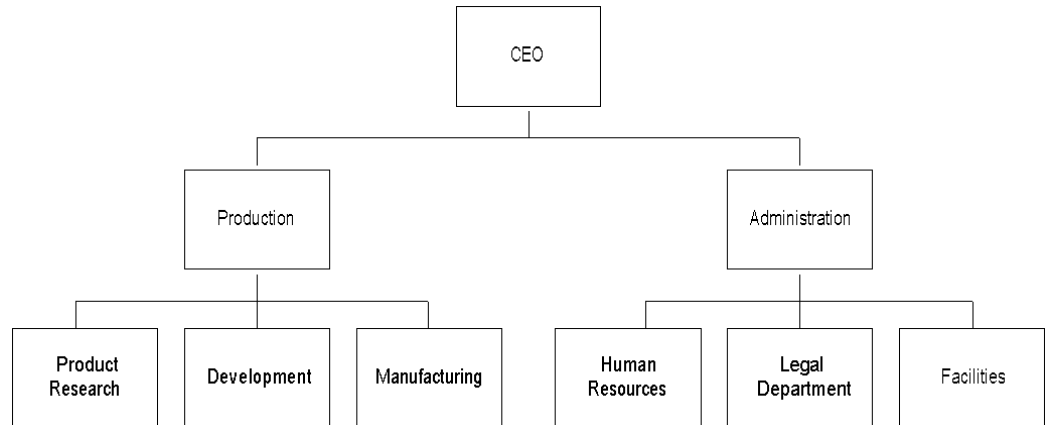
The Select Budget Group window summarizes information about each budget group in Oracle Public Sector Budgeting in a single window and serves as an index to all budget groups.

Budget Group Hierarchy Diagram

The diagram below shows 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.

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, page 11-22.

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 ledger 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 ledgers in General Ledger must set up multiple budget group hierarchies.

Organizations must have multiple ledgers 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 Ledger

Users can maintain one ledger 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 ledger 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 Ledgers

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

Note: If organizations have multiple worksheets for multiple ledgers, 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 52-2.

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 9-1.

Budget Groups and Security Procedure

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

- Define a Budget Group, page 11-7
- Freeze and Validate the Budget Group Hierarchy, page 11-8
- Find a Budget Group, page 11-9

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 the Budget Group Window Description, Top Level Tab table, page 11-10.

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: 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 Budget Group Hierarchy, 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 the Find Budget Groups Window Description table, page 11-26.
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 the Save As Window Description table, page 11-27.

Budget Group Window Description, Top Level Tab

Budget Group Window Description, Header Region and Top Level Tab

| Field Name | Type | Features | Description |
|-------------|----------|-----------|---|
| 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 |

| Field Name | Type | Features | Description |
|--------------------------|--------------|----------------|---|
| Parent Budget Group | required | list of values | <p>parent budget group</p> <p>Note: Field is not used for top-level budget groups.</p> |
| Position Control Extract | display only | | <p>system data extract name for the top-level budget group</p> <p>Note: This extract comes from the position control upload process.</p> |
| Organization | optional | list of values | <p>HRMS organization that budget group is associated with</p> <p>Note: 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.</p> |
| Number of Proposed Years | optional | | <p>number of proposed years for budget group</p> <p>Note: can extend setting at the worksheet level; calendar sets the maximum number of years</p> |

| Field Name | Type | Features | Description |
|-----------------------------|---------------------------------|----------------|--|
| 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 |
| Ledger | required | list of values | ledger for budget group hierarchy |
| 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 Note: Select a business group to associate a budget group hierarchy with an HRMS organizational hierarchy. |
| View Validations | | button | displays View Budget Group Errors window |

| Field Name | Type | Features | Description |
|------------|------|----------|---|
| Freeze | | button | initiates validation and prevents modifications |
| Unfreeze | | button | unfreezes budget groups, allowing modifications |

Budget Group Window Description, Account Ranges Tab

The table below describes the Budget Group window, Account Ranges Tab. For information on the header region, see the Budget Group Window Description, Top Level Tab table, page 11-10.

Budget Group Window Description, Account Ranges Tab

| Field Name | Type | Features | Description |
|------------|---|----------------|---|
| Set Name | required for lowest-level budget groups | list of values | <p>name of global account sets designated as used in the budget group</p> <p>Note: 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.</p> |

| Field Name | Type | Features | Description |
|------------------------|----------|--|---|
| From [Effective Dates] | required | list of values: pop-up calendar | <p>effective start date for account set</p> <p>Note: The Effective Date must encompass historical data. When setting up the budget group range of accounts in the initial implementation, users must ensure that the effective date begins from the beginning date of the last fiscal year to include historical human resources data.</p> |
| 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 | <p>designates whether to include or exclude range of accounts in account set</p> <p>Note: must include at least one range of accounts in account set</p> |
| From [Account Range] | required | list of values: accounting flexfield pop-up window | <p>beginning account for range of account code combinations</p> <p>Note: can use same range of accounts for different budget groups if effective dates for groups do not overlap</p> |

| Field Name | Type | Features | Description |
|-----------------------|----------|--|---|
| To [Account Range] | required | list of values: accounting flexfield pop-up window | ending account for range of account code combinations Note: can use same range of accounts for different budget groups if effective dates for groups do not overlap |
| Descriptive Flexfield | optional | | field for user customization |

Budget Group Window Description, Responsibilities Tab

The table below describes the Budget Group window, Responsibilities Tab. For information on the header region, see the Budget Group Window Description, Top Level Tab table, page 11-10.

Budget Group Window Description, Responsibilities Tab

| Field Name | Type | Features | Description |
|----------------|----------|----------------|--|
| 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>Note: A responsibility can access all worksheets for the budget group to which it is assigned and all worksheets for lower-level budget groups in the hierarchy without being explicitly assigned to the lower-level budget groups.</p> <p>Note: 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 Description, Long Description Tab

The table below describes the Budget Group window, Long Description Tab. For information on the header region, see the Budget Group Window Description, Top Level Tab table, page 11-10.

Budget Group Window Description, Long Description Tab

| Field Name | Type | Features | Description |
|-------------|----------|----------|----------------------------------|
| Description | optional | | long description of budget group |

Budget Group Window Description, Notifiers Tab

The table below describes the Budget Group window, Notifiers Tab. For information on the header region, see the Budget Group Window Description, Top Level Tab table, page 11-10.

Budget Group Window Description, Notifiers Tab

| Field Name | Type | Features | Description |
|------------|----------|----------------|--|
| Notifier | required | list of values | <p>designates role or individual that receives Workflow notifications of budget distribution, submission, and worksheet operations</p> <p>Note: Changing or deleting this role or individual in the Application Object Library invalidates the current budget group and causes Worksheet Operations to fail. The role or individual must also be changed in Oracle Public Sector Budgeting to keep it valid.</p> <p>Note: Only one role per budget group is allowed; multiple users can be assigned to one role.</p> |

Budget Group Window Description, Categories Tab

The table below describes the Budget Group window, Categories Tab. For more information on the header region, see the Budget Group Window Description, Top Level Tab table, page 11-10.

Budget Group Window Description, Categories Tab

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

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

The table below shows the Copy Budget Group pop-up window description.

Budget Group Window Description, Copy Budget Pop-Up Window

| Field Name | Type | Features | Description |
|------------|----------|----------------|----------------------------|
| 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

The table below illustrates setup of an Internal Audit budget group.

Internal Audit Budget Group

| Field | Value |
|-------------|----------------|
| Short Name | Internal Audit |
| Top Level | |
| Name | Internal Audit |
| Description | Internal Audit |

| Field | Value |
|---------------------------------|---|
| Parent Budget Group | CEO's Office |
| Number of Proposed Years | 1 |
| Effective Dates | 01-JUL-1999 |
| Effective Dates | |
| Set Name | Internal Audit |
| From [Effective Dates] | 01-JUL-1999 |
| To [Effective Dates] | |
| Account Range | |
| Include/Exclude | Include |
| From [Account Range] | 00.00.1200.0000.0000 |
| To [Account Range] | zz.zz.1299.zzzz.zzzz |
| [Long Description] | Internal Audit, Goals, Performance Measures |
| [Responsibility] | Main Budget User |
| [Notify] | Judy Black |
| [Budget Group Categories] | Division Manager |

Example: Administrative Computing Budget Group

The table below illustrates setup of an Administrative Computing budget group. Bold indicates a field name.

Administrative Computing Budget Group

| Field | Value |
|---------------------------|--|
| Short Name | Administrative Computing |
| Top Level | |
| Name | Administrative Computing |
| Description | Administrative Computing |
| Parent Budget Group | Admin |
| Number of Proposed Years | 1 |
| Effective Dates | 01-JUL-1999 |
| Effective Dates | |
| Set Name | Administrative Computing |
| From [Effective Dates] | 01-JUL-1999 |
| To [Effective Dates] | |
| Account Range | |
| Include/Exclude | Include |
| From [Account Range] | 00.00.2110.0000.0000 |
| To [Account Range] | zz.zz.2119.zzzz.zzzz |
| [Long Description] | Administrative Computing, Goals, Performance Measures |
| [Responsibility] | Administrative Computing User |
| [Notify] | Judy Black |
| [Budget Group Categories] | Section Manager |

Example: Budget Group Hierarchy and Security

The table below shows the budget group hierarchy for Production.

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.

The table below shows the accounts accessed.

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 |

| 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, the table below shows a budget group setup.

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 |

The table below shows the setup in Oracle Applications System Administration.

System Administration Setup

| User | Employee | Responsibility |
|---------|--------------|---------------------------|
| dsamuel | David Samuel | Production Responsibility |

| 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 the table below.

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 Description

Select Budget Group Window Description

| Field Name | Type | Features | Description |
|------------------------|--------------|-----------------|--|
| [navigation tree pane] | default | navigation tree | displays budget groups and hierarchy |
| Short Name | display only | | short name for budget group |
| Description | display only | | budget group short description |
| Proposed Years | display only | | number of proposed years for budget group Note: extends setting at worksheet level |
| Ledger | display only | | ledger 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 |
| 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 |
| Open | | button | opens selected budget group in Budget Group window; required for existing budget groups |

Find Budget Groups Window Description

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 |
| 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 |

| Field Name | Type | Features | Description |
|-----------------|--------------|-----------|--|
| 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 Description

Save As Window Description

| Field Name | Type | Features | Description |
|------------------------|-----------------------|--------------|---|
| Search Criteria | optional | radio button | saves search parameters |
| Only Selected Results | optional | radio button | saves selected results Note: selected results cannot be saved to public folders |
| [navigation tree pane] | default, display only | | displays navigation tree |
| New Folder Name | optional | | name for new folder |

| Field Name | Type | Features | Description |
|------------|----------|-----------|---|
| 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 Description

View Budget Group Errors Window Description

| Field Name | Type | Features | Description |
|----------------------------------|-----------------------|----------------|--|
| Budget Group Name | default, display only | | budget group name |
| Short Name | default, display only | | budget group short name |
| Concurrent Request ID | default | list of values | concurrent request ID number; displays most recent by default |
| Description | default, display only | | description of budget group validation errors |
| Details | default, display only | | details of budget group validation errors |
| Submit Validation Results Report | | button | submits constraint violations to the Validation Results Report |

Budget Review Groups Setup

This chapter covers the following topics:

- Definition
- Overviewreview groups setupoverviewreview group ruleoverviewreview groups setupoverviewprocessreview group ruleoverviewprocessreview groups setupoverviewexamplereview group ruleoverviewexamplereview groups setupoverviewreferencereview group ruleoverviewreference
- Prerequisitesreview groups setupprerequisitesreview group ruleprerequisites
- Budget Review Groups Procedurebudget review groups procedure
- Review Group Window Description
- Select Review Group Window Descriptionreview groups setupSelect Review Group windowdescriptionSelect Review Group windowdescription
- Budget Review Group Rules Procedurereview groups setupreview group rules procedurereview group ruleprocedure
- Review Group Rules Window Description

Definition

Oracle Public Sector Budgeting uses the budget group hierarchy as the standard route in the workflow approval process. Budget review groups and review group rules are used to create exceptions to the normal workflow process. Review groups have approval authority but do not have the authority to modify budgets. Review groups are used only for budget worksheets and not budget revisions.

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
- create review process for specified groups of positions, for example, union groups

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.

Note: If a review group is configured to be an alias of multiple users, then all users associated with that review group must complete their approvals before the submission process can proceed.

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 8-1.

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 9-1.
- Budget groups must be defined.
To define budget groups, see Budget Groups and Security Setup, page 11-2.

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 the Review Group Window Description table, page 12-4.
4. Save or save and continue as follows:
File - Save or Save and Proceed
5. Close the window.

Review Group Window Description

Review Group Window Description, Header Region and Responsibilities Tab

| Field Name | Type | Features | Description |
|------------|----------|----------|---|
| Short Name | required | | short name for review group; must be unique |

| Field Name | Type | Features | Description |
|-----------------------|----------|----------------|---|
| Name | required | | review group name; must be unique |
| Description | optional | | review group short description |
| Ledger | required | list of values | ledger 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 |
| Responsibility | required | list of values | designates responsibilities that can access and submit worksheet for review group |

Review Group Window Description, Notifiers Tab

| Field Name | Type | Features | Description |
|-------------------|-------------|-----------------|---|
| Notifier | required | list of values | <p>designates users or roles that must receive notification and approve a worksheet for the review group</p> <p>Note: Only one approver per review group is allowed.</p> <p>Note: If a review group is configured to be an alias of multiple users, then all users associated with that review group must complete their approvals before the submission process can proceed.</p> |

Example: Equipment Review Group

The table below illustrates setup of an Equipment review group. Bold indicates a field name.

Equipment Review Group

| Field | Value |
|--------------|------------------------|
| Short Name | Equip Review Group |
| Name | Equipment Review Group |
| Description | Equipment Review Group |
| Ledger | XYZ Organization |

| Field | Value |
|-----------------------|-----------------------------|
| Effective Dates | 01-JUL-1999 |
| Responsibility Region | |
| [Responsibility] | Equipment Review Group User |
| Notify Region | |
| [Notify] | Judy Black |

Example: Construction Review Group

The table below illustrates setup of a Construction review group. Bold indicates a field name.

Capital Review Group

| Field | Value |
|-----------------------|---------------------------|
| Short Name | Construction Review |
| Name | Construction Review Group |
| Description | Construction Review Group |
| Ledger | XYZ Organization |
| Effective Dates | 01-JUL-1997, 30-JUN-1999 |
| Responsibility Region | |
| [Responsibility] | Construction Review Group |
| Approvers Region | |
| [Notify] | Judy Black |

Select Review Group Window Description

Select Review Group Window Description

| Field Name | Type | Features | Description |
|-------------|--------------|----------|---|
| Name | display only | | review group name |
| Short Name | display only | | short name for review group |
| From | display only | | start date for review group |
| To | display only | | end date for review group |
| Ledger | display only | | ledger 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 the CReview Group Rules Window Description table, page 12-9.
4. Save or save and continue as follows:

File - Save or Save and Proceed

5. Close the window.

Review Group Rules Window Description

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 | <p>budget group category to which review group belongs</p> <p>Note: Multiple budget groups can have the same budget category.</p> |
| 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. |

| Field Name | Type | Features | Description |
|-----------------------|----------|--|---|
| Descriptive Flexfield | optional | | field for user customization |
| Set Name | required | list of values | <p>account set name</p> <p>Note: Select a global account set from the list of values or create a new local account set.</p> |
| Include/Exclude | required | list of values | <p>designates whether to include or exclude range of accounts in account set</p> <p>Note: must include at least one range of accounts in account set</p> |
| From [Account Range] | required | list of values: accounting flexfield pop-up window | <p>beginning account for range of account code combinations</p> <p>Note: can use same range of accounts for different review groups if effective dates are different</p> |
| To [Account Range] | required | list of values: accounting flexfield pop-up window | <p>ending account for range of account code combinations</p> <p>Note: can use same range of accounts for different review groups if effective dates are different</p> |

| Field Name | Type | Features | Description |
|-----------------------|----------|-------------------------------|---|
| Descriptive Flexfield | optional | | field for user customization |
| Set Name | required | list of values | position set name Note: Select global position set from list of values or create new local position set. |
| Selection Type | required | drop-down list | values: Match All, Match At Least One Note: Match All indicates that only positions with all matching attribute values are included in the position set. Note: Match At Least One indicates that positions with any matching attribute values are included in the position set. |
| Attribute Name | required | list of values | name of position attribute; position set can have multiple position attributes |
| Attribute Values | default | pop-up window; list of values | position attribute value; position attribute can have multiple position attribute values |
| Descriptive Flexfield | optional | | field for user customization |

| Field Name | Type | Features | Description |
|-------------------------------------|------|----------|---|
| Sets Region, New Position Rule Type | | | Note: 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

The table below illustrates setup of a Construction review group rule. Bold indicates a field name.

Construction Review Group Rule

| Field | Value |
|----------------------------------|---------------------------------|
| Review Group Rules | Construction Group Rules |
| Description | Construction Review Group Rules |
| Review Group | Construction Review Group |
| Top Budget Group | XYZ Organization |
| Initiation Budget Group Category | Vice President |
| Rule Type | Account Set |
| Approval Option | Request Approval |
| Sets Region [Account Rule Type] | |
| Set Name | Capital Construction |
| Include/Exclude | Include |

| Field | Value |
|----------------------|--------------|
| From [Account Range] | 00.0000.8100 |
| To [Account Range] | zz.zzzz.8199 |

Example: Position Review Group Rule

The table below illustrates setup of a Position review group rule. Bold indicates a field name.

Position Review Group Rule

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

Example: New Position Review Group Rule

The table below illustrates setup of a New Position review group rule. Bold indicates a field name.

New Position Review Group Rule

| Field | Value |
|---|--------------------------------|
| Review Group Rule | New Position Review Group Rule |
| Description | New Position Review Group |
| Review Group | New Position Review Group |
| Top Budget Group | XYZ Organization |
| Initiation Budget Group Category | HR Director |
| Rule Type | New Position Set |
| Approval Option | Request Approval |

Position Attributes Setup

This chapter covers the following topics:

- Definition
- Overviewposition attributes setupoverviewposition attributes setupoverviewpredefined position attributesposition attributes setupoverviewuser defined position attributesposition attributes setupoverviewprocessposition attributes setupoverviewreference
- Prerequisitesposition attributes setupprerequisites
- Position Attributes Mapping Procedure
- Attribute Mapping Details Window Descriptionposition attributes setupAttribute Mapping Details windowdescriptionAttribute Mapping Details windowdescription
- Position Attributes Procedureposition attributes setupprocedure
- Position Attributes Window Description

Definition

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

Overview

The Position Attributes window allows users to review predefined position attributes, identify position attributes in HRMS for use in Oracle Public Sector Budgeting, and define position attributes directly in 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

the table below.

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 the Position Attributes Window Description table, page 13-7.

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

the table below.

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 Note: 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 15-1.

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 the Attribute Mapping Details Window Description table, page 13-5.

Note: System position attributes such as Job, Organization, FTE, Default Weekly Hours, and Hire Date are systematically determined and require no mapping in the Attribute Mapping Details window, with the exception of Adjustment Date attributes. All user-defined position attributes require attribute mapping details except for those originating from key flexfields.

3. Save or save and continue as follows:

File - Save or Save and Proceed

4. Close the window.

Attribute Mapping Details Window Description

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 |

| Field Name | Type | Features | Description |
|--------------|----------|----------|---|
| 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 the Position Attributes Window Description table, page 13-7.
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 . 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 15-1.

Position Attributes Window Description

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 | <p>if selected, indicates that a list of position attribute values for the attribute is available</p> <p>Note: Position attribute information is brought in from HRMS or users can create position attributes directly in Oracle Public Sector Budgeting.</p> <p>Note: If the position attribute is a date field, users should not select check box; check box should generally only be selected when the field the attribute maps to in HRMS has a list of values.</p> |
| Business Group | required | list of values | business group to which position attribute is associated |

| Field Name | Type | Features | Description |
|------------------------|--------------|-----------|---|
| System Attribute Type | display only | | displays the internal name of the system attributes seeded by Oracle Public Sector Budgeting; this field is not applicable for user-defined attributes |
| Display In Worksheet | optional | check box | <p>if selected, position attribute is displayed in the worksheet</p> <p>Note: Option to display position attributes in worksheet can be changed even after a worksheet is created.</p> |
| Display Prompt | required | | position attribute name displayed in worksheet |
| Display Sequence | optional | | designates sequence order to display position attribute in worksheet |
| 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 |

| Field Name | Type | Features | Description |
|----------------------|----------|-----------|---|
| Use in Position Sets | optional | check box | <p>if selected, position attribute can be used to define position sets</p> <p>Note: Position attribute cannot be used in the attribute assignment formula for position parameters.</p> |

| Field Name | Type | Features | Description |
|------------------|----------|----------------|--|
| Definition Types | required | radio button | <p>values: Key Flexfield, Descriptive Flexfield, Quick Code, Other Attributes, None</p> <p>Note: Definition type indicates where in HRMS position attribute information comes from.</p> <p>Note: None indicates that no definition type is available in HRMS. Users can set up a definition type in Oracle Public Sector Budgeting.</p> <p>Note: Predefined attributes are always set to None, except for the Adjustment Date</p> <p>Note: If an attribute originates from a key flexfield segment, an Attribute Mapping Details record is not required. When the Key Flexfield radio button is selected, the key flexfield, structure, and segment details are automatically requested.</p> |
| Flexfield Name | required | list of values | key flexfield name defined in HRMS |

| Field Name | Type | Features | Description |
|--------------------------|----------|----------------|---|
| Structure Name | required | list of values | structure name for key flexfield specified Note: Use the same structure that is used for the business group. |
| Segment Name | required | list of values | segment name for structure specified |
| Flexfield Name | required | list of values | descriptive flexfield name defined in HRMS |
| Context Field Name | required | list of values | context field name for descriptive flexfield specified |
| Attribute Name | required | list of values | attribute name for context field specified |
| Quick Code Name | required | list of values | Quick Code name |
| 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 |
| Create System Attributes | | button | opens Create System Attributes window |
| Attribute Values | | button | opens Position Attribute Values window |

Create System Attributes Pop-Up Window Description

| Field Name | Type | Features | Description |
|----------------|----------|----------------|--|
| 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 |

Extract Data From HRMS Setup

This chapter covers the following topics:

- Definition
- Overviewextract data from Human Resources setupoverviewdata
extractoverviewextract data from Human Resources setupoverviewprocessdata
extractoverviewprocessextract data from Human Resources
setupoverviewreferencedata extractoverviewreference
- Prerequisites
- Using Client Extension in Extract Data from Human Resources Procedure
- Extract Data from HRMS and Labor Distribution Procedures
- Extract Data From Human Resources Window Description
- Find Organizations Window Description
- Select Organizations Window Description
- Process Status Details Window Description
- Labor Distribution Mapping Window Description
- View Data Extract Errors Window Description

Definition

The data extract process allows organizations to bring data from Oracle Human Resource Management Systems and Labor Distribution to Oracle Public Sector Budgeting.

Overview

Users can create multiple data extracts or refresh existing data extracts. Multiple data extracts can be created to group information related to different ledgers, 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 2-2.

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.

Extracting Data By Organization

The scope of the data extract can be limited at the organization level for increased efficiency.

If users choose to extract data by organization after previously processing all organizations in a business group during the current budget development cycle, the existing data extract definition must be saved before starting a new extract process. The processing mode and completion status of each organization are allocated according to the attributes of the business group in the data extract: for example, if the data extract is set to status Complete, each organization is also marked as Complete.

To refresh the data extract for selected organizations, users must select the Extract by Organization check box on the Extract Data from Human Resources window, and then select organizations on the Select Organizations window.

Note: In order to extract data at the organization level, non-Oracle HRMS users must use Oracle HR Foundation to populate the organizations before creating a new data extract or refreshing an existing one.

Start Extract Process

When users click the **Start Extract Process** button, a group of parallel processes is 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

The following diagrams show the parallel processes.

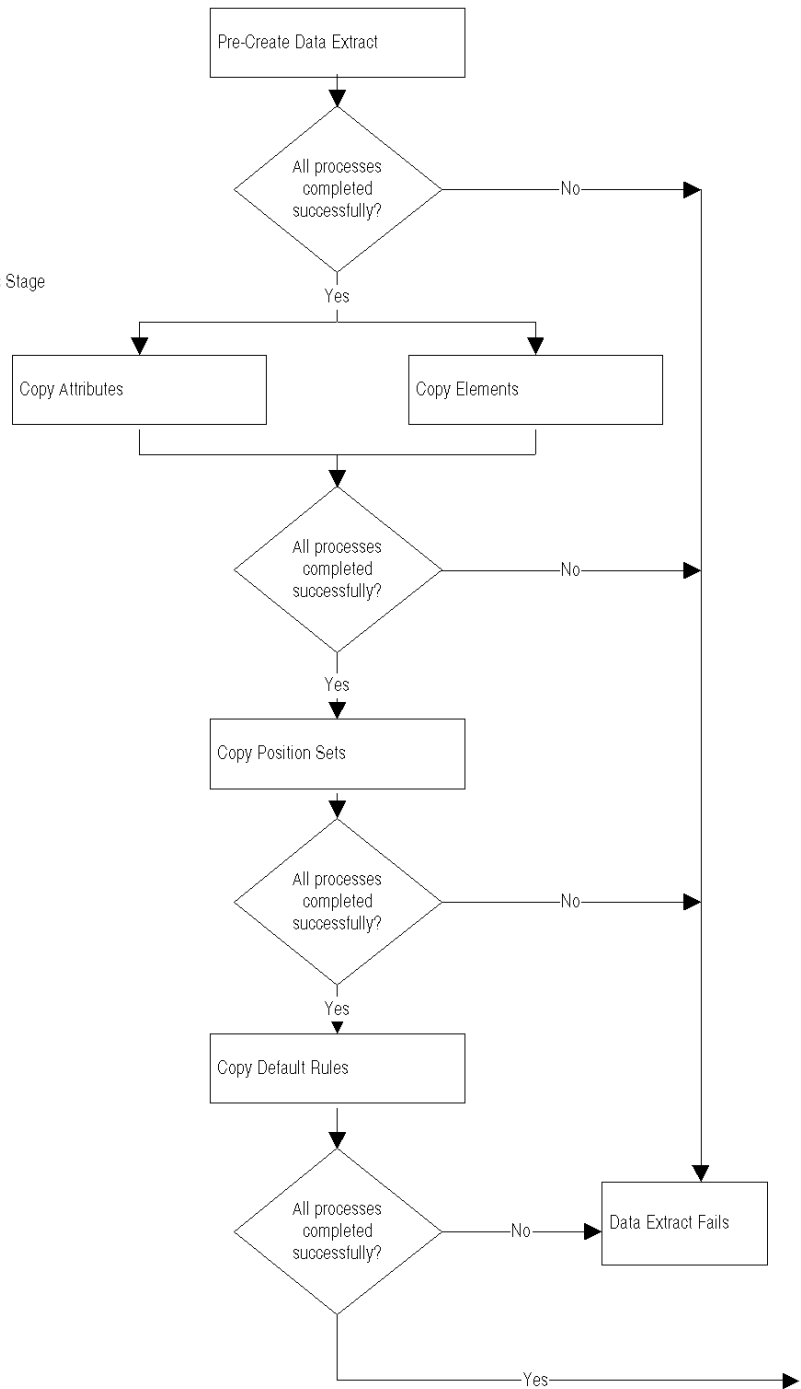
Parallel Processes

Pre-Create Data Extract Stage

Copy Attributes and Elements Stage

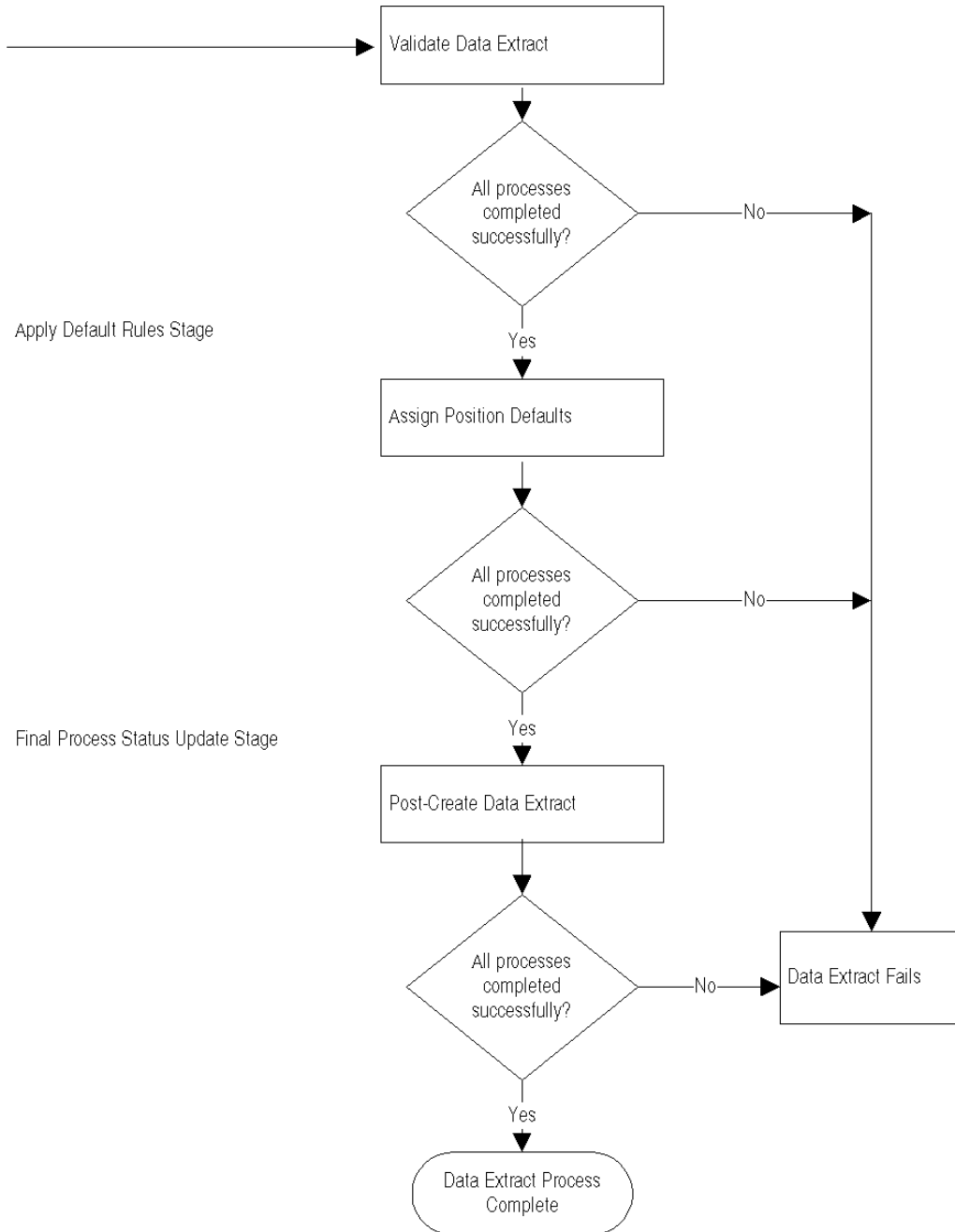
Copy Position Sets Stage

Copy Default Rules Stage



Parallel Processes, continued

Validate Date Extract Stage



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 using grade scale, but with no assigned grade steps
- whether an occupied position has any missing attribute values for attributes that are defined as being required
- total cost distributions for a position equal 100

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.

For information on running the client extension to modify HRMS data in the interface tables, see Using Client Extension in Extract Data from Human Resources Procedure, page 14-8.

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 52-2.

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-2.

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 17-1.

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 13-1.
- Position attribute values must be defined before applying position default rules.
To define position attribute values, see Position Attribute Values Setup, page 15-1.
- Elements must be defined before applying position default rules.
To define elements, see Elements Setup, page 16-1.
- Position default rules must be defined before applying position default rules.
To define position default rules, see Position Default Rules Setup, page 17-1.

Using Client Extension in Extract Data from Human Resources Procedure

The client extension `DE_Client_Extensions_Pub.Run_Client_Extension_Pub` is available for user customization if the data extracted from Oracle HRMS to Public Sector Budgeting requires alteration.

As the client extension is executed after the data is obtained and temporarily stored in the interface tables, the configuration must be written in the form of data modifications. Users can place the client extension program in the following section in the `PSBVCLEB.pls` file:

- if `p_mode = 'S'`, insert the code to change the data in the Salary interface table (`PSB_SALARY_I`)

- if p_mode = 'E', insert the code to change the data in the Employee interface table (PSB_EMPLOYEES_I)
- if p_mode = 'P', insert the code to change the data in the Position interface table (PSB_POSITIONS_I)
- if p_mode = 'V', insert the code to change the data in the Attribute interface table (PSB_ATTRIBUTE_VALUES_I)
- if p_mode = 'C', insert the code to change the data in the Costing interface table (PSB_COST_DISTRIBUTIONS_I)
- if p_mode = 'A', insert the code to change the data in the Employee Attribute Assignments interface table (PSB_EMPLOYEE_ASSIGNMENTS_I)

Note: Users must compile PSBVCLEB.pls after modifying the client extension but before running the data extract process.

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 the Extract Data from Human Resources Window Description table, page 14-10.

3. To define the extract name, save or save and continue as follows:

File - Save or Save and Proceed

4. To extract data at organization level, go to step 5. To extract data from all organizations in the business group, go to step 11.
5. To define organizations for data extract, select the Extract by Organization check box.
6. Click **Select Organizations**.
7. Enter data in each field of the Find Organizations window as described in the Find Organizations Window Description table, page 14-13.
8. Click **Find**.

The search results are displayed in the Select Organizations window.

9. Select any organizations that are required for the extract using the check boxes.
Note: All organizations are deselected by default.
10. Click **OK**.
11. To define the Labor Distribution payrolls, click **Labor Distribution Mapping**.
12. Enter data in each field of the Labor Distribution Mapping window as described in the Labor Distribution Mapping Window Description table, page 14-19.
13. 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.
14. To view the current status of the data extract, click **Details** to go to the Process Status Details window.
15. To review a data extract failure or validation errors, click **View Validations** to go to the View Data Extract Errors window.
16. Close the window.

Extract Data From Human Resources Window Description

Extract Data From Human Resources Window Description

| Field Name | Type | Features | Description |
|------------|----------|----------------|---|
| Name | required | | data extract name; must be unique |
| Ledger | required | list of values | ledger for data extract Note: Ledger is used to restrict the payroll information that Oracle Public Sector Budgeting looks at to obtain employee information. |

| Field Name | Type | Features | Description |
|-------------------------|-------------------------------------|----------------|--|
| Business Group | required | list of values | business group to which data extract is restricted |
| Status | display only | | displays data extract status; values are Complete or Incomplete |
| Details | | button | <p>opens the Process Status Details window</p> <p>Note: This button is disabled for a new data extract.</p> |
| 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 |
| Extract by Organization | optional | check box | if selected, data extract only processes positions from those organizations selected in the Select Organizations window; if deselected, data extract processes all organizations within the business group |
| Select Organizations | | button | opens the Select Organizations window; button only enabled when Extract by Organization check box is selected |

| Field Name | Type | Features | Description |
|--------------------|----------|-----------|---|
| Copy Data Extract | optional | check box | <p>If selected, the following existing data extract objects are copied: Attribute Values, Benefits Elements excluding salary, Position Set, Default Rule Set, Default Rules, and FTE Allocation Profiles.</p> |
| Populate Interface | optional | check box | <p>If selected, data from HRMS populates the interface table during data extract.</p> <p>Note: Users must select along with Copy Data Extract and Populate Data to ensure complete set of data is imported.</p> |
| Validate Data | optional | check box | <p>If selected, data in the interface table is validated and checked for errors.</p> |
| Populate Data | optional | check box | <p>If selected, data from the interface table populates Oracle Public Sector Budgeting during data extract.</p> <p>Note: Users must select along with Copy Data Extract and Populate Interface to ensure complete set of data is imported.</p> |

| Field Name | Type | Features | Description |
|----------------------------|------------------------|----------------|--|
| From | conditionally required | list of values | data extract from which to copy; enabled if Copy Data Extract check box selected; allows selection of both complete and incomplete data extracts |
| 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 |

Find Organizations Window Description

Find Organizations Window Description

| Field Name | Type | Features | Description |
|--------------|----------|----------------|---|
| Organization | optional | list of values | organization name to search on |
| Status | optional | drop-down list | completion status of previous process |
| Clear | | button | erases data in all fields and displays default settings |
| Find | | button | invokes query based on search criteria entered in Organization, Mode, and Status fields; queries all organizations if no criteria specified |

Select Organizations Window Description

Select Organizations Window Description

| Field Name | Type | Features | Description |
|----------------------------|--------------|-----------|---|
| | | check box | indicates which organizations are selected for processing |
| Organization | display only | | displays organizations based on search criteria entered in Find Organizations window |
| Status | display only | | displays completion status from previous process |
| Completion Date/Time | display only | | displays date and time stamp from previous process |
| Select All | | button | selects all organizations |
| Deselect All | | button | deselects all previously selected organizations |
| Maintain Organization List | | button | <p>re-populates list of organizations in the Select Organizations window if new organizations have been introduced in HRMS since the list was last populated.</p> <p>Note: This action merely populates new organizations to the list; the data extract process must be rerun in order to extract data from the new organizations.</p> |

| Field Name | Type | Features | Description |
|------------|------|----------|---|
| OK | | button | saves selection and closes window |
| Cancel | | button | closes window without saving selections |

Process Status Details Window Description

Process Status Details Window Description

| Field Name | Type | Features | Description |
|--------------------|--------------|-----------|---|
| Copy Default Rules | display only | check box | if checked, indicates default rules have been copied in data extract; if not checked after process group was selected for data extract processing, investigate the Copy Default Rules concurrent program |
| Copy Elements | display only | check box | if checked, indicates non-salary elements have been copied in data extract; if not checked after process group was selected for data extract processing, investigate the Copy Elements concurrent program |
| Copy Attributes | display only | check box | if checked, indicates attributes have been copied in data extract; if not checked after process group was selected for data extract processing, investigate the Copy Attributes concurrent program |

| Field Name | Type | Features | Description |
|---------------------|--------------|-----------|--|
| Copy Position Sets | display only | check box | if checked, indicates position sets have been copied in data extract; if not checked after process group was selected for data extract processing, investigate the Copy Position Sets concurrent program |
| Positions Interface | display only | check box | if checked, indicates position data has been extracted to the interface table; if not checked after process group was selected for data extract processing, investigate the Populate Positions concurrent program |
| Salary Interface | display only | check box | if checked, indicates salary element data has been extracted to the interface table; if not checked after process group was selected for data extract processing, investigate the Populate Elements concurrent program |
| Employees Interface | display only | check box | if checked, indicates employee data has been extracted to the interface table; if not checked after process group was selected for data extract processing, investigate the Populate Employees concurrent program |

| Field Name | Type | Features | Description |
|--------------------------------|--------------|-----------|---|
| Costing Interface | display only | check box | if checked, indicates costing (account distributions) data has been extracted to the interface table; if not checked after process group was selected for data extract processing, investigate the Populate Cost Distributions concurrent program |
| Attributes Interface | display only | check box | if checked, indicates position attribute data has been extracted to the interface table; if not checked after process group was selected for data extract processing, investigate the Populate Attributes concurrent program |
| Position Assignments Interface | display only | check box | if checked, indicates position assignments data has been extracted to the interface table; if not checked after process group was selected for data extract processing, investigate the Populate Position Assignments concurrent program |
| Validate Details | display only | check box | if checked, indicates the statistical count for number of employees and positions has been performed; if not checked after process group was selected for data extract processing, investigate the Validate Data Extract concurrent program |

| Field Name | Type | Features | Description |
|--------------------|--------------|-----------|--|
| Validation Summary | display only | check box | if checked, indicates the Validate Data validations have been performed; if not checked after process group was selected for data extract processing, investigate the Validate Data Extract concurrent program |
| Populate Positions | display only | check box | if checked, indicates positions are populated in data extract; if not checked after process group was selected for data extract processing, investigate the Populate Positions concurrent program |
| Populate Elements | display only | check box | if checked, indicates elements are populated in data extract; if not checked after process group was selected for data extract processing, investigate the Populate Elements concurrent program |
| Populate Employees | display only | check box | if checked, indicates employees are populated in data extract; if not checked after process group was selected for data extract processing, investigate the Populate Employees concurrent program |

| Field Name | Type | Features | Description |
|----------------------|--------------|-----------|--|
| Populate Costing | display only | check box | if checked, indicates costing is populated in data extract; if not checked after process group was selected for data extract processing, investigate the Populate Cost Distributions concurrent program |
| Populate Attributes | display only | check box | if checked, indicates attributes are populated in data extract; if not checked after process group was selected for data extract processing, investigate the Populate Attributes concurrent program |
| Populate Assignments | display only | check box | if checked, indicates assignments are populated in data extract; if not checked after process group was selected for data extract processing, investigate the Populate Position Assignments concurrent program |

Labor Distribution Mapping Window Description

Labor Distribution Mapping Window Description

| Field Name | Type | Features | Description |
|--------------|----------|----------------------------------|--|
| Payroll Name | required | list of values | payrolls that draws salary distribution data from Labor Distribution |
| From | required | list of values; pop-up calendar, | effective start date |

| Field Name | Type | Features | Description |
|------------|----------|---------------------------------|--------------------|
| To | required | list of values; pop-up calendar | effective end date |

View Data Extract Errors Window Description

View Data Extract Errors Window Description

| Field Name | Type | Features | Description |
|----------------------------------|-----------------------|----------------|--|
| Data Extract Name | default, display only | | data extract name |
| Concurrent Request ID | default | list of values | concurrent request ID number; displays latest by default |
| Description | default, display only | | data extract failure or validation error descriptions |
| Details | default, display only | | details of failure or validation |
| Submit Validation Results Report | | button | submits concurrent request for Validation Results Report |

Position Attribute Values Setup

This chapter covers the following topics:

- Definition
- Overviewposition attribute values setupoverview
- Prerequisitesposition attribute values setupprerequisites
- Position Attribute Values Procedureposition attribute values setupprocedure
- Position Attribute Values Window DescriptionPosition Attribute Values windowdescriptionposition attribute values setupPosition Attribute Values windowdescription

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 13-1.
- 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 14-1.

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 the Position Attribute Values Window Description table, page 15-2.
4. Save or save and continue as follows:
File - Save or Save and Proceed
5. Close the window.

Position Attribute Values Window Description

Position Attribute Values Window Description

| Field Name | Type | Features | Description |
|-----------------------|----------|----------|---|
| Name | required | | position attribute name |
| 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

The table below illustrates setup of position attribute values for a compensation group.

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

The table below illustrates setup of position attribute values for an EEO category.

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 |
| Sales Workers | Sales Workers |
| Service Workers | Service Workers |
| Technicians | Technicians |

Elements Setup

This chapter covers the following topics:

- Definition
- Overviewelements setupoverviewelements setupoverviewprocesselements setupoverviewreference
- Prerequisiteelements setupprerequisites
- Elements Procedure
- Elements Window Description
- Element Cost Distribution Window Description

Definition

Elements are used to identify salary, tax, and benefits types, or other items related to position costs. An element represents the cost component for positions.

Overview

Oracle Public Sector Budgeting allows organizations to extract salary element information from HRMS. Organizations can also define additional elements related to benefits and tax.

The Elements window and Element Cost Distribution window allow users to perform the following tasks:

- create salary elements that follow grade rates, grade scales, or no grades
- specify whether an element is paid more than once a year and how often
- specify whether an element cost is charged to the first or last period in the budget when the element period spans multiple budget periods

- create benefits or tax elements with or without options that follow or do not follow salary account distributions
- specify whether an element is a mandatory component of position costs
- specify whether an element can be revised at the position level
- impose a maximum value for the cost of an element
- set up salary account distribution information for benefits or tax elements
- 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.

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 14-1.

Prerequisites

- Global position sets must be defined.
To define global position sets, see Global Account and Position Sets Setup, page 8-1.
- Position attributes must be defined.
To define position attributes, see Position Attributes Setup, page 13-1.
- Position attribute values must be defined.
To define position attribute values, see Position Attribute Values Setup, page 15-1.

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 the Elements Window Description table, page 16-4.

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 the Element Cost Distribution Window Description table, page 16-12.

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 Description

Elements Window Description

| Field Name | Type | Features | Description |
|------------|----------|----------------|---|
| Name | required | | element name; must be unique for data extract Note: Salary element names extracted from HRMS are the names of various grade scales and grade rates defined in HRMS. A salary element for Non-Grade Salary is created by the data extract process to accommodate positions that do not follow any grade scale or grade rate. |
| Value Type | required | list of values | values: Amount, Percent of Salary |

| Field Name | Type | Features | Description |
|--------------------|---------------------------|---------------------------------|---|
| Maximum Value Type | optional | list of values | <p>values: Amount, Percent of Salary</p> <p>Note: Maximum value for element must be a value type of amount or percent of salary.</p> |
| Maximum Value | optional | | <p>maximum value of element; maximum value is a number with a value type of amount or percentage of salary; for example, to specify 15% of salary, enter 15.</p> <p>Note: The maximum value is used for an element, such as the Federal Unemployment Tax, which is based on a percentage of salary up to a maximum amount.</p> |
| Element Dates | required; start date only | list of values: pop-up calendar | <p>valid start and end date for element</p> <p>Note: End date is optional.</p> |

| Field Name | Type | Features | Description |
|-----------------|-------------------------------|----------------|--|
| Budget Set | optional | list of values | <p>HRMS budget set that Oracle Public Sector Budgeting element is associated with</p> <p>Note: Although data entry is optional in the window, this information is required for uploading budgets to HRMS.</p> |
| Salary | optional | check box | <p>if selected, indicates salary element</p> <p>Note: Users can extract salary element information from HRMS or create salary elements in Oracle Public Sector Budgeting.</p> |
| Salary Type | required; salary element only | drop-down list | values: Grade Rate, Grade Step, Value |
| Processing Type | required | drop-down list | <p>values: Nonrecurring, Recurring</p> <p>Note: Any element paid more than once a year is a recurring element.</p> |

| Field Name | Type | Features | Description |
|-------------------|--|----------------|--|
| Period Type | required; recurring processing type only | list of values | <p>values: Bi-Month, Bi-Week, Calendar Month, Lunar Month, Quarter, Semi-Month, Semi-Year, Week, Year</p> <p>Note: Period type is used for benefits or tax elements only.</p> <p>Note: 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.</p> |
| Processing Period | required if pay basis is entered | drop-down list | <p>values: First Period, Last Period</p> <p>Note: Processing period is used for benefits or tax elements.</p> <p>Note: Processing period is used by the worksheet calculation process to charge the element cost to the first or last budget of the year. The default processing period is the first period.</p> |

| Field Name | Type | Features | Description |
|----------------------------|----------|-----------|--|
| Option Table | optional | check box | <p>if selected, indicates that one or more options are available for this element</p> <p>Note: Options are specified in the Element Options region.</p> <p>Note: By default, the Option Table check box is selected for salary elements. This default setting cannot be changed for salary elements that follow grade scale or grade rate, but can be changed for non-grade salary elements.</p> |
| Follow Salary Distribution | optional | check box | <p>if selected, account distributions for this element follow the salary account distribution; can specify overwrite segments to the accounting flexfield</p> <p>Note: If deselected, users must specify all accounting flexfield segments and percentage distributions.</p> <p>Note: Follow Salary Distribution check box is not available for salary elements.</p> |

| Field Name | Type | Features | Description |
|-----------------------|----------|---------------------------------|---|
| 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 |
| Name | required | | <p>element option name, available for benefits or tax element with options</p> <p>Note: An element can have multiple element options.</p> |
| From | required | list of values: pop-up calendar | <p>start date of value related to element option</p> <p>Note: An element option can have multiple values with different beginning and end dates.</p> |
| To | optional | list of values: pop-up calendar | <p>end date of value related to element option</p> <p>Note: An element option can have multiple values with different beginning and end dates.</p> |
| Value | required | | value of element option for specified dates |

| Field Name | Type | Features | Description |
|-------------|----------|---------------------------------|---|
| From | required | list of values: pop-up calendar | <p>start date of value related to element rate, for benefits or tax element without options</p> <p>Note: An element can have multiple element rates.</p> |
| To | optional | list of values: pop-up calendar | <p>end date of value related to element rate, for benefits or tax element without options</p> <p>Note: An element can have multiple element rates.</p> |
| Value | required | | value of element rate for specified dates for benefits or tax element without options |
| Name | required | | grade name for Salary element on grade step |
| 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 |

| Field Name | Type | Features | Description |
|------------|----------|---------------------------------|---|
| 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 |
| Name | required | | grade name for Salary element of grade rate |
| 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 |
| 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 |

| Field Name | Type | Features | Description |
|----------------------|----------|----------|--|
| Value | optional | | <p>salary amount for non-grade salary</p> <p>Note: Typically, a non-grade salary does not have a pre-determined value. However, a non-grade salary such as a stipend has a flat cost for all positions.</p> |
| Account Distribution | | button | opens Element Cost Distribution window |

Element Cost Distribution Window Description

Element Cost Distribution Window Description

| Field Name | Type | Features | Description |
|-------------------------|----------|----------|---|
| Position Set Group Name | required | | <p>name of position set group; must be unique for data extract</p> <p>Note: An element can be associated with more than one position set group name. The element can be charged to different account code combinations or segment codes for different groups of positions.</p> |

| Field Name | Type | Features | Description |
|--------------------------------|----------|----------------|---|
| [Query Coordination Check Box] | optional | check box | <p>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.</p> <p>Note: Leave deselected to speed up performance when querying records in the Element Cost Distribution window.</p> |
| Set Name | required | list of values | <p>position set name</p> <p>Note: Select global position set from list of values or create new local position set.</p> |
| Selection Type | required | drop-down list | <p>values: Match All, Match At Least One</p> <p>Note: Match All indicates that only positions with all of the matching attribute values are included in the position set.</p> <p>Note: Match At Least One indicates that positions with any matching attribute values are included in the position set.</p> |

| 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 |
| From | required | list of values: pop-up calendar | start date for account distribution where Follow Salary Distribution used |
| To | optional | list of values: pop-up calendar | end date for account distribution where Follow Salary Distribution used |
| Overwrite Segments | required | list of values: accounting flexfield pop-up window | accounting flexfield segment used to overwrite salary account distribution accounting flexfield; benefits or tax element cost is charged to new derived account Note: The benefits element cost is often charged to a different account than the salary element. The benefits element uses a different object code segment. |

| Field Name | Type | Features | Description |
|--------------|----------|--|---|
| From | required | list of values: pop-up calendar | <p>start date for account distribution where Follow Salary Distribution not used</p> <p>Note: can have account distributions for multiple time periods</p> |
| To | optional | list of values: pop-up calendar | <p>end date for account distribution where Follow Salary Distribution not used</p> <p>Note: can have account distributions for multiple time periods</p> |
| Account Code | required | list of values: accounting flexfield pop-up window | account that element cost is distributed to |
| Percent | required | | percent of distribution |

Position Default Rules Setup

This chapter covers the following topics:

- Definition
- Overview
- Prerequisites
- Position Default Rules Procedure
- Default Rule Set Window Description
- Position Default Rules Window Description, Attribute Assignments Tab
- Position Default Rules Window Description, Salary Assignments Tab
- Position Default Rules Window Description, Non-Salary Assignments Tab
- Position Default Rules Window Description, Salary Distribution Tab
- Apply Position Default Rule Sets

Definition

Position default rules are user-defined procedures that establish the attribute, salary element, non-salary element and the salary distribution for the individual position records. The position default rules are applied automatically to positions or position sets based on the default rule set and in the order of the assigned processing sequence.

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:

- overwrite capability

- one or more global position default rule that applies to all positions in a data extract
- position sets to which the non-global position default rule applies
- salary assignments
- benefit and tax assignments
- position attribute assignments
- salary account distributions
-

When a default rule set is applied, rules without an overwrite power create attribute, salary element, non-salary (benefits and tax assignments) element, and salary account distributions only when no matching assignment exists for a position record. If overwrite capability is enabled, the rule deletes and replaces the existing matching assignment. When no matching assignment exists, the rule creates the assignment.

Process

Organizations define and use position default rules as follows:

1. The organization selects a data extract.
2. The organization selects an existing rule set or defines a new rule set.
3. The organization defines position default rules for position sets that are associated with the selected data extract.

Organizations can define one or more global position default rules that apply to all positions in a data extract. Non-global position default rules apply to position sets specified for the default rule.

Warning: You cannot undo the overwrite changes after they are applied. Use caution when enabling the Overwrite option.

Do not check the Overwrite check box unless you want to replace the existing attribute, salary, non-salary element (benefits and tax assignments), and salary account distributions currently assigned to a position. If it is necessary to use an overwrite rule, be sure the position set includes only the desired positions.

4. The organization selects the Apply Rules button from the Default Rule Set, Position, or Worksheet window. This executes the Assign Position Defaults concurrent process, which applies the position default rules of the selected data extract to the 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.

Prerequisites

- Position attributes must be defined.
To define position attributes, see Position Attributes Setup, page 13-1.
- 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 14-1.
- Position attribute values must be defined.
To define position attribute values, see Position Attribute Values Setup, page 15-1.
- Global position sets must be defined.
To define global position sets, see Global Account and Position Sets Setup, page 8-1.
- Elements must be defined.
To define elements, see Elements Setup, page 16-1.

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 Rule Sets
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. In the Default Rule Set window, either find the desired default rule set or create a new default rule set.
4. To enter data in each field of the Default Rule Set window, see Default Rule Set

Window Description, page 17-4

5. Enter data in each field of the Position Default Rules window as described in the Position Default Rules Window Description, Attribute Assignments Tab table, page 17-5.
6. Save or save and continue as follows:
File - Save or Save and Proceed
7. Select the Apply Defaults button to apply the default rule set. See: Apply Position Default Rule Sets, page 17-9.
8. Close the window.

Default Rule Set Window Description

The table below describes the Position Default Rule Set window.

| Field Name | Type | Feature | Description |
|--------------------------|--------------|----------------|---|
| Name | required | | name of the default rule set |
| Description | optional | | description of the default rule set |
| Executable from Position | optional | check box | if check box is selected, default rule set can be applied on the Positions and Position Worksheet windows |
| Rule Name | required | list of values | the name of the position default rule |
| Priority | optional | | the order in which the position default rules are applied |
| Overwrite | display only | check box | displays overwrite election made in the default rule |

| Field Name | Type | Feature | Description |
|----------------|------|---------|---|
| Apply Defaults | | button | apply the position default rules in the set |
| Create Rule | | button | create a new position default rule |
| Rule Details | | button | review the details of the position default rule |

Position Default Rules Window Description, Attribute Assignments Tab

Position Default Rules Window Description, Attribute Assignments Tab

| Field Name | Type | Features | Description |
|---------------|----------|-----------|--|
| Header Region | | | |
| Rule Name | required | | name of position default rule |
| Global Rule | optional | check box | <p>If selected, indicates that position default rule applies to all positions</p> <p>Note: you can have one or more global default rule within data extract</p> |

| Field Name | Type | Features | Description |
|------------|----------|----------------|--|
| Overwrite | optional | check box | <p>if selected, the rule will overwrite the existing filled and vacant position assignment</p> <p>Note: Selecting the Overwrite check box will delete any matching assignments, if they exist, and replace them with the assignments in the rules</p> |
| Set Name | required | list of values | <p>position set name to which position default rule applies; position default rule can apply to multiple position sets</p> <p>Note: Select global position set from list of values or create new local position set.</p> <p>Note: Position Sets region is not used for a global position default rule.</p> |

| Field Name | Type | Features | Description |
|-----------------------|-----------------------|----------------|---|
| Selection Type | required | drop-down list | <p>values: Match All, Match At Least One</p> <p>Note: Match All indicates that only positions with all of the matching attribute values are included in the position set</p> <p>Note: Match At Least One indicates that positions with any matching attribute values are included in the position set</p> |
| 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 |
| 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 Description, Salary Assignments Tab

The table below describes the Position Default Rules window, Salary Assignments tab. For information on the header region, see the Position Default Rules Window Description, Attribute Assignments Tab table, page 17-5.

Position Default Rules Window Description, Salary Assignments Tab

| Field Name | Type | Features | Description |
|----------------|----------|----------------|--|
| Element Name | required | list of values | element name assigned to position default rule; can have multiple element assignments |
| Salary Basis | required | list of values | type of pay: Annual, Hourly, Monthly, Period |
| Element Option | optional | list of values | element option |
| Step | optional | | step for salary option Note: Step field is used for grade step salary elements only. |
| Value Type | optional | list of values | element value type |
| Value | optional | | element value |

Position Default Rules Window Description, Non-Salary Assignments Tab

The table below describes the Position Default Rules window, Salary Assignments tab. For information on the header region, see the Position Default Rules Window Description, Attribute Assignments Tab table, page 17-5.

Position Default Rules Window Description, Non-Salary Assignments Tab

| Field Name | Type | Features | Description |
|----------------|----------|----------------|---|
| 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 |

| Field Name | Type | Features | Description |
|------------|----------|----------------|--------------------|
| Value Type | optional | list of values | element value type |
| Value | optional | | element value |

Position Default Rules Window Description, Salary Distribution Tab

The table below describes the Position Default Rules window, Salary Distribution tab. For information on the header region, see the Position Default Rules Window Description, Attribute Assignments Tab table, page 17-5.

Position Default Rules Window Description, Salary Distribution Tab

| Field Name | Type | Features | Description |
|--------------|----------|--|---|
| Account | required | list of values: accounting flexfield pop-up window | account that element costs are distributed to; can distribute to multiple accounts Note: Specify distribution account only if cost allocation is not specified in HRMS. |
| Allocation % | required | | percentage to allocate to an account |
| Total | optional | default, display only | total percentage of all allocations for chart of accounts; total must equal 100% |

Apply Position Default Rule Sets

The Apply Position Default Rule Set program is run from the Default Rule Sets window. This concurrent process is controlled by the position assignments matching the assignments of the rules, and is unaffected by vacant or occupied status of a position. The Apply Position Default Rule Set program is controlled by the following

logic:

- Non-overwrite default rules are not applied if a position already has a matching assignment. Non-overwrite rules only apply to positions without matching assignments.
- Overwrite default rules are applied whether or not a position has a matching assignment. Overwrite default rules will delete any matching assignments and replace them with the matching assignments from the overwrite rule. Overwrite rules apply to any position without regards to the previous matching assignments.

Default rules are not affected by dates. When a matching assignment occurs, the overwrite default rules updates the latest assignment, but it does not update the earlier assignments.

Each assignment type has unique matching characteristics that are used to determine the matching assignments. The following table describes each assignment type:

| Assignments | Determination of Matching Assignments |
|-------------|--|
| Attribute | A matching assignment exists if a position already has an attribute assignment with the same attribute name, not value, as that of the default rule. |
| Salary | <p>A matching assignment exists If a position already has a salary assignment or any salary element.</p> <p>Due to the concept in Oracle Public Sector Budgeting that each position should have only one salary element name, not option, this scenario is not considered to match the exact salary element contained in the salary assignment.</p> <p>This concept is not to be confused with the concept that a position can have multiple salary assignments over time, and can be based on different grade rates, different grade scales, or different salary amounts.</p> |
| Non-salary | A matching assignment exists if a position already has a non-salary assignment of the same non-salary element name, not option, as that of the default rule. |

Account Distribution

A matching assignment exists if a position already has an account distribution in any account that is > 100% assigned.

If a position has no account distribution assignments, or 0% assigned, both the overwrite and non-overwrite default rules will create account distributions assignments according to the account distributions contained in the default rules.

For overwrite rules, if a position already has an account distribution assignments of 100%, the overwrite default rules will delete the existing account distribution assignments and replace them with the account distributions set contained in the default rules.

For overwrite rules, a matching assignment exists if a position already has an account distribution with an account that is < 100% assigned. Therefore, the existing account distribution is deleted and replaced by the distribution assignment in the overwrite rule and becomes 100% assigned.

For non-overwrite rules, a matching assignment does not exist if a position already has an account distribution with any account < 100% assigned. Since no matching assignment exists, the non-overwrite rule is applied. This assignment will preserve the existing account distributions with less than 100%, and it will complete the rest of the allocation in accordance with the account distribution found in the non-overwrite rule. The allocation added to equal 100% assignment will be in the same proportion as the default rules.

FTE Allocation Profiles Setup

This chapter covers the following topics:

- Definition
- Overview
- Prerequisites
- FTE Allocation Profiles Procedure
- FTE Allocation Profiles Window Description

Definition

FTE (Full Time Equivalent) allocation profiles are multiplication factors that vary according to the period and the type of position. They are used to compute period position costs in different periods for different types of position sets.

Overview

FTE allocation profiles are used to capture uneven position cost allocation patterns over the periods of a fiscal year. These patterns are for specific types of position sets that have special work schedules or pay cycles. For example, a seasonal position may occur only during the summer months, or a teaching position is paid on a nine or ten months basis.

Organizations can create different FTE allocation profiles for each of these different position cost allocation patterns. Use a profile option to configure Oracle Public Sector Budgeting to use either the even or uneven FTE allocation profiles for each of the specific types of position sets when computing the period position costs.

Process

To utilize FTE allocation profiles to achieve uneven position cost calculation for different types of position sets, perform the following steps:

1. Create different FTE allocation profiles for different position cost allocation patterns.
2. Set the PSB: Use FTE Allocation profile option to Yes.
3. Create a position worksheet or recalculate for each affected position in a previously created position worksheet.

Reference

To properly utilize the FTE allocation profiles process, see Set Profile Option Values, page 2-32.

Prerequisites

- The PSB: Use FTE Allocation profile option must be set for proper calculation of the position cost calculation in the position worksheets, see Set Profile Option Values, page 2-32.
- Position attributes must be defined. To define position attributes, see Position Attributes Setup., page 13-1
- 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 14-1.
- Position attribute values must be defined. To define position attribute values, see Position Attribute Values Setup, page 15-1.
- Global position sets must be defined. To define global position sets, see Global Account and Position Sets Setup., page 8-1

FTE Allocation Profiles Procedure

To define FTE allocation profiles, perform the following steps.

1. In Oracle Public Sector Budgeting, navigate to the FTE Allocations Profile window as follows:

Position - FTE Allocation Profiles

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 FTE Allocation Profiles window

4. Save or save and continue as follows:
File - Save or Save and Proceed
5. Close the window.

FTE Allocation Profiles Window Description

The table below describes the FTE Allocation Profiles window.

FTE Allocation Profiles Window Description

| Field Name | Type | Features | Description |
|-----------------------------|----------|----------------|---|
| FTE Allocation Profile Name | required | | name of the FTE allocation profile. |
| Processing Sequence | required | | indicates processing sequence of FTE allocation profile, the FTE allocation profile with highest processing sequence for a position set overrides other FTE allocation profiles for that position set where overlapping assignments or distributions exist. |
| Set Name | required | list of values | position set name to which position FTE Allocation Profile applies; position FTE Allocation Profile can apply to multiple position sets. |

| Field Name | Type | Features | Description |
|------------------|-----------------------|----------------|---|
| Selection Type | required | drop-down list | <p>values: Match All, Match At least One</p> <p>Note: Match All indicates that only position sets with all of the matching attribute values are included in the position set.</p> <p>Note: Match At Least One indicates that position sets with any matching attribute values are included in the position set.</p> |
| Attributes 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 |
| Period Number | default, display only | | <p>period number for monthly, quarterly, or semi-annual allocation</p> <p>Note: If no FTE allocation is specified, period allocation rules are used.</p> |
| Monthly | optional | | FTE allocation for each month |
| Quarterly | optional | | FTE allocation for each quarter |

| Field Name | Type | Features | Description |
|-------------|----------|----------|----------------------------|
| Semi Annual | optional | | semi-annual FTE allocation |

Positions Setup

This chapter covers the following topics:

- Definition
- Overviewpositions setupoverviewpositions setupoverviewprocess
- Prerequisitespositions setupprerequisites
- Positions Procedurepositions setupprocedure
- Select Positions Window Description
- Positions Window Description

Definition

Positions represent specific occurrences of a job within a business group. For example, Budget Analyst I, Budget Analyst II, and Budget Analyst III are different positions for an analyst job.

Overview

The Positions window allows organizations to maintain the following information related to positions:

- position attributes and position attribute values
- salary element information
- benefits and tax elements information
- employee information
- salary account distribution

When creating new positions in Oracle Public Sector Budgeting, salary, benefits and tax

element assignments, and salary account distributions can be automatically populated, if attributes have been entered and applicable default rules have been defined.

Process

Positions are defined and used as follows:

1. Position information is brought into 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 13-1.
- 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 14-1.
- Position attribute values must be defined.
To define position attribute values, see Position Attribute Values Setup, page 15-1.
- Elements must be defined.
To define elements, see Elements Setup, page 16-1.

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, page 21-1.

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 the Select Positions Window Description table, page 19-5.

- 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 **Apply Default Assignments** to populate the Salary, Element, Employee, and Salary Account Distribution regions of the Positions window.

Note: The **Apply 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 17-1.

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 the Positions Window Description, Header Region and Salary Tab table, page 19-7, Positions Window Description, Element Tab table, page 19-10, Positions Window Description, Distribution Tab table, page 19-11, and the Positions Window Description, Employee Tab table, page 19-11.

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 Description

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 |
| Organization Name | display only | | employee's organization name |

| Field Name | Type | Features | Description |
|--------------|--------------|--------------|---|
| New Position | display only | radio button | if selected, indicates new position |
| 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 |

Organization Window Description

The table below describes the Organization window.

Note: The Organization window appears only if HRMS is installed and at least one HRMS organization is position-control enabled.

Organization Window

| 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 |

| Field Name | Type | Features | Description |
|------------|--------|----------|---|
| OK | button | | accepts selected data and opens appropriate HRMS window |

Positions Window Description

Positions Window Description, Header Region and Salary Tab

| Field Name | Type | Features | Description |
|-----------------------|-----------------------|---------------------------------|--|
| 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 |
| 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 |
| Name | required | list of values | attribute name applicable to position |
| Value | required | list of values | position attribute value |

| Field Name | Type | Features | Description |
|---------------------------|----------|---------------------------------|---|
| From | required | list of values: pop-up calendar | effective start date for position attribute value Note: Start and end date for position attribute must be within the start and end date for the position. |
| To | optional | list of values: pop-up calendar | effective end date for position attribute value Note: Start and end date for position attribute must be within the start and end date for the position. |
| Apply Default Assignments | | button | creates default assignments Note: Enabled only if there are no salary, element, or distribution assignments |
| Salary Name | required | list of values | salary element name for the position |
| Option | required | list of values | salary option name Note: option not required for positions that do not follow grade rate or grade step |
| Step | default | list of values | step for grade scale salary Note: field available for grade step only |
| Basis | required | list of values | salary basis: Annual, Hourly, Monthly, Period |

| Field Name | Type | Features | Description |
|------------|----------|---------------------------------|---|
| Value | required | | <p>salary option value</p> <p>Note: The value can be edited if the salary element is defined to allow overwriting.</p> <p>Note: If the salary amount is equal to the corresponding amount for the salary grade scale or grade step, the value field is not extracted. The position salary cost is derived from the salary grade scale or grade step according to the corresponding value in the salary administration table.</p> <p>Note: If there is no value, users can check the values for the corresponding salary grade scale or grade step by double clicking the field or clicking the View Rates. button</p> |
| View Rates | | button | opens Element Rates window |
| From | required | list of values: pop-up calendar | <p>start date for value or step</p> <p>Note: Start and end date for salary element must be within the start and end date for the position.</p> |
| To | optional | list of values: pop-up calendar | <p>end date for value or step</p> <p>Note: Start and end date for salary element must be within the start and end date for the position.</p> |

Positions Window Description, Element Tab

| Field Name | Type | Features | Description |
|-------------|-----------------------|---------------------------------|--|
| Name | required | list of values | benefits or tax element name for position |
| Option Name | optional | list of values | element option name |
| Value | optional | | element option value Note: If there is no value, users can check the values for the corresponding element by double-clicking the Values field or by clicking the View Rates button. |
| View Rates | | button | opens Element Rates window |
| Value Type | default, display only | | element value type: Amount, Percent of Salary, Formula |
| From | required | list of values: pop-up calendar | start date for element Note: Start and end date for element must be within the start and end date for the position. |
| To | optional | list of values: pop-up calendar | end date for element Note: Start and end date for element must be within the start and end date for the position. |

Positions Window Description, Distribution Tab

| Field Name | Type | Features | Description |
|------------|-----------------------|--|---|
| From | required | list of values: pop-up calendar | start date for salary account distribution Note: Start and end date for salary account distribution must be within the start and end date for the position. |
| To | optional | list of values: pop-up calendar | end date for salary account distribution Note: Start and end date for salary account distribution must be within the start and end date for the position. |
| Accounts | required | list of values: accounting flexfield pop-up window | account to which salary cost is charged |
| % | required | | distribution percentage |
| Total | default, display only | | total percentage of salary account distribution; total must equal 100% |

Positions Window Description, Employee Tab

| Field Name | Type | Features | Description |
|-------------------|---------|----------|------------------------------|
| Position Employee | default | | employee name can be updated |

Flexfield Mapping Setup

This chapter covers the following topics:

- Definition
- Overviewflexfield mapping setupoverviewflexfield mapping setupoverviewprocessflexfield mapping setupoverviewreferences
- Prerequisitesflexfield mapping setupprerequisites
- Flexfield Mapping Procedureflexfield mapping setupprocedure
- Flexfield Mapping Window DescriptionFlexfield Mapping windowdescriptionflexfield mapping setupFlexfield Mapping windowdescription

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 52-2.

Prerequisites

- Flexfield values must be defined in General Ledger.

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

Flexfield Mapping Procedure

To create flexfield mappings, perform the following steps.

- In Oracle Public Sector Budgeting, navigate to the GL Interfaces Setup window as follows:

Setup - Account - Flexfield Mapping

- Enter data in each field of the Flexfield Mapping window as described in the Flexfield Mapping Window Description table, page 20-3.
- Save or save and continue as follows:
File - Save or Save and Proceed
- Close the window.

Flexfield Mapping Window Description

Flexfield Mapping Window Description

| Field Name | Type | Features | Description |
|--------------|----------|----------------|--|
| Name | required | | name for flexfield mapping; must be unique |
| Description | optional | | description of flexfield mapping |
| Ledger | required | list of values | ledger for which mapping is created |
| Segment Name | required | list of values | flexfield segments for selected ledger |

| Field Name | Type | Features | Description |
|---------------|----------|----------------|--|
| Year Type | required | list of values | type of selected year: Current, Prior, Proposed |
| Current Value | optional | list of values | valid values in General Ledger for selected segment Note: Users can change as many values and flexfield segments as desired. Note: A single flexfield segment cannot have more than one value for a single time period. |
| New Value | required | | new value for segment |

Position Control Interface Setup

This chapter covers the following topics:

- Definition
- Overviewposition control interface setupoverview
- Set Up HRMSposition control interface setupsetup HRMSposition control interface setupsetup HRMSset up HRMS Position Transaction windowposition control interface setupsetup HRMS set up HRMS budgetHRMSsetting up
- Set Up Oracle Public Sector Budgetingposition control interface setupset up Public Sector Budgetingposition control interface setupset up Public Sector Budgetingmap budget group to HRMS organizationposition control interface setupset up Public Sector Budgetingset up position identification mappingposition control interface setupset up Public Sector Budgetingconvert organization attribute process
- Position Mapping Procedureposition control interface setupposition mapping procedureposition control interface setupprocedureposition mapping
- Position Mapping Window Descriptionposition control interface setupPosition Mapping windowdescriptionPosition Mapping windowdescription

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, page 21-2
- Set Up HRMS Budget, page 21-3

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, page 21-3
- Budget Calendar, page 21-3
- Budget Characteristics, page 21-3
- Budget Details, page 21-4

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 the table below.

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 the table below must be defined for each budget characteristic.

Budget Details Definitions

| Field | Value | Explanation |
|---------|---------|--|
| Version | default | must be first version Note: 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, page 21-5
- Set Up Position Identification Mapping, page 21-5
- Convert Organization Attribute Process, page 21-6

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 11-2.

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 the Position Mapping Window Description table, page 21-7.
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 Description

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 Note: 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 |

Annual Checklist Procedures

This chapter covers the following topics:

- Overview
- Oracle Public Sector Budgeting Annual Checklistannual checklistchecklist
- Oracle Public Sector Budgeting Annual Review Stepsannual checkliststeps

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

The table below 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.

Oracle Public Sector Budgeting Annual Checklist

| Step Number | Setup Step |
|-------------|--------------------------|
| Step 1. | Define Budget Year Types |

| Step Number | Setup Step |
|--------------------|---|
| 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 Number | Setup Step |
|-------------|---------------------------------|
| Step 21. | Review or Modify Positions |
| 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 3-1.

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 4-1.

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 5-1.

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 6-1.

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 8-1.

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 9-1.

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 10-1.

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 2-2.

To set up budget groups and security, see *Budget Groups and Security Setup*, page 11-2.

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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 12-1.

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 13-1.

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 14-1.

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 14-1.

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 15-1.

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 8-1.

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 7-1.

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 12-1.

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 16-1.

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 17-1.

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 44-1.

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 14-1.

Step 23. Repeat Steps 11 to 22 as Needed

Repeat Steps 11 to 22 as needed.

Projection Parameters Procedures

This chapter covers the following topics:

- Definition
- Account Projection Parameters Overview
 - account projection
 - parameteroverviewparametersprojectionaccount:overviewprojection
 - parameteraccountsoverviewprojection
 - parameteraccountsoverview:processprojection
 - parameteraccountsoverview:examplesprojection
 - parameteraccountsoverview:reportsprojection
 - parameteraccountsoverview:reference
- Element Projection Parameters Overview
 - element projection
 - parametersoverviewprojection parameterelementsoverviewprojection
 - parameterelementsoverview:processprojection
 - parameterelementsoverview:examplesprojection
 - parameterelementsoverview:reports
- Position Projection Parameters Overview
 - position projection
 - parametersoverviewparametersposition projectionoverviewprojection
 - parameterpositionsoverviewprojection
 - parameterpositionsoverview:processprojection
 - parameterpositionsoverview:examplesprojection
 - parameterpositionsoverview:reportsprojection
 - parameterpositionsoverview:reference
- Prerequisitesprojection parameterprerequisites
- Projection Parameters Procedureprojection parameterprocedure
- Parameter Sets Window Descriptionprojection parameterParameter Sets
 - windowdescriptionprojection parameterCopy Parameter Set
 - windowdescriptionParameter Sets windowdescriptionCopy Parameter Set
 - windowdescription
- Parameter Window Descriptionprojection parameterParameter
 - windowdescriptionParameter windowdescription

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.

The table below shows the target account range and the formula used to project accounts from prior year monetary balances. Bold indicates a field name.

Prior Year Monetary Balances Parameter

| Field | Value |
|--------------------|------------------|
| Set Name | Capital Accounts |
| Include or Exclude | Include |

| Field | Value |
|----------------------|--------------|
| From [Account Range] | 00.0000.8000 |
| To [Account Range] | zz.zzzz.8999 |
| Step | 1 |
| Operator | = |
| Period | PRIOR1 |
| Balance Type | Budget |
| Account | |
| Currency | USD |
| Operator | * |
| Amount | 1.02 |

To compound the increase annually, the Compound Annually box in the Parameter window is checked.

Note: Select Compound Annually for Multiplication (*) type formulas only.

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%.

The table below shows the target account range and the formula used to project fringe benefits. Bold indicates a field name.

Fringe Benefits Parameter

| Field | Value |
|----------|-------------------|
| Set Name | Employee Benefits |

| Field | Value |
|----------------------|--------------|
| Include or Exclude | Include |
| From [Account Range] | 00.0000.6119 |
| To [Account Range] | zz.zzzz.6119 |
| Step | 10 |
| Operator | = |
| Period | PROP1 |
| Balance Type | Estimate |
| Account | ...6221 |
| Currency | USD |
| Operator | * |
| Amount | 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.

The table below shows the target account range and the formula used to project accounts from statistical amounts. Bold indicates a field name.

Statistical Amounts Parameter

| Field | Value |
|--------------------|-----------------|
| Set Name | Consulting Fees |
| Include or Exclude | Include |

| Field | Value |
|----------------------|--------------|
| From [Account Range] | 00.0000.4212 |
| To [Account Range] | zz.zzzz.4212 |
| Step | 1 |
| Operator | = |
| Period | PROP1 |
| Balance Type | Estimate |
| Account | ...9953 |
| Currency | STAT |
| Operator | * |
| Amount | 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.

The table below shows an example of parameters created for a parameter set.

Parameter Sequencing

| Parameter Name | Type | Processing Sequence | From [Effective Dates] | To [Effective Dates] |
|--------------------------------------|---------|---------------------|------------------------|----------------------|
| Revenue Parameter 1998-99 | Account | 45 | 01-JUL-1998 | |
| Organization Revenue Sharing 1998-99 | Account | 50 | 01-JUL-1998 | |

| Parameter Name | Type | Processing Sequence | From [Effective Dates] | To [Effective Dates] |
|--------------------------------------|---------|---------------------|------------------------|----------------------|
| 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 Procedure, page 52-2s.

Reference

To set up global account sets, see Global Account and Position Sets Setup, page 8-1.

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%.

The table below shows the formula used to project salary element rates for the union.

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 52-2.

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.

The table below shows the formula used to project FTE for temporary positions. Bold indicates a field name.

FTE for Temporary Positions Parameter

| Field | Value |
|------------------------|---------------------|
| Set Name | Temporary Positions |
| Selection Type | Match All |
| Step | 10 |
| Assignment Type | Attribute |
| Element | |
| Option | |
| Grade Step | |
| Value Type | |
| Attribute Name | Appointment Status |
| Attribute Values | Temporary |
| Element Value | |
| From [Effective Dates] | 01-JAN-1999 |
| To [Effective Dates] | 31-DEC-1999 |
| Attribute | FTE |
| Attribute Value | 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.

The table below shows the formula used to project salary element amounts for positions. Bold indicates a field name.

Salary Element Amounts for Positions Parameter

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

Reports

To generate the Parameter Listing report, see Reports Procedures, page 52-2.

Reference

For information on global position sets, see Global Account and Position Sets Setup, page 8-1.

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 3-1.
- Budget groups must be defined.
To define budget groups, see Budget Groups and Security Setup, page 11-2.
- Global account and position sets must be defined.
To define global account sets, see Global Account and Position Sets Setup, page 8-1.

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 the Parameter Sets Window Description, Header Region and Assignment Tab table, page 23-14.
 - 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 the Parameter Sets Window Description, Header Region and Assignment Tab table, page 23-14.
 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 the Parameter Window Description table, page 23-17.
 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 Description

Parameter Sets Window Description, Header Region and Assignment Tab

| 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 ledger |
| Descriptive Flexfield | optional | | field for user customization |
| Copy From | | button | opens Copy Parameter Set window |
| Name | required | list of values | projection parameter name |
| Type | required | list of values | parameter type: Account, Element, Position |
| Processing Sequence | optional | | designates priority of parameter; higher number overrides lower number Note: Default processing sequence number is 50. Note: Use numbers that allow new parameters to be added at the beginning or between sequences. |

| Field Name | Type | Features | Description |
|------------------------|----------|---------------------------------|---|
| From [Effective Dates] | required | list of values: pop-up calendar | <p>effective start date for parameter</p> <p>Note: If the From date falls within a budget calendar year, the parameter applies to that entire budget calendar year.</p> |
| To [Effective Dates] | optional | list of values: pop-up calendar | <p>effective end date for parameter; can be open ended</p> <p>Note: If the To date falls within a budget calendar year, the parameter applies to that entire budget calendar year.</p> |
| Descriptive Flexfield | optional | | field for user customization |

Parameter Sets Window Description, Assignment Description Tab and Footer Region

| Field Name | Type | Features | Description |
|-------------|----------|----------------|---|
| 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 |

| Field Name | Type | Features | Description |
|-----------------------|----------|-----------|---|
| Auto Increment Salary | optional | check box | If selected, projection parameter is increased automatically by amount or percentage specified in the parameter formula. Note: available for position projection parameter only |
| Compound Annually | optional | check box | If selected, projection parameter is compounded annually. |
| Descriptive Flexfield | optional | | field for user customization |
| Formulas | | button | opens Parameter window |

Copy Parameter Set Pop-Up Window Description

| Field Name | Type | Features | Description |
|------------|----------|----------------|--|
| 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 Description

Parameter Window Description

| Field Name | Type | Features | Description |
|-------------------|---|----------------|--|
| Name | required | | parameter name |
| Type | required | | parameter type: Account, Element, Position |
| Description | optional | | parameter description |
| Currency | optional | list of values | <p>currency type: monetary, statistical</p> <p>Note: Statistical currency is a value associated with an account; for example, numbers of workstations or numbers of enrolled students are statistical currencies.</p> |
| Compound Annually | optional | check box | If selected, projection amount is compounded annually. |
| Set Name | required | list of values | <p>name of global or local account set making projections for</p> <p>Note: Select global account set from list of values or create new local account set.</p> |
| Include/Exclude | required; default for global account sets | | <p>designates whether to include or exclude range of accounts in account set</p> <p>Note: must include at least one range of accounts in account set</p> |

| Field Name | Type | Features | Description |
|-----------------------|---|-------------------------------|--|
| 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 |
| Step | required | | sequence of formulas in account projection parameter |
| Operator | required | list of values | <p>prefix operator for formula: / (divide), = (equal), - (minus), * (multiply), + (plus)</p> <p>Note: First prefix operator is often = to designate that the set name is equivalent to the formula.</p> |
| 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 | <p>account from which projection is derived</p> <p>Note: If no account is specified when calculating from a period balance, target accounts are assumed.</p> |
| Currency | optional | list of values | currency type: monetary, statistical |

| Field Name | Type | Features | Description |
|------------------------|-----------------------|---------------------------------|---|
| Operator | optional | list of values | postfix operator for formula: / (divide), - (minus), * (multiply), + (plus) |
| Amount | optional | | numerical value applied to formula |
| Step | required | | sequence of formulas in element projection parameter |
| Element | required | list of values | element name |
| Option | optional | list of values | element option name Note: required if element options are defined for element |
| Grade Step | default, display only | | grade step for salary element |
| Value Type | required | list of values | element value type: Amount, Percent Increase |
| Value | required | | element value Note: If Value Type is set to Percent Increase, enter percentage as a whole number, for example, to specify a 15% increase, enter 15. |
| 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 |

| Field Name | Type | Features | Description |
|-----------------------|-----------------------|----------------|---|
| Set Name | required | list of values | <p>name of global or local position set making projections for</p> <p>Note: Select global position set from list of values or create new local position set.</p> |
| Selection Type | required | drop-down list | <p>selection type: Match All, Match At Least One</p> <p>Note: Match All indicates that only positions that have all matching attributes are included in the position set; Match At Least One indicates that positions with any matching attributes are included in the position set.</p> |
| Attribute Name | required | list of values | <p>position attribute name; position set can have multiple position attributes</p> |
| Attribute Values | default, display only | pop-up window | <p>position attribute value; position attribute can have multiple position attribute values</p> |
| Descriptive Flexfield | optional | | <p>field for user customization</p> |
| Step | required | | <p>sequence of formulas in position projection parameter without auto-increment sets</p> |
| Assignment Type | required | list of values | <p>assignment type: Attribute, Element</p> |

| Field Name | Type | Features | Description |
|------------------------|--|---------------------------------|--|
| Element | required for element assignment type | list of values | element name |
| Option | optional | list of values | element option name Note: not required if user wants to apply all options |
| Grade Step | default, display only | | grade step for salary element |
| Value Type | required for element assignment type | list of values | element value type: Amount, 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 |
| Set Name | required | list of values | name of global or local position set making projections for Note: Select global position set from list of values or create new local position set. |

| Field Name | Type | Features | Description |
|-----------------------|-----------------------|----------------|---|
| Selection Type | required | drop-down list | <p>selection type: Match All, Match At Least One</p> <p>Note: Match All indicates that only positions that have all matching attributes are included in the position set; Match At Least One indicates that positions with any matching attributes are included in the position set.</p> |
| 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 |
| Every | required | | number of days |
| Days From | required | drop-down list | date option: Hire Date, Adjustment Date |
| Increment Salary By | required | | <p>increment amount</p> <p>Note: For parameters of type Step, salary can only be incremented by one.</p> |
| Type | required | list of values | increment type: Amount, Percent, Step |

Period Allocation Rules Procedures

This chapter covers the following topics:

- Definition
- Overviewperiod allocation ruleoverviewperiod allocation ruleoverviewprocessperiod allocation ruleoverviewreportsperiod allocation ruleoverviewreference
- Prerequisitesperiod allocation ruleprerequisites
- Period Allocation Rules Procedureperiod allocation ruleprocedure
- Allocation Rule Sets Window Descriptionperiod allocation ruleAllocation Rule Sets windowdescriptionperiod allocation ruleCopy Allocation Rule Set windowdescriptionAllocation Rule Sets windowdescriptionCopy Allocation Rule Set windowdescription
- Allocation Rules Window Descriptionperiod allocation ruleAllocation Rules windowdescriptionAllocation Rules windowdescription
- Allocation Percentages Window Descriptionperiod allocation ruleAllocation Percentages windowdescriptionAllocation Percentages windowdescription

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:

`period amount = computed annual amount x (period percentage rate/100)`

Default Allocation Rule

Oracle Public Sector Budgeting has a default allocation rule that allocates budget

amounts evenly across periods. The Divide Evenly rule is used when no value has been specified for a range of accounts, or when there is not a match between the periods used in a worksheet and the periods defined in the Percentage Allocation rule.

Maintain Budget Account Codes Concurrent Process

The Maintain Budget Account Codes concurrent process automatically assigns General Ledger account code combinations to new local account sets that are created when defining period allocation rules.

Reports

To generate the Allocation Rules Listing report, see Reports Procedures, page 52-2.

Reference

For information on global account sets, see Global Account and Position Sets Setup, page 8-1.

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 3-1.
- Budget groups must be defined.
To define budget groups, see Budget Groups and Security Setup, page 11-2

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 the Allocation Rule Sets Window Description table, page 24-5.
 - 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 the Allocation Rule Sets Window Description table, page 24-5.
 6. Click **Allocation Rules** to open the Allocation Rules window.
 7. Enter data in each field of the Allocation Rules window as described in the Allocation Rules Window Description table, page 24-8.
 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 the Allocation Percentages Window Description table, page 24-11.

The Allocation Percentages window is used for Percentage Allocation rule types only.
 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 Description

Allocation Rule Sets Window Description, Header Region and Assignments Tab

| 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 |
| Name | required | list of values | allocation rule name |
| Type | required | list of values | allocation rule type: Prior Profile, Percentage Allocation |
| Processing Sequence | required | | designates priority of allocation rule; higher number overrides lower number Note: Use numbers that allow new allocation rules to be added at the beginning or between sequences. |

| Field Name | Type | Features | Description |
|------------------------|----------|---------------------------------|---|
| From [Effective Dates] | required | list of values: pop-up calendar | effective start date for allocation rule Note: If From date falls within a budget calendar year, allocation rule applies to that entire budget calendar year. |
| To [Effective Dates] | optional | list of values: pop-up calendar | effective end date for allocation rule Note: If To date falls within a budget calendar year, allocation rule applies to that entire budget calendar year. |
| Descriptive Flexfield | optional | | field for user customization |

Allocation Rule Sets Window Description, Assignment Description Tab and Footer Region

| Field Name | Type | Features | Description |
|------------------|------------------------------|----------------|--|
| Name | default | | allocation rule name |
| Type | default | | allocation rule type |
| Budget Year Type | required; Prior Profile only | list of values | budget year type for allocation rule Note: used for Prior Profile allocation rule type only |
| Balance Type | required; Prior Profile only | list of values | balance type: actuals, budget, estimate Note: used for Prior Profile allocation rule type only |

| Field Name | Type | Features | Description |
|-----------------------|----------|----------|------------------------------------|
| Description | optional | | description of the allocation rule |
| Descriptive Flexfield | optional | | field for user customization |
| Allocation Rules | | button | opens Allocation Rules window |

Allocation Rule Sets Window Description, Copy Allocation Rule Set Pop-Up Window

| Field Name | Type | Features | Description |
|------------|----------|----------------|---|
| 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

The table below 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.

1999-00 Period Allocations Rule Set

| Field | Value |
|-------------|--------------------------------|
| Name | 1999-00 Period Allocations |
| Description | 1999-00 Period Allocation Rule |

| Field | Value |
|------------------------|--------------------------|
| Budget Group | XYZ Organization |
| Name | Follow Last Year Revenue |
| Type | Prior Profile |
| Processing Sequence | 50 |
| From [Effective Dates] | 01-JUL-1999 |
| To [Effective Dates] | |
| Name | Follow Last Year Revenue |
| Type | Prior Profile |
| Budget Year Type | Prior |
| Balance Type | Actuals |
| Description | Follow last year revenue |

Allocation Rules Window Description

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 |

| Field Name | Type | Features | Description |
|-----------------------|--|--|--|
| Set Name | required | list of values for global account sets | name of global or local account set that allocation rule applies to Note: Select a global account set from the list of values or create a new local account set. |
| Include/Exclude | required; default for global account set | list of values | specifies whether to include or exclude range of accounts in account set Note: must include at least one range of accounts in account set |
| From [Account Range] | required; default for global account set | list of values; accounting flexfield pop-up window | beginning account for range of account code combinations |
| To [Account Range] | required; default for global account set | list of values; accounting flexfield pop-up window | ending account for range of account code combinations |
| Descriptive Flexfield | optional | | field for user customization |
| Percentage Allocation | | button | opens Allocation Percentages window |

Example: Prior Year Profile Allocation Rule

The table below shows sample data for a prior year profile allocation rule. Bold indicates a field name.

Prior Year Profile Allocation Rule

| Field | Value |
|-------------|------------------|
| Name | Company Revenues |

| Field | Value |
|----------------------|------------------------------------|
| Description | Company Revenues Period Allocation |
| Set Name | Company Revenue |
| Include/Exclude | Include |
| From [Account Range] | 00.0000.4320 |
| To [Account Range] | zz.zzzz.4329 |

Example: Percentage Allocation Rule

The table below 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.

Percentage Allocation Rule, Main Region

| Set Name | Include/Exclude | From [Account Range] | To [Account Range] |
|---------------|-----------------|----------------------|--------------------|
| Expenditures | Include | 00.0000.6000 | zz.zzzz.9999 |
| Stat Accounts | Exclude | 00.0000.9950 | zz.zzzz.9959 |

Allocation Percentages Window Description

Allocation Percentages Window Description

| Field Name | Type | Features | Description |
|---------------------|--------------|----------|---|
| Period Number | required | | <p>number of allocation rule period</p> <p>Note: up to 12 periods for Monthly percentages, four periods for Quarterly percentages, two periods for Semi-Annual periods</p> |
| Monthly | required | | <p>percentage allocation for each monthly period</p> <p>Note: must enter at least one period</p> |
| Quarterly | required | | <p>percentage allocation for each quarterly period</p> <p>Note: must enter at least one period</p> |
| Semi Annual | required | | <p>percentage allocation for each semi-annual period</p> <p>Note: must enter at least one period</p> |
| 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% |

Constraints Procedures

This chapter covers the following topics:

- Definition
- Overviewconstraintoverviewconstraintoverviewfeaturesconstraintoverviewprocess
Constraintoverviewexamplesconstraintoverviewreference
- Prerequisitesconstraintprerequisites
- Constraints Procedureconstraintprocedure
- Constraint Sets Window DescriptionconstraintConstraint Sets
windowdescriptionConstraint Sets windowdescriptionconstraintConstraint Set
windowdescriptionConstraint Set windowdescription
- Constraint Window DescriptionconstraintConstraint windowdescriptionConstraint
windowdescription

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, page 25-16.

Reports

To generate the Constraints Listing report, see Reports Procedures, page 52-2.

Reference

For information on global account and position sets, see Global Account and Position Sets Setup, page 8-1.

To view constraint violations for a worksheet, see Modify Line Item Worksheet Procedures, page 31-2.

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 3-1.
- Budget groups must be defined.
To define budget groups, see Budget Groups and Security Setup, page 11-2.
- Global account and position sets must be defined.
To define global account and position sets, see Global Account and Position Sets Setup, page 8-1.

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 the Constraint Sets Window Description table, page 25-6.
 - 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 the Constraint Sets Window Description table, page 25-6.
 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 the Constraint Window Description table, page 25-9.
 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 Description

Constraint Sets Window Description, Header Region and Assignment Tab

| 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 |
| Name | required | list of values | constraint name |
| Type | required | list of values | constraint type: account, element, position |
| Severity | optional | | severity level for this constraint; if severity level is greater than or equal to threshold level, user cannot submit worksheet Note: Default severity level is 1. Note: If Severity field is left blank, then the severity level is assumed to be less than the threshold level. |

| Field Name | Type | Features | Description |
|------------------------|----------|---------------------------------|---|
| From [Effective Dates] | required | list of values: pop-up calendar | effective start date for constraint Note: If the From date falls within a budget calendar year, the constraint applies to that entire budget calendar year. |
| To [Effective Dates] | optional | list of values: pop-up calendar | effective end date for constraint Note: If the To date falls within a budget calendar year, the constraint applies to that entire budget calendar year. |
| Descriptive Flexfield | optional | | field for user customization |

Constraint Sets Window Description, Assignment Description Tab

| Field Name | Type | Features | Description |
|-------------|----------|----------------|--|
| Name | default | | constraint name |
| Type | default | | constraint type: Account, Element, or Position |
| Currency | optional | list of values | currency type: monetary, statistical |
| Description | optional | | description of constraint |

| Field Name | Type | Features | Description |
|-----------------------|----------|-----------|---|
| Detailed | optional | check box | If selected, constraint is calculated for each code combination item identified for range of accounts in account set, or for each position in a position set. If deselected, constraint is calculated for total range of accounts in account set, or for all positions in a position set. |
| FTE | optional | check box | if selected, indicates that position is a full-time equivalency Note: field available for position constraints only |
| Descriptive Flexfield | optional | | field for user customization |

Constraint Sets Window Description, Constraint Set Pop-Up Window

| Field Name | Type | Features | Description |
|------------|----------|----------------|--|
| 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 Description

Constraint Window Description, Header Region and Account Constraint Fields

| Field Name | Type | Features | Description |
|-------------|----------|----------------|--|
| 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 | <p>currency type: monetary, statistical</p> <p>Note: Statistical currency is a value associated with an account; for example, the statistical value of a tuition revenue account could be enrollment.</p> <p>Note: A constraint can use both statistical and monetary balances.</p> |
| Detailed | optional | check box | <p>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.</p> |
| FTE | optional | check box | <p>if selected, indicates that position is a full-time equivalency</p> <p>Note: field available for position constraints only</p> |

| Field Name | Type | Features | Description |
|-----------------------|---|--|---|
| Set Name | required | list of values for global account sets | <p>name of global or local account set that constraint applies to</p> <p>Note: Select global account set from list of values or create new local account set.</p> |
| Include/Exclude | required; default for global account sets | list of values | <p>designates whether to include or exclude range of accounts in account set</p> <p>Note: must include at least one range of accounts in account set</p> |
| 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 |
| Step | required | | sequence of steps in formula |
| Operator | required | list of values | <p>formula operator: / (divide), = (equal), > (greater than), >= (greater than or equal to), < (less than), <= (less than or equal to), - (minus), * (multiply), != (not equal), + (plus)</p> |
| Period | optional | list of values | budget year type; period to apply constraint to |

| Field Name | Type | Features | Description |
|--------------|----------|-------------------------------|--|
| Balance Type | optional | list of values | balance type: actuals, budget, estimate |
| Account | optional | list of values: pop-up window | <p>account that is part of the constraint formula; can be specific account, or a mask account when creating a detail level constraint</p> <p>Note: If account segments are not specified, the target account segments are used.</p> |
| 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 |

Constraint Window Description, Element Constraint Fields

| Field Name | Type | Features | Description |
|------------|----------|----------------|---|
| Set Name | required | list of values | <p>name of global or local position set that element constraint applies to</p> <p>Note: Select global position set from list of values or create new local position set.</p> |

| Field Name | Type | Features | Description |
|------------------------|-----------------------|---------------------------------|---|
| Selection Type | required | drop-down list | <p>selection type: Match All, Match At Least One</p> <p>Note: Match All indicates that only positions that have all matching attributes are included in the position set; Match At Least One indicates that positions with any matching attributes are included in the position set.</p> |
| 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 |
| 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 |

| Field Name | Type | Features | Description |
|----------------------|----------|---------------------------------|---|
| 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 |

Constraint Window Description, Position Constraint without FTE Fields

| Field Name | Type | Features | Description |
|------------------|-----------------------|---|--|
| Set Name | required | list of values for global position sets | name of global or local position set that constraint applies to Note: Select global position set from list of values or create new local position set. |
| Selection Type | required | drop-down list | selection type: Match All, Match At Least One Note: Match All indicates that only positions that have all matching attributes are included in the position set; Match At Least One indicates that positions with any matching attributes are included in the position set. |
| Attribute Name | required | list of values | position attribute name; position set can have multiple position attributes |
| Attribute Values | default, display only | pop-up window | position attribute value; position attribute can have multiple position attribute values |

| Field Name | Type | Features | Description |
|-----------------------|----------|----------------|---|
| Descriptive Flexfield | optional | | field for user customization |
| 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 of Salary |
| Element Value | optional | | <p>element value</p> <p>Note: If Value Type is set to Percent of Salary, enter salary percentage as a whole number, for example, to specify 15% of salary, enter 15.</p> |
| Currency | optional | list of values | currency type: monetary, statistical |
| Option | optional | list of values | <p>grade name of salary element; option name of benefits or tax element</p> <p>Note: If Value Type, Element Value, and Currency are entered, then Option field is disabled; if Value Type, Element Value, and Currency are not entered, then Option field is required.</p> |

| Field Name | Type | Features | Description |
|------------|--------------|----------|-------------|
| Grade Step | display only | | grade step |

Constraint Window Description, Position Constraint with FTE Fields

| Field Name | Type | Features | Description |
|-----------------------|-----------------------|----------------|---|
| Set Name | required | list of values | <p>name of global or local position set that constraint applies to</p> <p>Note: Select global position set from list of values or create new local position set.</p> |
| Selection Type | required | drop-down list | <p>selection type: Match All, Match At Least One</p> <p>Note: Match All indicates that only positions that have all matching attributes are included in the position set; Match At Least One indicates that positions with any matching attributes are included in the position set.</p> |
| 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 |

| Field Name | Type | Features | Description |
|------------|----------|----------------|--|
| 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 the table below.

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 the table below.

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 the table below.

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 Note: When a constraint is used to validate budget revisions, the computation of the constraint amount is based on the annual budget that corresponds to the period specified in the Budget Revisions window. For example, if the GL Period on the Budget Revisions window is Jan-2000, and the budget in the budget set referenced in the Budget Revision Profile has 5 years, from 1999-2004, budget amounts from 2000 are used. |
| Balance Type | original budget |
| Currency | USD or functional currency |

| Field or Button | Description |
|-----------------|---|
| 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 the table below.

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 | > |
| Period | blank Note: When a constraint is used to validate budget revisions, the computation of the constraint amount is based on the annual budget that corresponds to the period specified in the Budget Revisions window. For example, if the GL Period on the Budget Revisions window is Jan-2000, and the budget in the budget set referenced in the Budget Revision Profile has 5 years, from 1999-2004, budget amounts from 2000 are used. |
| Balance Type | current budget |
| Currency | USD or functional currency |
| Operator | * |
| Amount | applicable percentage for individual budget revision: 1 for 100%, 0.1 for 10% |

Create Worksheet Procedures

This chapter covers the following topics:

- Definition
- Overviewworksheetoverviewcreate worksheetoverviewcreate worksheetoverviewglobal worksheetscreate worksheetoverviewprocesscreate worksheetoverviewreference
- Prerequisitescreate worksheetprerequisites
- Create Worksheet Procedureworksheetcreationprocedurecreate worksheetprocedurecreate worksheetproceduredefine worksheetcreate worksheetprocedurereview elementscreate worksheetprocedurecreate worksheet linescreate worksheetprocedurerefresh General Ledger balancescreate worksheetvalidation process diagram
- Define Worksheet Window Description, Worksheet Tabcreate worksheetDefine Worksheet window, Worksheet tabdescriptionDefine Worksheet window, Worksheet tabdescription
- Define Worksheet Window Description, General Ledger Tabcreate worksheetDefine Worksheet window, General Ledger tabdescriptionDefine Worksheet window, General Ledger tabdescription
- Define Worksheet Window Description, Commitments Tabcreate worksheetDefine Worksheet window, Commitments tabdescriptionDefine Worksheet window, Commitments tabdescription
- Define Worksheet Window Description, Processes Tabcreate worksheetDefine Worksheet window, Processes tabdescriptionDefine Worksheet window, Processes tabdescription

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
- pre-validate HRMS data extract data before running the worksheet creation process
- 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:

- pre-validates worksheet information to highlight issues which could cause the creation process to fail
- 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.

The table below 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.

Number of Proposed Years Used in a Worksheet

| Setting of Proposed Years | Rule | Example 1 | Example 2 | Example 3 |
|---------------------------|--|-----------------|-----------------|-----------------|
| budget calendar | maximum number of proposed years | 2 years* | 5 years | 3 years |
| specific budget group | overrides setting at worksheet level for the specific budget group when greater than worksheet | 3 years | 2 years | 2 years* |
| worksheet | default number of proposed years | 4 years | 3 years* | 1 year* |

Example 1

In Example 1, the proposed years specified for the specific budget group and the worksheet exceed the maximum number of proposed years set in the budget calendar. The worksheet projects budget amounts for two years.

Example 2

In Example 2, the maximum number of proposed years set in the budget calendar is five years. The proposed years setting for the worksheet is the default number of years to use when projecting budget amounts. Since the number of proposed years for the specific budget group is less than the number of proposed years for the worksheet, the worksheet projects budget amounts for three years.

Example 3

In Example 3, the maximum number of proposed years set in the budget calendar is three years. The proposed years setting for the worksheet is the default number of proposed years to use when projecting budget amounts. In this case, the number of proposed years set for the specific budget group is greater than the number of proposed years set for the worksheet. The worksheet projects budget amounts for one year, the default number, for all budget groups except the specific budget group. The worksheet projects budget amounts for two years for the specific budget group.

Reference

For information on worksheet elements, see Elements Setup, page 16-1.

To modify and view the worksheet, see Modify Line Item Worksheet Procedures, page 31-2.

To delete a worksheet, see Create Worksheet Procedures, page 26-1.

Prerequisites

Projection parameters must be defined.

To define projection parameters, see Projection Parameters Procedures, page 23-2.

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 14-1.
- Position attribute values must be defined.
To define position attribute values, see Position Attributes Setup, page 13-1.
- Elements must be defined.
To define elements, see Elements Setup, page 16-1.

- Position default rules must be defined.
To define position default rules, see Position Default Rules Setup, page 17-1.
- 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, page 26-6
- Create Pre-Validate Position Worksheet, page 26-6
- Create Worksheet Lines, page 26-7
- Refresh General Ledger Balances, page 26-10

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 the Define Worksheet Window Description, Worksheet Tab table, page 26-11.
3. Save or save and continue as follows:

File - Save or Save and Proceed

Create Pre-Validate Position Worksheet

The Pre-validate Position Worksheet procedure is optional. It provides details of validation issues with position data which could cause the worksheet creation process to fail.

The validations in this procedure are also included in the worksheet creation process. However, unlike the Position Worksheet Exception report which is automatically generated after a worksheet is created, the Pre-validate Position Worksheet evaluates all records for a given validation rather than stopping at the first exception. This means that all problematic records can be identified before worksheet creation.

For information on the Position Worksheet Exception Report, see Position Worksheet

Exception Report, page 26-10.

To create the Pre-validate Position Worksheet, perform the following steps.

- Return to the Define Worksheet window.
- To run the report, click **Pre-validate**.
A concurrent request is submitted.
- View the Pre-validate Position Worksheet in the concurrent manager as follows:
View - Requests

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.

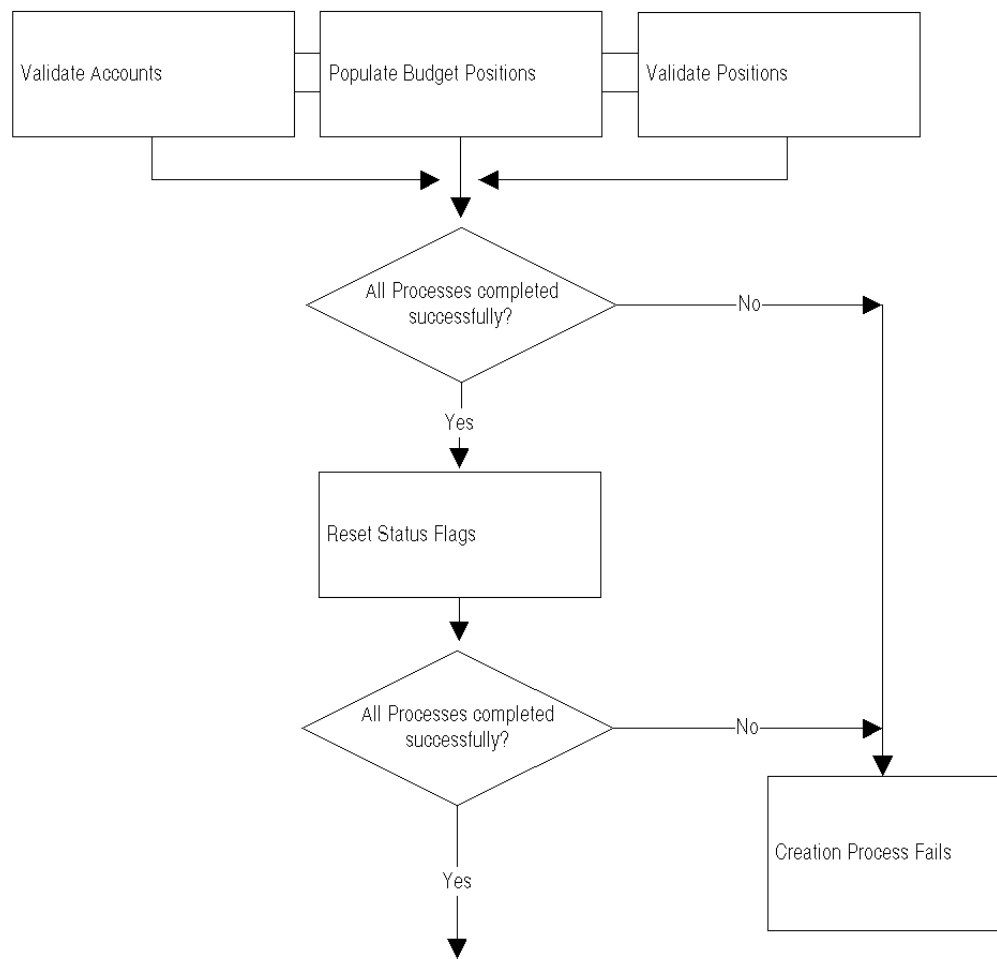
The Create Worksheet Line Items request set includes the following phases.

- 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.

The following diagrams illustrate the phases of the Create Worksheet Line Items request set.

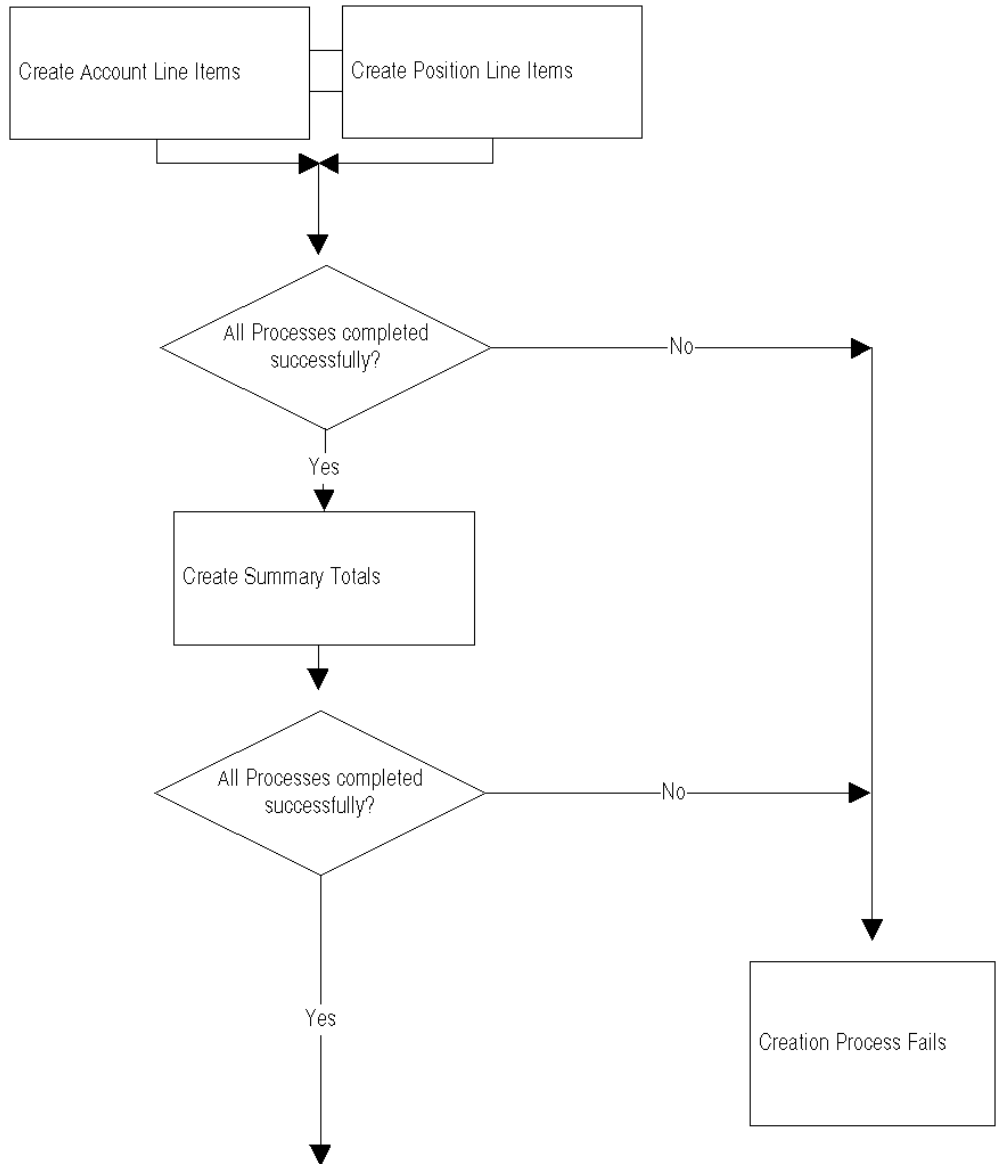
Validate Accounts, Positions, and Budget Groups Phase Diagram

Validate Accounts, Positions and Budget Groups



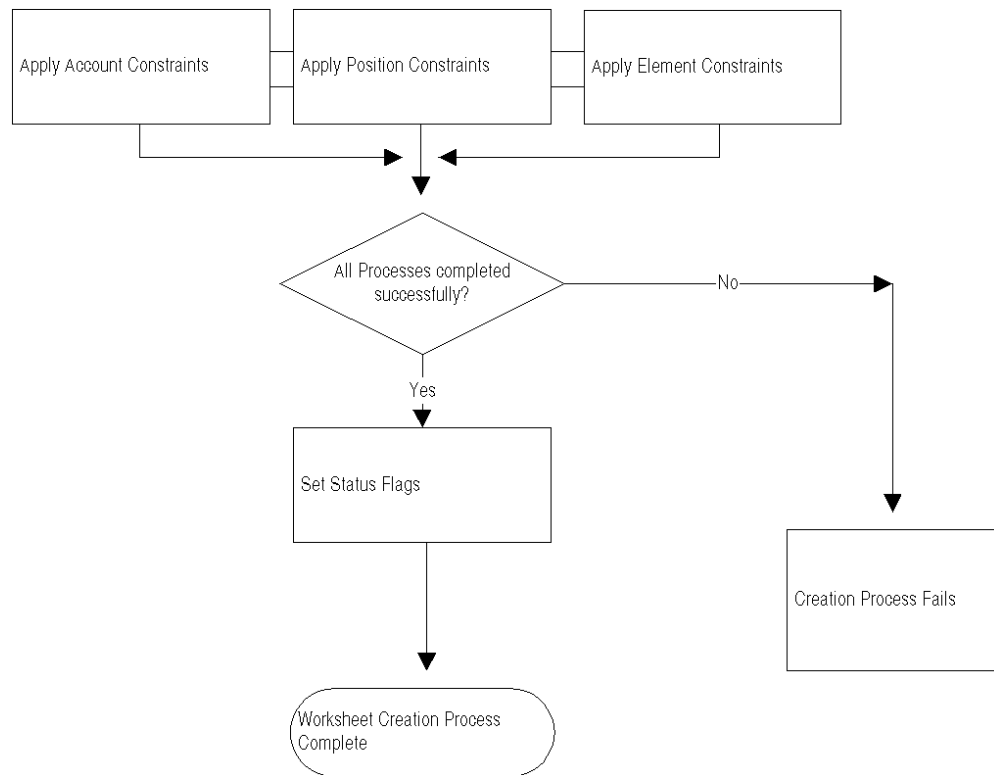
Create Account and Position Line Items Phase Diagram

Create Account and Position Line Items



Apply Constraints Phase Diagram

Apply Constraints



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.

Note: This process updates only current year 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 Description, Worksheet Tab

Define Worksheet Window Description, Worksheet Tab

| Field Name | Type | Features | Description |
|--------------|--------------|----------------|---|
| Name | required | | worksheet name |
| Type | required | list of values | worksheet type: Distributed, Non-Distributed |
| Description | optional | | worksheet description |
| Worksheet ID | display only | | sequence number automatically assigned to worksheet |
| Stage Set | optional | list of values | stage set that worksheet uses Note: Stage set is required to maintain different versions of a worksheet. |

| Field Name | Type | Features | Description |
|--------------------|---------------------------------|----------------|--|
| Budget Group | required | list of values | <p>budget group that worksheet is created for</p> <p>Note: Use a top-level budget group for the official budget; lower level budget groups can be used for forecasting or other purposes.</p> <p>Note: Only budget groups that users have access to can be selected.</p> |
| 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 |
| 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 |

| Field Name | Type | Features | Description |
|----------------|----------|----------------|---|
| Parameter Set | required | list of values | <p>parameter set used to make estimates or projections for accounts in worksheet</p> <p>Note: If projection parameter is not defined, the default projection value is zero.</p> <p>Note: Double-click in the Parameter Set field to open the Parameter Sets window and define or edit parameters for the worksheet.</p> |
| Constraint Set | optional | list of values | <p>constraint set used to notify users regarding specific conditions for a range of accounts in the worksheet</p> <p>Note: Double-click in the Constraint Set field to open the Constraint Sets window and define or edit constraints for the worksheet.</p> |

| Field Name | Type | Features | Description |
|---------------------|----------|----------------|---|
| Allocation Rule Set | optional | list of values | <p>allocation rule set used to specify how total annual account values are allocated to periods in budget calendar</p> <p>Note: If no rule is specified, only annual totals are created and period amounts cannot be added to the budget worksheet.</p> <p>Note: The Divide Evenly default allocation rule is used when no value has been specified for a range of accounts, or when there is not a match between the periods used in a worksheet and the periods defined in the Percentage Allocation rule.</p> <p>Note: Double click in the Allocation Rule Set field to open the Allocation Rule Sets window and define or edit allocation rules for the worksheet.</p> |
| Pre-validate | | button | runs the Pre-validate Position Worksheet; disabled for line item-only worksheets |
| Update GL Balances | | button | <p>updates General Ledger balances</p> <p>Note: This process updates only current year balances.</p> |
| Create Worksheet | | button | creates worksheet lines |

| Field Name | Type | Features | Description |
|-----------------------|----------|----------|------------------------------|
| Descriptive Flexfield | optional | | field for user customization |

Define Worksheet Window Description, General Ledger Tab

The table below describes the Define Worksheet window, General Ledger tab. For information on the header and footer regions, see the Define Worksheet Window Description, Worksheet Tab table, page 26-11.

Define Worksheet Window Description, General Ledger Tab

| Field Name | Type | Features | Description |
|-------------------|--|----------------|--|
| GL Extract Cutoff | optional | list of values | <p>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</p> <p>Note: 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.</p> <p>Note: If date is not entered, the end of the current year is used.</p> |
| 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 |

| Field Name | Type | Features | Description |
|----------------------------|-------------------|----------------|---|
| 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 |
| 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 Description, Commitments Tab

The table below describes the Define Worksheet window, Commitments tab. For information on the header and footer regions, see the Define Worksheet Window Description, Worksheet Tab table, page 26-11.

Define Worksheet Window Description, Commitments Tab

| Field Name | Type | Features | Description |
|----------------------------|----------|-----------|--|
| | | | Note: The Commitments tab is available only if Oracle Public Sector Financials (International) is installed. Note: For information on commitment budgeting, see the <i>Oracle Public Sector Financials (International) User's Guide</i> . |
| 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 Description, Processes Tab

The table below describes the Define Worksheet window, Processes tab. For

information on the header and footer regions, see the Define Worksheet Window Description, Worksheet Tab table, page 26-11.

Note: The Projects tab is for future use.

Define Worksheet Window Description, Processes Tab

| Field Name | Type | Features | Description |
|--------------------------------|-------------------|-----------|--|
| 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

The table below shows sample data to create the 1999-00 Mid Year Forecast worksheet.

Sample Data for Worksheet Creation

| Field | Value |
|----------------------------------|---------------------------|
| Worksheet Region | |
| 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 |
| Main Region | |
| Budget By Position | x |
| Extract | Data Extract 1 |
| Calculation Option Region | |
| 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 |

| Field | Value |
|-----------------------------------|----------------|
| GL Option Region | |
| 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 covers the following topics:

- Definition
- Overviewprojected element ratesoverviewprojected element ratesoverviewreference
- Prerequisitesprojected element ratesprerequisites
- View Elements Procedureview elementsprocedure
- Find Worksheets Window Descriptionprojected element ratesFind Worksheets windowdescriptionFind Worksheets windowdescriptionelementview elementsFind Worksheets window:description
- Projected Element Rates Window Descriptionprojected element ratesProjected Element Rates windowdescriptionProjected Element Rates windowdescriptionwindowsProjected Element Rateselementview elementsProjected Element Rates window:description

Definition

Projected element rates define values for specific elements based on user-defined projection parameters.

Overview

After worksheet creation, projection parameters are applied. The Projected Element Rates window allows users to review projected element rate information.

Reference

For information on worksheet elements, see Elements Setup, page 16-1.

Prerequisites

- Projection parameters must be defined.
To define projection parameters, see Projection Parameters Procedures, page 23-2.
- 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 Description

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 Description

Projected Element Rates Window Description, Header and Salary Regions

| Field Name | Type | Features | Description |
|--------------------|--------------|----------|--|
| Name | display only | | element name |
| Value Type | display only | | element value type: Amount, Percent of Salary |
| Maximum Value Type | display only | | maximum value type: Amount, Percent |

| Field Name | Type | Features | Description |
|---------------|--------------|-----------|--|
| Maximum Value | display only | | <p>maximum value of element; maximum value is a number with a value type of amount or percent</p> <p>Note: If Value Type is set to Percent of Salary, enter salary percentage as a whole number, for example, to specify 15% of salary, enter 15.</p> |
| Element Dates | display only | | valid start and end date for the element |
| Document Name | display only | | document ID and name |
| Salary | display only | check box | <p>if selected, indicates salary element</p> <p>Note: Users can extract salary element information from HRMS or create salary elements in Oracle Public Sector Budgeting.</p> |
| Salary Type | display only | | salary type value: Grade Rate, Grade Step |

Projected Element Rates Window Description, Element Options Region

| Field Name | Type | Features | Description |
|------------|--------------|----------|---|
| Name | display only | | <p>name of element option</p> <p>Note: An element can have multiple element options.</p> |

| Field Name | Type | Features | Description |
|----------------|--------------|----------|---|
| From | display only | | <p>start date of value related to element option</p> <p>Note: An element option can have multiple values with different beginning and end dates.</p> |
| To | display only | | <p>end date of value related to element option</p> <p>Note: An element option can have multiple values with different beginning and end dates.</p> |
| Base Value | display only | | base value of element option for specified dates |
| Document Value | display only | | Document value of element option for specified dates |
| Currency | display only | | currency |

Projected Element Rates Window Description, Element Rates Region

| Field Name | Type | Features | Description |
|------------|--------------|----------|--|
| From | display only | | <p>start date of value related to element rate</p> <p>Note: An element can have multiple element rates.</p> |
| To | display only | | <p>end date of value related to element rate</p> <p>Note: An element can have multiple element rates.</p> |

| Field Name | Type | Features | Description |
|----------------|--------------|----------|---|
| 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 |

Projected Element Rates Window Description, Salary Options (Grade Scale) Region

| Field Name | Type | Features | Description |
|----------------|--------------|----------|---|
| 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 |

Projected Element Rates Window Description, Salary Options (Grade Rates) Region

| Field Name | Type | Features | Description |
|-------------------|--------------|-----------------|--|
| Name | display only | | grade name |
| 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 |

Worksheet Consolidation Procedures

This chapter covers the following topics:

- Definition
- Overviewworksheet consolidationoverviewworksheet consolidationoverviewprocessworksheet consolidationoverviewreference
- Consolidate Worksheets Procedureworksheet consolidationprocedure
- Consolidate Worksheet Window Descriptionworksheet consolidationConsolidate Worksheets windowdescriptionConsolidate Worksheets windowdescription

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 ledger 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 ledger of the global worksheet header not to match the business group and ledger of the line item worksheets.

Reference

To modify and view the worksheet, see Modify Line Item Worksheet Procedures, page 31-2.

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 the Consolidate Worksheets Window Description table, page 28-3.
4. Save or save and continue as follows:
File - Save or Save and Proceed
5. Close the window.

Consolidate Worksheet Window Description

Consolidate Worksheet Window Description

| Field Name | Type | Features | Description |
|------------------|-----------------------|----------------|--|
| Global Worksheet | required | list of values | <p>global worksheet name</p> <p>Note: field not queryable; tab to next field to automatically retrieve records</p> <p>Note: duplicate combination of global worksheet and local worksheet not allowed</p> <p>Note: Save the worksheet before consolidating.</p> |
| Budget Group | default, display only | | budget group associated with global worksheet |
| Calendar | default, display only | | calendar associated with global worksheet |

| Field Name | Type | Features | Description |
|-----------------------|-----------------------|----------------|--|
| 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 | | <p>budget group that worksheet is created for</p> <p>Note: Use a top-level budget group for the official budget; lower level budget groups can be used for forecasting or other purposes.</p> <p>Note: Users can only select worksheets to which they have access.</p> |
| Calendar | default, display only | | calendar associated with worksheet |
| Descriptive Flexfield | optional | | field for user customization |
| Consolidate | | button | consolidates global and local worksheets |

Multiple Reporting Currencies Procedures

This chapter covers the following topics:

- Definition
- Overviewmultiple reporting currenciesoverview
- Prerequisitesmultiple reporting currenciesprerequisites
- Using MRC with Budget Worksheets Procedureusing MRC with budget worksheetsprocedure
- Using MRC with Budget Revisions Procedureusing MRC with budget revisionsprocedure
- Reporting MRC Transactions Procedurereporting MRC transactionsprocedure

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 ledger, defined in Oracle General Ledger. To use MRC, the organization must define additional ledgers, called reporting ledgers, and associate the reporting ledgers with the primary ledger. The primary ledger records information in the primary functional currency, while the reporting ledgers 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 Ledger 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 ledgers, identify primary and reporting currencies, define conversion rates, and associate reporting ledgers with primary ledgers.
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 ledger. 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 ledgers. 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 the table below.

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.

Analyzing and Reporting MRC Transactions

Oracle Public Sector Budgeting provides the following methods for analyzing and reporting MRC transactions:

- Reports, page 29-4
- Oracle Discoverer, page 29-5

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, page 40-1.

For information on creating, distributing, and posting budget revisions, see Budget Revisions Procedure, page 35-2s.

For information on uploading information to position control, see Upload Worksheet to Position Control Procedures, page 47-1.

For information on using Discoverer, see Using Oracle Discoverer to Generate Reports Procedures, page 54-1.

Prerequisites

- MRC must be set up in General Ledger.

To implement MRC, see *Multiple Reporting Currencies in Oracle Applications*

- In General Ledger, a primary ledger must be defined, and reporting ledgers must be created and associated with the primary ledger. Currencies must be defined for each reporting ledger.

To define ledgers, see Defining Ledgers, *Oracle General Ledger Implementation 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 Ledger option must be set for each responsibility.

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

To set the profile option, see Oracle Public Sector Budgeting Setup Overview, page

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, page 26-1.

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, page 30-1.

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, page 31-2 and Modify Position Worksheet Procedures, page 32-1.

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, page 35-2.

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, page 35-2.

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, page 35-2.
 - To run the Budget Revisions Transaction Listing, start at Step 4, Budget Revisions Transaction Report Procedure, page 52-12.
 - To run the Pooled Position Report for Worksheet, start at Step 4, Pooled

Position Report for Worksheet Procedure, page 53-7.

- To run the Service Package Utilization Report, start at Step 4, Service Package Utilization Report Procedure, page 53-12.
- To run the Vacant Position Report, start at Step 4, Vacant Position Report Procedure, page 53-18.
- To run the Worksheet Account Costing Report, start at Step 4, Worksheet Account Costing Report Procedure, page 53-21.
- To run the Worksheet Position Costing Report, start at Step 4, Worksheet Position Costing Report Procedure, page 53-23.

Worksheet Distribution Procedures

This chapter covers the following topics:

- Definition
- Overview [worksheet distribution overview worksheet distribution overview process worksheet distribution overview reference](#)
- Prerequisites [worksheet distribution prerequisites](#)
- Worksheet Distribution Procedure [worksheet distribution procedure](#)
- Distribution Rule Window Description [worksheet distribution Distribute Worksheet window description Distribute Worksheet window description worksheet distribution Distribution Instruction window description Distribution Instruction window description Copy Rule window description worksheet distribution Copy Rule window description](#)

Definition

Worksheet distribution is used to notify selected budget groups in a budget hierarchy about a worksheet.

Overview

The Distribution Rule window allows users to perform the following tasks:

- define worksheet distribution rules for budget groups
- copy an existing distribution rule
- edit an existing distribution rule
- distribute a worksheet
- distribute worksheets in functional and reporting currencies, if users enable the

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 52-2.

Reference

For information on Workflow, see the *Oracle Workflow User's Guide*.

For information on budget revisions, see Budget Revisions Procedures, page 35-2.

Prerequisites

- Budget groups must be defined.
To define budget groups, see Budget Groups and Security Setup, page 11-2.
- 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 2-2.
To assign a responsibility to a budget group, see Budget Groups and Security Setup, page 11-2.

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 the Distribution Rule Window Description table, page 30-4 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 Description

Distribution Rule Window Description

| Field Name | Type | Features | Description |
|------------|------------------------|--------------|---|
| Worksheet | required for worksheet | radio button | if selected, indicates distributing worksheet |

| Field Name | Type | Features | Description |
|--------------|------------------------------|----------------|---|
| Revision | required for budget revision | radio button | <p>if selected, indicates distributing budget revision</p> <p>Note: If users navigate to the Distribution Rule window using the Worksheet - Distribute path, they cannot select the Revision radio button.</p> <p>To select the Revision radio button, users must navigate from the Distribute button on the Budget Revisions window.</p> |
| Worksheet ID | required | list of values | <p>worksheet selected for distribution</p> <p>Note: ability to select worksheet determined by responsibility of user and worksheets to which user has access</p> |
| Name | default, display only | | worksheet name; determined by worksheet ID |
| Budget Group | default, display only | | <p>budget group associated with worksheet; determined by worksheet ID</p> <p>Note: Users can only select the Edit Request and Notify Only radio buttons by navigating to the Distribution Rules window using the Distribute button on the Budget Revisions window.</p> |

| Field Name | Type | Features | Description |
|---------------------|-------------------------------------|------------------------------|--|
| 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 |
| 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 |
| Parent Budget Group | default, display only | | <p>budget group name</p> <p>Note: Default budget group name is the budget group associated with the worksheet; budget group is the highest level that can be accessed by a responsibility.</p> <p>Note: Budget group name changes to child budget group when using the Move Down button; budget group name changes to parent budget group when using the Move Up button.</p> |
| Budget Subgroups | default, display only | | <p>budget subgroup name for the budget group</p> <p>Note: Navigate to different levels in the budget group hierarchy by using the Move Up and Move Down buttons.</p> |

| Field Name | Type | Features | Description |
|------------|-----------------------|-----------|--|
| Year Type | default, display only | | <p>budget year type for budget subgroup</p> <p>Note: shows first proposed year unless budget group is terminated at end of current year; if so, current year is displayed</p> |
| Move Up | | button | navigates up budget hierarchy |
| Move Down | | button | navigates down budget hierarchy |
| 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 |
| 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 |
| Distribute | | button | opens Distribution Instruction window |

Copy Rule Pop-Up Window Description

| Field Name | Type | Features | Description |
|-------------------|-------------|-----------------|-----------------------------------|
| Copy From Rule | required | list of values | existing distribution rule name |
| Cancel | | button | closes window without saving |
| Copy | | button | copies existing distribution rule |

Distribution Instruction Pop-Up Window Description

| Field Name | Type | Features | Description |
|--------------------------|-------------|-----------------|------------------------------|
| Distribution Instruction | optional | | distribution instructions |
| Export Name | optional | | name of export |
| Distribute | | button | starts concurrent process |
| Cancel | | button | closes window without saving |

Modify Line Item Worksheet Procedures

This chapter covers the following topics:

- Definition
- Overviewmodify line item worksheetoverviewmodify line item worksheetoverviewprocessmodify line item worksheetoverviewreferencemodify line item worksheetoverviewhistorymodify line item worksheetoverviewnavigation
- Prerequisitesmodify line item worksheetprerequisites
- Modify Worksheet Proceduremodify line item worksheetproceduremodify line item worksheetprocedureset worksheet viewmodify line item worksheetproceduremodify worksheetmodify line item worksheetproceduredistribute worksheetmodify line item worksheetprocedureperform worksheet operationsmodify line item worksheetproceduremonitor worksheet processesmodify line item worksheetprocedurecheck constraint violationsmodify line item worksheetprocedurerevise projectionsmodify line item worksheetprocedureadd attachment to worksheet
- Select Worksheet Window Descriptionmodify line item worksheetSelect Worksheet windowdescriptionSelect Worksheet windowdescription
- Worksheet Summary Window Descriptionmodify line item worksheetWorksheet Summary windowdescriptionWorksheet Summary windowdescription
- Service Package Window Descriptionmodify line item worksheetService Package windowdescriptionService Package windowdescription
- Data Selection Window Descriptionmodify line item worksheetData Selection windowdescriptionData Selection windowdescription
- Worksheet Lines Window Descriptionmodify line item worksheetWorksheet Lines windowdescriptionWorksheet Lines windowdescriptionRevise Projections windowdescriptionmodify line item worksheetRevise Projections windowdescription
- Budget Periods Window Descriptionmodify line item worksheetBudget Periods

windowdescriptionBudget Periods windowdescription

- Use Standard Budget Item Window Descriptionmodify line item worksheetUse Standard Budget Item windowdescriptionUse Standard Budget Item windowdescription
- Position Details Window Descriptionmodify line item worksheetsPosition Details windowdescriptionPosition Details windowdescription
- View Constraint Violations Window Descriptionmodify line item worksheetView Constraint Violations windowdescriptionView Constraint Violations windowdescription
- Summary Template Examplesmodify line item worksheetssummary template examples

Definition

Organizations can view and modify line item worksheets in Oracle Public Sector Budgeting.

Overview

The Select Worksheet window and its subsidiary windows allow users to perform the following tasks:

- enter budget amounts in a worksheet
- create service packages
- view worksheets with or without service packages
- view budget amounts by year or periods
- use standard budget items
- 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), page 2-26.

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, page 31-26 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 52-2.

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, page 31-6
- Modify Worksheet, page 31-7
- Check Constraint Violations, page 31-8

- Distribute Worksheet, page 31-9
- Perform Worksheet Operations, page 31-9
- Monitor Worksheet Processes, page 31-9
- Revise Projections, page 31-9
- Add Attachment to Worksheet, page 31-10

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

Note: It is not recommended that the Find All query is used to routinely search for worksheets as this is a lengthy process that may take a while to return the search results. To reduce the amount of time taken to complete the query, users should use the Find query to search for selected line items.

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 the Service Package Window Description table, page 31-13.
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 the Data Selection Window Description table, page 31-14.
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 the Worksheet Lines Window Description table, page 31-19 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 the Use Standard Budget Item Window Description table, page 31-23.

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 the Position Details Window Description table, page 31-25.

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 the Worksheet Lines Window Description table, page 31-19, or the Budget Periods window as described in the Budget Periods Window Description table, page 31-22.
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 33-1.

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 Description

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 |

| Field Name | Type | Features | Description |
|--------------------|-----------------------|-----------|--|
| 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 Note: not available for MRC Budget Super User responsibility |
| Constraints | | button | opens View Constraint Violations window Note: not available for MRC Budget Super User responsibility |
| Operations | | button | opens Worksheet Operations window Note: not available for MRC Budget Super User responsibility |
| Distribute | | button | opens Distribution Rule window Note: not available for MRC Budget Super User responsibility |

| Field Name | Type | Features | Description |
|------------|------|----------|--------------------------------|
| Open | | button | opens Worksheet Summary window |

Worksheet Summary Window Description

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 |

| Field Name | Type | Features | Description |
|-----------------|------|----------|--|
| Service Package | | button | opens Service Package window Note: not available to MRC Budget Super User |
| Positions | | button | opens Position Worksheet window Note: appears only for position worksheets |
| Line Items | | button | opens Worksheet Lines window |
| Data Selection | | button | opens Data Selection window |

Service Package Window Description

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 |
| Descriptive Flexfield | optional | | field for user customization |

| Field Name | Type | Features | Description |
|-------------|----------|----------|-----------------------------|
| Description | optional | | service package description |

Data Selection Window Description

Data Selection Window Description, Header Region and Selection Conditions Tab

| 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 |
| 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 |

| Field Name | Type | Features | Description |
|------------------|----------|----------------|--|
| Years | required | drop-down list | <p>years to view in worksheet: Selected, All</p> <p>Note: If Selected is used, data from the Year Profile region is used to determine the years to include in the worksheet view; if there is no data in the Year Profile region, the calendar is used to determine the number of years to include in the worksheet view.</p> <p>Note: If All is used, data for all years in the calendar is included.</p> |
| Service Packages | required | drop-down list | <p>service packages to view in worksheet: Selected, All</p> <p>Note: If Selected is used, the service packages specified in the Service Package Profile Region are included in the worksheet view; if All is used, all service packages for the global worksheet are included.</p> |

| Field Name | Type | Features | Description |
|---------------|----------|----------------|---|
| Account Type | required | drop-down list | <p>account type to view in worksheet: All, Revenue, Expense, Assets, Liabilities, Revenues and Expenses, Assets and Liabilities</p> <p>Note: If All is used, all account types for the worksheet are included in the worksheet view. If Revenue is used only Revenue accounts are included in the worksheet view. If Expense is used, only Expense accounts are included in the worksheet view. 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.</p> |
| Currency Type | required | drop-down list | <p>currency type to view in worksheet: Currency, Stat</p> <p>Note: If Currency is used, the selected functional currency amounts from General Ledger are included in the worksheet view; if Stat is used, only statistical amounts are included in the worksheet view.</p> |

| Field Name | Type | Features | Description |
|------------|----------|----------------|---|
| 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 |

Data Selection Window Description, Year Profile Tab

| Field Name | Type | Features | Description |
|---------------|-----------------------|----------------|---|
| 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. |

| 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 Note: Start check box can be selected for one budget period only. |

Data Selection Window Description, Service Package Profile Tab

| Field Name | Type | Features | Description |
|------------|-----------------------|----------------|--|
| 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 Description

Worksheet Lines Window Description, Header and Budget Years Regions

| Field Name | Type | Features | Description |
|-----------------|-----------------------|----------------|--|
| Budget Group | default, display only | | name of budget group associated with worksheet |
| Worksheet | default, display only | | worksheet ID number and worksheet name |
| Stage | default, display only | | worksheet stage |
| Budget Years | optional | radio button | if selected, budget year information displayed |
| Budget Periods | optional | radio button | if selected, budget period information displayed |
| Earliest | default, display only | | earliest budget year in selection |
| First | default | | first budget year to appear in worksheet Note: Click the arrows to select the first year to appear in the worksheet. |
| Last | default, display only | | last budget year to appear in worksheet |
| Account | default | | account code combination of worksheet line |
| Service Package | default | list of values | service package associated with worksheet line item |

| Field Name | Type | Features | Description |
|--|-----------------------|----------|--|
| <Columns for Each Budget Calendar Year, Balance Type, and Encumbrance Budget in Worksheet> | default | | <p>columns for budget calendar year and balance types specified in Data Selection window</p> <p>Note: A maximum of twelve columns can be retrieved at one time.</p> |
| Total | default, display only | | displays totals for each column in Budget Years region |
| Account Description | default | | description of each accounting flexfield segment |
| Period Amounts | | button | opens Budget Periods window |
| Recalculate | | button | recalculates |
| Standard Budget Items | | button | <p>opens Use Standard Budget Item window</p> <p>Note: not available to MRC Budget Super User</p> |
| Revise Projections | | button | <p>opens Revise Projections window</p> <p>Note: To perform mass changes of projections, select a previously defined parameter.</p> <p>Note: not available to MRC Budget Super User</p> |

Worksheet Lines Window Description, Budget Periods Region

| Field Name | Type | Features | Description |
|--|-------------------|----------------|--|
| 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 | <p>If selected, totals for each column in Budget Periods region are displayed.</p> <p>Note: Leave unchecked to speed up performance of application.</p> |
| Account Description | default | | description of each accounting flexfield segment |
| Revise Projections | | button | <p>opens Revise Projections pop-up window</p> <p>Note: not available to MRC Budget Super User</p> |

Worksheet Lines Window Description, Revise Projections Pop-Up Window

| Field Name | Type | Features | Description |
|-------------------|-------------|-----------------|--------------------------------------|
| Parameter Name | required | list of values | parameter used to revise projections |
| View Parameter | | button | opens Parameter window |
| OK | | button | starts concurrent process |
| Cancel | | button | closes window without saving |

Budget Periods Window Description

Budget Periods Window Description

| Field Name | Type | Features | Description |
|-------------------|-----------------------|-----------------|-------------------------------------|
| <Period Amounts> | default | | period amounts for selected account |
| Year Amount | default, display only | | total amount for selected account |
| OK | | button | accepts displayed information |
| Cancel | | button | closes window without saving |

Use Standard Budget Item Window Description

Use Standard Budget Item Window Description

| Field Name | Type | Features | Description |
|------------|-----------------------|----------------|---|
| Action | required | radio button | <p>use of standard budget item: Create new account, Add amount, Replace amount</p> <p>Note: Select Create new account to create new account code combination.</p> <p>Note: Select Add amount to add standard budget item purchase to amounts already budgeted.</p> <p>Note: Select Replace amount to replace an account with another item.</p> |
| Years | required | radio button | <p>years: All, One</p> <p>Note: Select All to enter calculated amount to all estimated balances. Select One to specify a single year to populate.</p> <p>Note: If One selected, select year from the list of values in the Year field.</p> |
| 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 |

| Field Name | Type | Features | Description |
|------------|-----------------------|--|---|
| Account | default | list of values: accounting flexfield pop-up window | <p>default accounting flexfield segments for ledger</p> <p>Note: If creating a new account, add the remaining account code segments; users can also override the default account segment.</p> <p>Note: If adding or replacing amounts, no additional entry is allowed.</p> <p>Note: If dynamic insertion is enabled, user can create new account code combination.</p> |
| 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 Description

Position Details Window Description

| Field Name | Type | Features | Description |
|------------|-----------------------|----------|--------------------------------------|
| 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 Description

View Constraint Violations Window Description

| Field Name | Type | Features | Description |
|----------------------------------|-----------------------|----------------|--|
| Worksheet Name | default, display only | | worksheet name |
| Worksheet ID | default, display only | | worksheet ID number |
| Concurrent Request ID | default | list of values | concurrent request ID number; displays latest by default |
| Description | default, display only | | description of constraint violations |
| Details | default, display only | | details of constraint violations |
| Submit Validation Results Report | | button | submits constraint violations to the Validation Results Report |

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, page 31-26
- Chart of Accounts, page 31-26
- Department Segment Values, page 31-27
- Worksheet Accounts, page 31-27
- Summary Templates, page 31-28
- Accounts Created from Summary Templates, page 31-28

Budget Group Hierarchy

The table below shows the budget group hierarchy.

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

The table below shows the department segment values:

Department Segment Values

| Value | Parent | Group | Child Range |
|-------|--------|-------|-------------|
| 100 | Yes | Div | 110-120 |
| 110 | | | |
| 120 | | | |
| 200 | Yes | Div | 210-220 |
| 210 | | | |
| 220 | | | |

Worksheet Accounts

The table below shows the worksheet accounts:

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 |

| Account | Balance | Budget Group |
|-------------|---------|----------------|
| 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 the table below.

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 the table below.

Accounts for Summary Template Two

| Account | Balance | Budget Group |
|---------|---------|----------------|
| T.100.T | \$100 | Department 100 |

| Account | Balance | Budget Group |
|---------|---------|----------------|
| 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, page 31-26, except that it uses the following data.

- General Ledger Department Segments, page 31-29 'q1
- Worksheet Accounts, page 31-30
- Accounts Created from Summary Templates, page 31-30

General Ledger Department Segments

The table below shows the General Ledger department segments.

General Ledge Department Segments

| Value | Parent | Group | Child Range |
|-------|--------|-------|-------------|
| 000 | Yes | | 100 and 200 |
| 100 | Yes | Div | 110-120 |
| 110 | | | |

| Value | Parent | Group | Child Range |
|-------|--------|-------|-------------|
| 120 | | | |
| 200 | Yes | Div | 210-220 |
| 210 | | | |
| 220 | | | |

Worksheet Accounts

The table below shows accounts that exist in a worksheet.

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 |
| 11.221.5001 | \$70 | Department 220 |
| 12.221.6001 | \$80 | Department 220 |

Accounts Created from Summary Templates

Based on summary template two, the accounts shown in the table below are created:

Accounts Created from Summary Templates

| Account | Balance | Budget Group |
|----------------|----------------|---------------------|
| T.000.T | \$360 | Budget Office |
| T.100.T | \$100 | Department 100 |
| T.200.T | \$260 | Department 200 |

In this case, using the T.Div.T summary template in the budget office worksheet retrieves T.100.T, T.200.T and T.000.T as well. As a result the totals are twice as much.

Summary templates must be carefully defined to achieve the desired results in budget worksheets.

Modify Position Worksheet Procedures

This chapter covers the following topics:

- Definition
- Overviewmodify position worksheetoverviewmodify position worksheetoverviewprocessmodify position worksheetoverviewreference
- Prerequisitesmodify position worksheetprerequisites
- Modify Position Worksheet Procedure
- Select Position Window Descriptionmodify position worksheetSelect Position windowdescriptionSelect Position windowdescription
- Position Worksheet Window Description, Account Distributions Tabmodify position worksheetPosition Worksheet window, Account Distributions tabdescriptionPosition Worksheet window, Account Distribution tabdescription
- Position Worksheet Window Description, Assignments Tab
- Position Worksheet Window Description, Position Costs Tabmodify position worksheetPosition Worksheet window, Position Costs tabdescriptionPosition Worksheet window, Position Costs tabdescription
- Position Worksheet Window Description, FTE by Service Package Tabmodify position worksheetPosition Worksheet window, FTE by Service Package tabdescriptionPosition Worksheet window, FTE by Service Package tabdescription
- Position Worksheet Window Description, Position Summary Tabmodify position worksheetPosition Worksheet window, Position Summary tabdescriptionPosition Worksheet window, Position Summary tabdescription
- Element Rates Window Descriptionmodify position worksheetElement Rates windowdescriptionElement Rates windowdescription

Definition

Organizations can view and modify position information for worksheets in Oracle

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 restrict selected position worksheet functions, see Implement Function Security, page 2-8.

To modify a line item worksheet, see Modify Line Item Worksheet Procedures, page 31-2.

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, page 32-4
- Create New Position for Worksheet, page 32-5
- Modify Position Account Distributions, page 32-6
- Modify Position Assignment Information, page 32-7
- Review Position Costs Information, page 32-7

- Modify FTE by Service Package Information, page 32-7
- Delete a Position From the Worksheet, page 32-8
- Review Position Summary Information, page 32-8
- Revise Projections, page 32-8
- Add Attachment to Worksheet, page 32-9

Note: To restrict selected position worksheet functions, system administrators should update their Oracle Public Sector Budgeting Responsibilities with excluded functions. Typically, users may have previously defined separate responsibilities for each cost center manager, for example, regular budget user. System administrators can update these responsibilities by excluding itemized functions for configurable position worksheet security. See Implement Function Security, page 2-8.

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 31-2.
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 Procedure, page 31-2s.
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, page 21-1.

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, page 32-17.
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 the Position Worksheet Window, FTE by Service Package Tab Description table, page 32-17, 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 31-2.

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 Description

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 |
| Organization Name | default, display only | | employee's organization name |
| New Position | default, display only | check box | if selected, indicates new position |

| Field Name | Type | Features | Description |
|--------------------|------|----------|---|
| 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 |

Note: The Organization window appears only if HRMS is installed and at least one HRMS organization is position control enabled.

Select Position Window Description, Organization Window

| 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 without saving |
| OK | button | | confirms action and closes window or accepts selected data |

Position Worksheet Window Description, Account Distributions Tab

Position Worksheet Window Description, Account Distributions Tab

| Field Name | Type | Features | Description |
|-------------------------------|-----------------------|-----------|---|
| 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>Note: Leave deselected to speed up performance when querying records in the Position Worksheet window.</p> |
| Earliest | default, display only | | earliest budget year in the selection |
| First | default | | <p>first budget year to appear in worksheet</p> <p>Note: 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 |

| Field Name | Type | Features | Description |
|---|-------------------|----------------|--|
| Account | default | | <p>account used for salary cost distribution of position</p> <p>Note: To view list of positions charged to account, place cursor in cell and use Tools - Positions.</p> |
| Service Package | default | list of values | service package associated with position |
| Element | default | list of values | element name |
| <Columns for Each Budget Calendar Year and Balance Type in Worksheet> | default | | <p>columns for budget calendar year and balance types specified in Data Selection window</p> <p>Note: A maximum of twelve columns can be retrieved at one time.</p> |
| Totals | default; optional | check box | <p>If checked, totals for each column in Budget Years region are displayed.</p> <p>Note: To view totals, click Recalculate.</p> <p>Note: Leave unchecked to speed up performance of application.</p> |
| Account Description | default | | description of each accounting flexfield |

| Field Name | Type | Features | Description |
|--|-------------------|----------------|---|
| Account | default | | <p>account used for salary cost distribution of position</p> <p>Note: To view list of positions charged to account, place cursor in cell and use Tools - Positions.</p> |
| 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 | <p>If selected, totals for each column in Budget Periods region are displayed.</p> <p>Note: Leave deselected to speed up performance of application.</p> |
| Account Description | default | | description of each accounting flexfield segment |
| Period Amounts | | button | <p>opens Budget Periods window</p> <p>Note: the Period Amounts button is available only for the following tabs: Account Distributions and FTE by Service Package</p> |

| Field Name | Type | Features | Description |
|-----------------|------|----------|---|
| 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 Description, Assignments Tab

The table below describes the Position Worksheet window, Assignments tab. For information on the header and footer regions, see the Position Worksheet Window Description, Account Distributions Tab table, page 32-11.

Note: All information in the Assignments tab is stored by the effective date, not by budget stages.

Position Worksheet Window Description, Assignments Tab, Header Region and Salary Tab

| Field Name | Type | Features | Description |
|-------------|---------|---------------------------------|----------------------------------|
| 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 |
| 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 |

| Field Name | Type | Features | Description |
|---------------------------|---------|---------------------------------|--|
| 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 |
| Apply Default Assignments | | button | to use the default rules defined for the positions, click to populate the Salary, Element, Employee, and Salary Account Distribution regions of the Positions window |

Position Worksheet Window Description, Assignments Tab, Element Tab

| Field Name | Type | Features | Description |
|-------------|-----------------------|---------------------------------|-----------------------------------|
| Name | default | list of values | position element name |
| Option Name | default | list of values | element option name |
| Value | default | | element option value |
| View Rates | | button | click to see Element Rates window |
| Value Type | default, display only | | element value type |
| From | default | list of values: pop-up calendar | element start date |
| To | default | list of values: pop-up calendar | element end date |

Position Worksheet Window Description, Assignments Tab, Distribution Tab

| Field Name | Type | Features | Description |
|------------|-----------------------|--|---|
| From | required | list of values: pop-up calendar | start date for salary account distribution Note: Start and end date for salary account distribution must be within the start and end date for the position. |
| To | optional | list of values: pop-up calendar | end date for salary account distribution Note: Start and end date for salary account distribution must be within the start and end date for the position. |
| Accounts | required | list of values: accounting flexfield pop-up window | account to which salary cost is charged |
| % | required | | distribution percentage |
| <Total> | default, display only | | total percentage of salary account distribution; total must equal 100% |

Position Worksheet Window Description, Assignments Tab, Employee Tab

| Field Name | Type | Features | Description |
|-------------------|-----------------------|----------|------------------------------|
| Position Employee | default, display only | | name of employee in position |

Position Worksheet Window Description, Position Costs Tab

The table below describes the Position Worksheet window, Position Costs tab. For information on the header and footer regions, see the Position Worksheet Window Description, Account Distributions Tab table, page 32-11.

Position Worksheet Window Description, Position Costs Tab

| Field Name | Type | Features | Description |
|--------------------------------|-----------------------|----------|--|
| Service Package | default, display only | | service package |
| Element | default, display only | | element name |
| <Columns for Each Budget Year> | default, display only | | budget year cost Note: The calculated budget cost is stored by stages. |
| Totals | default, display only | | total cost for budget year |

Position Worksheet Window Description, FTE by Service Package Tab

The table below describes the Position Worksheet window, FTE by Service Package tab. For information on the header and footer regions, see the Position Worksheet Window Description, Account Distributions Tab table, page 32-11.

Position Worksheet Window, FTE by Service Package Tab Description

| Field Name | Type | Features | Description |
|--------------------------------|---------|----------|---|
| 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 Description, Position Summary Tab

Position Worksheet Window Description, Position Summary Tab

| Field Name | Type | Features | Description |
|-----------------------|-----------------------|----------|--|
| Employee Number | default, display only | | employee number |
| Employee Name | default, display only | | employee name |
| <Position Attributes> | default, display only | | position attributes and attribute values Note: Display options and display sequence for position attributes are specified in the Position Attributes window. |
| Description | optional | | position description |
| Descriptive Flexfield | optional | | field for user customization |

Element Rates Window Description

Element Rates Window Description

| Field Name | Type | Features | Description |
|----------------|-----------------------|----------|---|
| Element Name | default, display only | | name of element |
| Option Name | default, display only | | name of option |
| Override Value | default, display only | | value assigned for salary or element |
| Document ID | default, display only | | worksheet or budget revision identifier |

| Field Name | Type | Features | Description |
|------------|-----------------------|----------|---|
| 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 covers the following topics:

- Definition
- Overviewlocal parameteroverviewlocal parameteroverviewrevise projectionslocal parameteroverviewprocesslocal parameteroverviewusing parameter sets for budget revision
- Prerequisitesprojection parameterprerequisites
- Local Parameters for Worksheets Procedurelocal parameter for worksheetprocedure
- Local Parameters for Budget Revisions Procedurelocal parameter for budget revisionsprocedure
- Parameter Window Descriptionlocal parameterParameter windowdescriptionParameter windowdescription

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 23-2.

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 the table below.

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 |
| 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 |

| Field or Button | Explanation |
|-----------------|---|
| Operator | = |
| Period | do not use Note: The parameter amount used is based on the budget period that corresponds to the period specified in the Budget Revisions window. |
| Balance Type | Original Budget or Current Budget |
| Account | blank |
| Currency | US Dollar |
| Operator | *, -, / |
| Amount | 0.1 for 10% reduction, 10 for \$10 reduction or 2 for 50% reduction |

To effect a position budget cut, users should define a parameter set with Position-type parameters, as shown in the table below.

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 |
| Type | Position |
| Processing Sequence | User-defined |

| Field or Button | Explanation |
|-----------------------|---|
| 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 3-1.
- Budget groups must be defined.
To define budget groups, see Budget Groups and Security Setup, page 11-2.

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 the Parameter Window Description table, page 33-7.
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 the Parameter Window Description table, page 33-7.
3. Save or save and continue as follows:
File - Save or Save and Proceed
4. Close the window.

Parameter Window Description

Parameter Window Description, Header Region and Account Type Local Parameter

| Field Name | Type | Features | Description |
|-----------------------|----------|----------------|--|
| Budget Group | required | list of values | budget group using the parameter; identifies the ledger |
| Name | required | | parameter name |
| Type | required | | parameter type: Account, Element, Position |
| Description | optional | | parameter description |
| Currency | optional | list of values | <p>currency type: monetary, statistical</p> <p>Note: Statistical currency is a value associated with an account; For example, numbers of workstations or numbers of enrolled students are statistical currencies.</p> |
| 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 | <p>If selected, parameter is increased automatically by the amount or percentage specified in the parameter formula.</p> <p>Note: Only available for position parameters.</p> |

| Field Name | Type | Features | Description |
|-----------------------|----------|----------------|---|
| Compound Annually | optional | check box | If selected, projection amount is compounded annually. |
| Descriptive Flexfield | optional | | field for user customization |
| Set Name | required | list of values | name of global or local account set making projections for Note: Select global account set from list of values or create new local account set. |
| Include/Exclude | required | | designates whether to include or exclude range of accounts in account set Note: must include at least one range of accounts in account set |
| From [Account Range] | required | | beginning account for range of account code combinations |
| To [Account Range] | required | | ending account for range of account code combinations |
| Descriptive Flexfield | optional | | field for user customization |
| Step | required | | sequence of formulas in parameter |

| Field Name | Type | Features | Description |
|--------------|----------|-------------------------------|--|
| Operator | required | list of values | <p>prefix operator for formula: / (divide), = (equal), - (minus), * (multiply), + (plus)</p> <p>Note: First prefix operator is often = to designate that the set name is equivalent to the formula.</p> |
| 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 | <p>account from which projection is derived</p> <p>Note: If no account is specified when calculating from a period balance, target accounts are assumed.</p> |
| 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 |

Parameter Window Description, Element Type Local Parameter

| Field Name | Type | Features | Description |
|------------|----------|----------|-----------------------------------|
| Step | required | | sequence of formulas in parameter |

| Field Name | Type | Features | Description |
|------------------------|-----------------------|---------------------------------|---|
| Element | required | list of values | element name |
| Option | optional | list of values | element option name Note: required if element options are defined for element |
| Grade Step | default, display only | | grade step for salary element |
| Value Type | required | list of values | element value type: Amount, Percent Increase |
| Value | required | | element value Note: If Value Type is set to Percent Increase, enter percentage as a whole number, for example, to specify a 15% increase, enter 15. |
| 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 |

Parameter Window Description, Position Type without Auto Increment

| Field Name | Type | Features | Description |
|------------|----------|----------------|--|
| Set Name | required | list of values | name of global or local position set making projections for Note: Select global position set from list of values or create new local position set. |

| Field Name | Type | Features | Description |
|-----------------------|--------------------------------------|----------------|---|
| Selection Type | required | drop-down list | <p>selection type: Match All, Match At Least One</p> <p>Note: Match All indicates that only positions that have all matching attributes are included in the position set; Match At Least One indicates that positions with any matching attributes are included in the position set.</p> |
| 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 |
| 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 | <p>element option name</p> <p>Note: not required if user wants to apply all options</p> |
| Grade Step | default, display only | | grade step for salary element |

| Field Name | Type | Features | Description |
|------------------------|--|---------------------------------|---|
| Value Type | required for element assignment type | list of values | element value type: Amount, Percent Increase |
| Element Value | required for element assignment type | | element value Note: If Value Type is set to Percent Increase, enter percentage as a whole number, for example, to specify a 15% increase, enter 15. |
| 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 |

Parameter Window Description, Position Type with Auto Increment

| Field Name | Type | Features | Description |
|------------|----------|----------------|--|
| Set Name | required | list of values | name of global or local position set making projections for Note: Select global position set from list of values or create new local position set. |

| Field Name | Type | Features | Description |
|-----------------------|-----------------------|----------------|---|
| Selection Type | required | drop-down list | <p>selection type: Match All, Match At Least One</p> <p>Note: Match All indicates that only positions that have all matching attributes are included in the position set; Match At Least One indicates that positions with any matching attributes are included in the position set.</p> |
| 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 |
| Every | required | | number of days |
| Days From | required | drop-down list | date option: Hire Date, Adjustment Date |
| Increment Salary By | required | | <p>increment amount</p> <p>Note: For parameters of type Step, salary can only be incremented by one.</p> |
| Type | required | list of values | increment type: Amount, Percent, Step |

Budget Revision Rules Procedures

This chapter covers the following topics:

- Definition
- OverviewBudget Revision RulesOverview
- PrerequisitesBudget Revision RulesPrerequisitesperiod allocation ruleprerequisites
- Budget Revision Rule Set ProcedureBudget Revision RulesBudget Revision Rule Set Procedure
- Budget Revision Rule Set Window DescriptionBudget Revision RulesBudget Revision Rule Set WindowdescriptionBudget Revision Rule Set Windowdescription
- Budget Revision Rule Window DescriptionBudget Revision RulesBudget Revision Rule WindowdescriptionBudget Revision Rule Windowdescription
- Segments Window DescriptionBudget Revision RulesSegments WindowdescriptionSegments Windowdescription
- Transaction Type Window DescriptionBudget Revision RulesTransaction Type WindowdescriptionTransaction Type Windowdescription

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, page 34-2

- Budget Revision Rule Sets, page 34-2
- Process, page 34-2
- Balanced Type Budget Revision Rules Validation Logic Diagram, page 34-3
- Balanced Type Budget Revision Rules Validation Logic Description, page 34-5

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

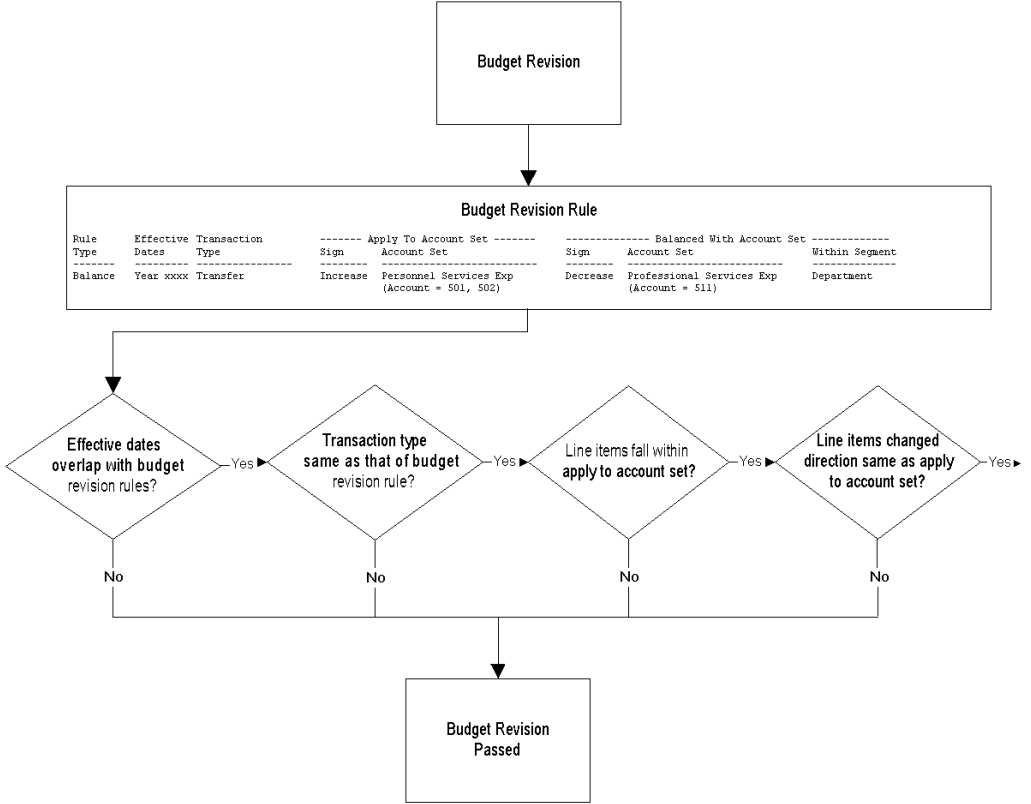
Users define all applicable budget revision rules for a budget group under one budget revision rule set. Users can only enable one budget revision rules set for a given budget group at any one time. A budget group is subject to not only the budget revision rules from its own enabled budget revision rules 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.

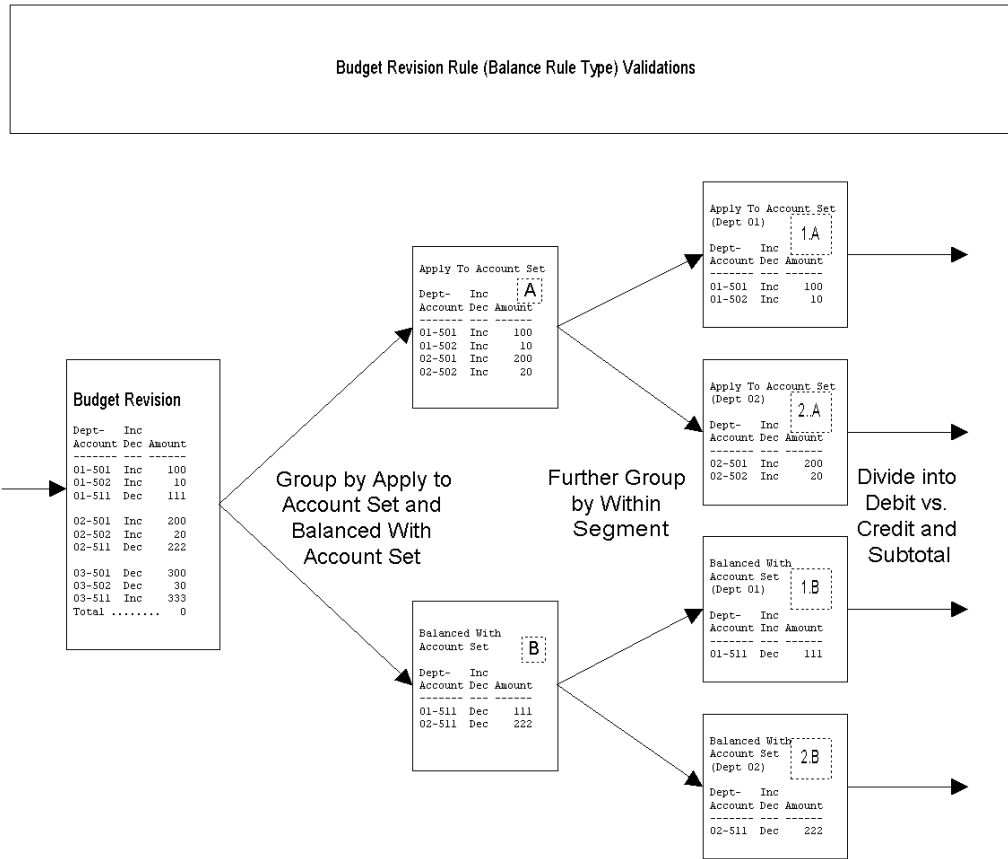
Balanced Type Budget Revision Rules Validation Logic Diagram

The balance type budget revision rules can be complex. The Enforcing Balanced Entry within a Fund or Organization table, page 34-7 shows the logic of the balance type budget revision rules. This diagram is described in the Balanced Type Budget Revision Rules Validation Logic Description, page 34-5.

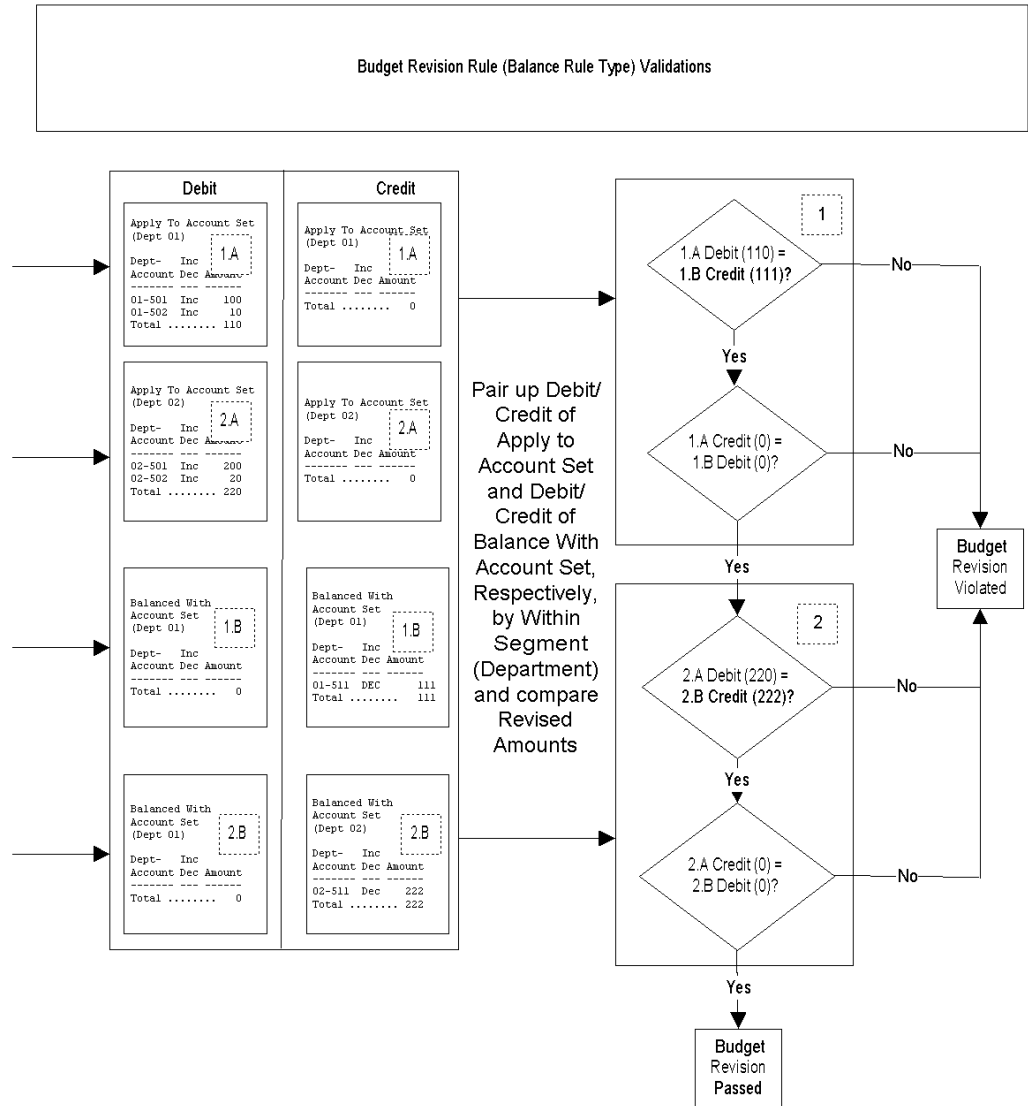
Balanced Type Budget Revision Rules Validation Logic Diagram



Balanced Type Budget Revision Rules Validation Logic Diagram, continued



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, page 34-6
- Example 2: Enforcing Balanced Entry within a Fund or Organization for All Funds and Organizations, page 34-8
- Example 3: Enforcing Revenue Projection Increase for Expenditure Projection Increase, page 34-9
- Example 4: Limiting Transfers between Object Codes to the Same Project or Organization, page 34-10
- Example 5: Enforcing Always Permanent or Always Temporary, page 34-11

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 the table below.

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.

Enforcing Balanced Entry within a Fund or Organization

| Field/Button | Value |
|---------------------------|--|
| Budget Revision Rule Name | Required Balanced Entry - General Fund (100) |
| Type | Balance |
| Both/Increase/Decrease | Checked, unchecked, unchecked |
| Account Set Name | General Fund |
| Include, Exclude | Include |
| From | 100.000.000.000 |
| To | 100.zzz.zzz.zzz |
| Both/Increase/Decrease | Checked, unchecked, unchecked |
| Account Set Name | General Fund |
| Include/Exclude | Include |
| From | 100.000.000.000 |
| To | 100.zzz.zzz.zzz |
| 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 the table below.

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.

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 |
| Both/Increase/Decrease | Checked, unchecked, unchecked |
| Account Set Name | All funds |
| Include/Exclude | Include |
| From | 000.000.000.000 |
| To | ZZZ.ZZZ.ZZZ.ZZZ |
| Both/Increase/Decrease | Checked, unchecked, unchecked |
| Account Set name | All Funds |
| Include/Exclude | Include |
| From | 000.000.000.000. |
| To | ZZZ.ZZZ.ZZZ.ZZZ |
| 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 the table below.

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.

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 |
| Both/Increase/Decrease | Unchecked, checked, unchecked |
| Account Set Name | Expenditure Accounts |
| Include/Exclude | Include |
| From | 000.000.000.700 |
| To | zzz.zzz.zzz.799 |
| Both/Increase/Decrease | Unchecked, checked, unchecked |
| Account Set name | Revenue Accounts |
| Include/Exclude | Include |
| From | 000.000.000.600 |
| To | zzz.zzz.zzz.699 |
| 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 the table below.

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.

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 |
| 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 |
| Both/Increase/Decrease | Unchecked, checked, checked |
| Account Set name | Professional Services Accounts |
| Include/Exclude | Include |
| From | 000.000.000.620 |
| To | zzz.zzz.zzz.629 |
| Within Segment | Project |

| Field/Button | Value |
|------------------|----------|
| 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 the table below.

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 the Enforcing Balanced Entry within a Fund or Organization table, page 34-7.

Note: Assume that the budget revision rule is included in a budget revision rules set associated with the budget group of a budget revision.

Enforcing Always Permanent or Always Temporary

| Field/Button | Value |
|----------------------------|--|
| Budget Revisions Rule Name | Require Permanent for Capital Expenditures Revisions |
| Type | Permanent |
| Both/Increase/Decrease | Checked, unchecked, unchecked |
| Account Set Name | Capital Expenditures |
| Include/Exclude | Include |
| From | 000.000.000.900 |
| To | zzz.zzz.zzz.999 |
| Both/Increase/Decrease | <blank> |
| Account Set name | <blank> |
| Include/Exclude | <blank> |
| From | <blank> |
| To | <blank> |
| 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 11-2.

Budget Revision Rule Set Procedure

This section includes the following parts:

- Budget Revision Rule Set Window, page 34-13
- Copy Window, page 34-14
- Budget Revision Rule Window, page 34-14
- Segments Window, page 34-14
- Transaction Type Window, page 34-15

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 the Budget Revision Rule Set Window Description, Header Region and Assignment Tab table, page 34-15.

- Name
- Enabled
- Description
- Budget Group
- Threshold

Note: To copy budget revision rules from an existing budget revision rule set, go to Copy Window, page 34-14.

3. In the Assignments tab, enter data in the fields as described in the Budget Revision

Rule Set Window Description, Header Region and Assignment Tab table, page 34-15.

4. To view the Budget Revision Rule window click **Rules** and create or modify as described in the Budget Revision Rule Window Description table, page 34-18.

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 the Budget Revision Rule Window Description table, page 34-18 .
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, page 34-14 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, page 34-15 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.

For information on the available transaction types, see 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 Description

Budget Revision Rule Set Window Description, Header Region and Assignment Tab

| Field Name | Type | Features | Description |
|------------|----------|----------|--------------------------------------|
| Name | required | | unique budget revision rule set name |

| Field Name | Type | Features | Description |
|-----------------------|----------|---------------------------------|--|
| Enabled | optional | | enables budget revision rule set Note: 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 |
| 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. |
| 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 |

Budget Revision Rule Set Window Description, Assignment Description Tab

| Field Name | Type | Features | Description |
|-----------------------|----------|----------------|--|
| 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 |
| Description | optional | | budget revision rule description |
| Descriptive Flexfield | optional | | field for user customization |
| Rules | | button | opens Budget Revision Rules window |

Budget Revision Rule Set Window Description, Copy Budget Revision Rule Set Pop-Up Window

| Field Name | Type | Features | Description |
|------------|----------|----------------|---|
| 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

The table below shows a sample budget revision rule set.

Example Budget Revision Rule Set

| Field | Value |
|------------------------|--|
| Name | FY02 BR Rule Set |
| Budget Group | City 1 |
| Threshold | 2 |
| Name | Professional service 2 within department |
| Type | Balance |
| Severity | 1 |
| From [Effective Dates] | 01-JUL-2001 |
| To [Effective Dates] | 01-JUN-2002 |
| Name | Professional service 2 within department |
| Type | Balance |
| Currency | USD |

Budget Revision Rule Window Description

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 |

| Field Name | Type | Features | Description |
|-----------------------|--|---|---|
| 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 | <p>global or local account set that the budget revision rule applies to</p> <p>Note: Select a global account set from the list of values or create a new local account set</p> |
| Include/Exclude | required; default for global account set | list of values | <p>specifies whether to include or exclude range of accounts in account set</p> <p>Note: must include at least one range of accounts in account set</p> |
| 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 |

| Field Name | Type | Features | Description |
|----------------------|--|--|---|
| 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 Note: must include at least one range of accounts in account set |
| From [Account Range] | required; default for global account set | list of values; accounting flexfield pop-up window | beginning account for range of account code combinations |
| To [Account Range] | required; default for global account set | list of values; accounting flexfield pop-up window | ending account for range of account code combinations |
| Within Segment | | button | opens Segments window |
| Transaction Type | | button | opens Transaction Type window |

Segments Window Description

Segments Window Description

| Field Name | Type | Features | Description |
|--------------|----------|----------------|---|
| 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 Description

Transaction Type Window Description

| Field Name | Type | Features | Description |
|------------------|----------|-----------|---|
| 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 |

Budget Revisions Procedures

This chapter covers the following topics:

- Definition
- Overviewbudget revisionoverviewbudget revisionoverviewprocessbudget revisionoverviewbudget revision limitation controlbudget revisionoverviewfunds checking and reservationbudget revisionoverviewmass entriesbudget revisionoverviewrevise projectionsbudget revisionoverviewbudget revision initiated by othersbudget revisionoverviewdual General Ledger budget postingbudget revisionoverviewprofile optionsbudget revisionoverviewnavigationbudget revisionoverviewreportsbudget revisionoverviewreference
- Prerequisitesbudget revisionprerequisites
- Account and Position Sets Procedure
- Budget Revisions Procedurebudget revisionsprocedure
- Select Budget Revisions Window Descriptionbudget revisionsSelect Budget Revisions windowdescriptionSelect Budget Revisions windowdescriptionApproval Override windowdescription budget revisionsApproval Override windowdescription
- Budget Revisions Window Description, Line Item Entries Tabbudget revisionsBudget Revisions window, Line Items Entries tabdescriptionBudget Revisions window, Line Items Entries tabdescriptionbudget revisionsLine Items Revise Projections windowdescriptionbudget revisionsPositions Revise Projections windowdescriptionLine Items Revise Projections windowdescriptionPositions Revise Projections windowdescription
- Budget Revisions Window Description, Position Entries Tabbudget revisionsBudget Revisions window, Position Entries tabdescriptionBudget Revisions window, Position Entries tabdescriptionbudget revisions Revision Effective Date windowdescriptionRevision Effective Dates windowdescription
- Positions Window Descriptionbudget revisionsPositions

windowdescriptionPositions windowdescription

- Budget Revisions Window Description, Mass Entries Tabbudget revisionsBudget Revisions window, Mass Entries tabdescriptionBudget Revisions window, Mass Entries tabdescription
- Budget Revisions Window Description, Summary Entries Tabbudget revisionsBudget Revisions window, Summary Entries tabdescriptionBudget Revisions window, Summary Entries tabdescription
- View Constraint Violations Window Descriptionbudget revisionsView Constraint Violations windowdescriptionView Constraint Violations windowdescription

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, page 35-3
- Budget Revision Process for an On-Behalf Request, No Modifications from Original Budget Owner, page 35-4
- Budget Revision Process for an On-Behalf Request with Modifications from Original Budget Owner, page 35-5

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.

Note: The **Expedite** button should not be used to skip the approval process. The final approver must approve the budget revision before the budget revision can be successfully posted to General Ledger and Human Resources.

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 7-1.

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 2-2.

Transaction Types

Transaction types indicate the nature and purpose of a budget revision, and also classify a revision for ease of searching.

The following transaction types are available for budget revisions:

- Adjustment
The Adjustment type covers routine and minor budget changes.
- Revision
The Revision type covers non-routine and major budget changes.
- Transfer
The Transfer type is used for moving funds from one source to another without changing the overall budget amount.

To further classify budget revisions or use different terminologies in classifications, users can extend the transaction type lookups beyond those provided through Oracle Applications Developer. The extended transaction types can also be used in budget revision rules.

A budget revision rule can be constructed so that it applies to specific revisions by using the transaction type. For example, if a rule is limited to the Transfer transaction type, only budget revisions classified as Transfer transactions are subjected to that rule.

Note: These transaction types are used only within Oracle Public Sector Budgeting. There is no processing impact when interfacing with Oracle General Ledger.

For information on selecting transaction types for a budget revision rule, see Transaction Type Window Description, page 34-21.

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 52-2.

Reference

For information on global account sets, see Global Account and Position Sets Setup, page 8-1.

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 23-2.

For information on GL budget sets, see General Ledger Budget Sets Setup, page 7-1.

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.

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, page 50-1.

To run the Upload Worksheet to Position Control concurrent process, see Upload Worksheet to Position Control Procedures, page 47-1.

- 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 8-1.

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. The Select Budget Revisions Window Description table, page 35-14 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, page 21-1.

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 the Budget Revisions Window Description table, page 35-19.

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 Description

Select Budget Revisions Window Description

| Field Name | Type | Features | Description |
|------------------|-----------------------|----------|---|
| 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 |

| Field Name | Type | Features | Description |
|------------------------|-----------------------|-----------|--|
| 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 |
| 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 |

| Field Name | Type | Features | Description |
|-------------------|-----------------------|----------|---|
| HR Posting Status | default, display only | | HR posting status for the revision |
| HR Posting Date | default, display only | | HR posting date for the revision |
| Constraints | | button | opens View Constraint Violations window Note: not available to MRC Budget Super User |
| Unfreeze | | button | unfreezes budget revision Note: not available to MRC Budget Super User |
| Freeze | | button | freezes budget revision Note: available only to users with superuser responsibility designation |

| Field Name | Type | Features | Description |
|------------|------|----------|---|
| Distribute | | button | <p>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.</p> <p>Note: Distribution can be for information only or to request a lower-level budget group to make modifications to the original budget revision request.</p> <p>Note: Users must click the Distribute button in the Budget Revisions window to distribute budget revision requests. Users must not distribute a budget revision using the Worksheet - Distribute path.</p> <p>Note: not available to MRC Budget Super User</p> |
| Submit | | button | <p>opens Approval Override window allowing approval hierarchy override option before the submission is completed</p> <p>Note: The ability to submit budget revisions can be disabled through the function security feature in the responsibility setup.</p> <p>Note: Submitting the budget revision request freezes it.</p> <p>Note: not available to MRC Budget Super User</p> |

| Field Name | Type | Features | Description |
|----------------|------|----------|--|
| Edit Request | | button | opens Budget Revisions window for modifications |
| Create Request | | button | opens new Budget Revisions window Note: not available to MRC Budget Super User |

Approval Override Pop-Up Window Description

| Field Name | Type | Features | Description |
|----------------------|--|----------------|--|
| 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 Description, Line Item Entries Tab

Note: Fields in the Line Items Entries Tab are view-only for the MRC Budget Super User responsibility.

Budget Revisions Window Description, Line Item Entries Tab

| Field Name | Type | Features | Description |
|-----------------|-------------------|----------------|---|
| Budget Group | required | list of values | budget group that contains revision |
| Source Type | required | | <p>type of budget source to which revision applies; values: Budget, Commitment</p> <p>Note: Budget applies budget revision to budgets in General Ledger; Commitment applies budget revision to budgets in Oracle Contract Commitment. The commitment option is not available unless Oracle Contract Commitment is installed.</p> |
| Revision Number | display only | | Oracle Public Sector Budgeting-assigned number created when revision request is saved |
| GL Budget Set | default, required | list of values | <p>budget set that identifies budgets to which budget revision applies.</p> <p>Note: If a profile option is set up, a GL budget set value appears by default but can be changed only by users with a superuser responsibility designation. Users without a superuser responsibility designation cannot update this field; the GL Budget Set must be defaulted from the profile option.</p> |

| Field Name | Type | Features | Description |
|------------------|--------------|----------|---|
| Transaction Type | required | | type of budget revision requested: Adjustment, Transfer, Revision |
| Balance Type | required | | <p>YTD, PTD, PJTD, QTD</p> <p>YTD indicates year to date, PTD indicates period to date, PJTD indicates project to date, and QTD indicates quarter to date.</p> <p>Note: This determines which state of the current budget balance is used to compute revision amounts if % is used.</p> |
| HR Budget | default | | <p>HRMS budget to which budget revision applies</p> <p>Note: 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.</p> |
| Requestor | display only | | identification of user creating revision |
| Currency | optional | | currency used for budget revision |

| Field Name | Type | Features | Description |
|--------------------|------------------------|-----------|---|
| 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 | <p>If selected, positions-related information is initiated from Position Entries tab, and Line Item Entries tab cannot be used to modify position information.</p> <p>Note: Select to control position accounts by deriving the revised amount from the calculation of salary, benefits, etc.</p> <p>Note: If selected, only position-related parameters can be used in Mass Entries tab.</p> <p>Note: If deselected, Positions Entries tab is disabled, and all changes appear in Line Item Entries tab, whether the changes affect position or non-position entries.</p> |
| Permanent | required | check box | <p>if selected, revision is reflected in future budgets; if not selected, the revision is not reflected in future budgets</p> <p>Note: Dual budgets must be maintained in General Ledger.</p> |

| Field Name | Type | Features | Description |
|-----------------------|----------|----------------|--|
| Descriptive Flexfield | optional | | field for user customization |
| Account | required | | account code combination |
| Period | required | list of values | General Ledger accounting periods |
| Original Budget | default | | <p>budget amount posted to General Ledger using Create GL Budget Journals concurrent process</p> <p>Note: 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.</p> |
| Current Budget | default | | <p>most up-to-date budget amount with accumulated approved budget revision</p> <p>Note: Carried-forward amounts from encumbrances or funds available are included.</p> |
| Increase/Decrease | required | list of values | <p>indicates whether change is increase or decrease; values: Increase, Decrease</p> <p>Note: No distinction is made between revenue-type and expense-type accounts.</p> |

| Field Name | Type | Features | Description |
|--------------------|----------------------------------|----------|--|
| % | required if Amount not indicated | | <p>percent of increase or decrease</p> <p>Note: If percentage entered, then amount field is automatically filled. Amount equals percent times Current Budget amount.</p> <p>Note: If a percentage is entered after Amount is entered, the Amount will be replaced with a new Amount based on the percentage entered.</p> |
| Amount | required if % not indicated | | <p>amount of change for period</p> <p>Note: Users should enter either an Amount or a percentage.</p> <p>Note: A user-entered Amount replaces an Amount automatically created when a percentage is entered.</p> |
| 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 <i>General Ledger Technical Reference Manual</i> , FUNDS_CHECK_RESULT_CODE table. |

| Field Name | Type | Features | Description |
|---------------------|--------------|----------------|---|
| Funds Check Result | display only | list of values | See the <i>General Ledger Technical Reference Manual</i> , FUNDS_CHECK_RESULT_CODE table. |
| Account Description | display only | | describes Account highlighted |
| Total Debit | display only | | debit for this account |
| Total Credit | display only | | credit for this account |
| Revise Projections | | button | <p>opens Line Items or Position Revise Projections window</p> <p>Note: Use to preform mass revisions on line-item revisions already entered.</p> <p>Note: not available to MRC Budget Super User responsibility</p> |
| Funds Check | | button | <p>refreshes General Ledger Balance As Of, Current Budget, and Funds Check Status</p> <p>Note: Funds Check also occurs when the Submit button is clicked.</p> <p>Note: not available to MRC Budget Super User responsibility</p> |

Revise Projections Window Description

| Field Name | Type | Features | Description |
|----------------|----------|----------------|--|
| 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 Description, Position Entries Tab

The table below describes the Budget Revisions window, Position Entries tab. For information on the header region, see the Budget Revisions Window Description, Line Item Entries Tab table, page 35-19.

Note: Fields in the Position Entries tab are view-only for the MRC Budget Super User.

Budget Revisions Window Description, Position Entries Tab

| Field Name | Type | Features | Description |
|-----------------|------------------------|-----------------|--|
| 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 |

| Field Name | Type | Features | Description |
|-------------------|--|----------------|--|
| Original FTE | default | | original FTE of position budget uploaded to Position Control Interface Table |
| Current FTE | default | | original FTE with accumulated approved budget revisions Note: only available after Mass Entries is used |
| Increase/Decrease | required if change FTE | list of values | Increase, Decrease; indicates whether revision is increase or decrease FTE |
| % | 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 |
| Create Positions | | button | opens Positions window or If HRMS is installed and position control enabled, opens Organization window. Note: not available to MRC Budget Super User responsibility |

| Field Name | Type | Features | Description |
|---------------------------------|------|----------|--|
| Position Details | | button | <p>opens Positions Details window for revisions beyond changing FTE</p> <p>Note: If detailed position revisions are made, increase/decrease, %, and FTE above are computed and must not be entered.</p> |
| Recalculate | | button | <p>computes line-item effect from position entries</p> <p>Note: Result is displayed in the Line Item Entries tab.</p> <p>Note: not available to MRC Budget Super User responsibility</p> |
| Revise Projections | | button | <p>opens Revise Projections window</p> <p>Note: Use to perform mass revisions on position revisions already entered.</p> <p>Note: not available to MRC Budget Super User responsibility</p> |
| Revision Effective Dates Window | | | |
| Organization Window | | | <p>Note: The Organization window appears only if HRMS is installed and at least one HRMS organization is position control enabled.</p> |

Budget Revisions Window Description, Revision Effective Dates Window

| Field Name | Type | Features | Description |
|--------------------------------|----------|----------|--|
| 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 |

Note: The Organization window appears only if HRMS is installed and at least one HRMS organization is position control enabled.

Budget Revisions Window Description, Organization Window

| 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 |

Positions Window Description

Positions Window Description, Header Region and Salary Tab

| 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 |
| Name | default | | attribute name applicable to position |
| Value | default | | position attribute value |
| From | default | | effective start date for position attribute value Note: Start and end date for position attribute must be within the start and end date for the position. |
| To | default | | effective end date for position attribute value Note: Start and end date for position attribute must be within the start and end date for the position. |
| Salary Name | required | list of values | salary element name for position |
| Option | required | list of values | salary option name Note: option not required for positions that do not follow grade rate or grade step |

| Field Name | Type | Features | Description |
|------------|----------|---------------------------------|---|
| Step | default | list of values | <p>step for grade scale salary</p> <p>Note: field available for grade step only</p> |
| Basis | required | list of values | <p>salary basis: Annual, Hourly, Monthly, Period</p> |
| Value | required | | <p>salary option value</p> <p>Note: The value can be edited if the salary element is defined to allow overwriting.</p> <p>Note: If the salary amount is equal to the corresponding amount for the salary grade scale or grade step, the value field is not extracted. The position salary cost is derived from the salary grade scale or grade step according to the corresponding value in the salary administration table.</p> <p>Note: If there is no value, users can check the values for the corresponding salary grade scale or grade step by double clicking the field or clicking the View Rates button.</p> |
| View Rates | optional | | <p>click to view rates</p> |
| From | required | list of values: pop-up calendar | <p>start date for value or step</p> <p>Note: Start and end date for salary element must be within the start and end date for the position.</p> |

| Field Name | Type | Features | Description |
|------------|----------|---------------------------------|--|
| To | optional | list of values: pop-up calendar | end date for value or step Note: Start and end date for salary element must be within the start and end date for the position. |

Positions Window Description, Element Tab

| Field Name | Type | Features | Description |
|-------------|-----------------------|---------------------------------|--|
| Name | required | list of values | benefits or tax element name for position |
| Option Name | optional | list of values | element option name |
| Value | optional | | element option value Note: If there is no value, users can check the values for the corresponding element by double-clicking the values field or by clicking the View Rates button. |
| View Rates | optional | | click to view rates |
| Value Type | default, display only | | element value type: Amount, Percent of Salary, Formula |
| From | required | list of values: pop-up calendar | start date for element Note: Start and end date for element must be within the start and end date for position. |

| Field Name | Type | Features | Description |
|------------|----------|---------------------------------|---|
| To | optional | list of values: pop-up calendar | end date for element Note: Start and end date for element must be within the start and end date for the position. |

Positions Window Description, Distribution Tab

| Field Name | Type | Features | Description |
|------------|-----------------------|--|---|
| From | required | list of values: pop-up calendar | start date for salary account distribution Note: Start and end date for salary account distribution must be within the start and end date for the position. |
| To | optional | list of values: pop-up calendar | end date for salary account distribution Note: Start and end date for salary account distribution must be within the start and end date for the position. |
| Accounts | required | list of values: accounting flexfield pop-up window | account to which salary cost is charged |
| % | required | | distribution percentage |
| Total | default, display only | | total percentage of salary account distribution; total must equal 100% |

Positions Window Description, Employee Tab

| Field Name | Type | Features | Description |
|---------------|---------|----------|------------------------------|
| Employee Name | default | | employee name can be updated |

Budget Revisions Window Description, Mass Entries Tab

The table below describes the Budget Revisions window, Mass Entries tab. For information on the header region, see Budget Revisions Window Description, Line Item Entries Tab table, page 35-19.

Budget Revisions Window Description, Mass Entries Tab

| Field Name | Type | Features | Description |
|----------------------|----------------------------|----------------|---|
| From GL Period | required for account sets | list of values | beginning General Ledger accounting period Note: entered only if parameter set contains account-type parameters |
| To GL Period | required for account sets | list of values | ending General Ledger accounting period Note: entered only if parameter set contains account-type parameters |
| Effective Start Date | required for position sets | list of values | beginning effective date Note: entered only if parameter set contains element- or position-type parameters |
| Effective End Date | required for position sets | list of values | ending effective date Note: entered only if parameter set contains element- or position-type parameters |

| Field Name | Type | Features | Description |
|-----------------------|-------------------|----------------|---|
| Parameter Set | optional | list of values | <p>select parameter set to apply</p> <p>To define parameter sets for Mass Entries, double-click Parameter Set field to invoke Parameter Set window.</p> <p>or</p> <p>Navigate using the Tools menu as follows:</p> <p>Tools - Parameter Set</p> |
| Constraint Set | default, optional | list of values | <p>select constraint set to apply</p> <p>Note: This validation is not restricted to Budget Revisions entered through the Mass Entries tab.</p> <p>To define constraint sets for Mass Entries, double-click Constraint Set field to invoke Constraint Set window.</p> <p>or</p> <p>Navigate using the Tools menu as follows:</p> <p>Tools - Constraint Set</p> |
| Generate Mass Entries | | button | <p>generates line-item and position entries from parameter set</p> <p>Note: not available to MRC Budget Super User responsibility</p> |

Budget Revisions Window Description, Summary Entries Tab

The table below describes the Budget Revisions window, Summary Entries tab. For

information on the header region, see the Budget Revisions Window Description, Line Item Entries Tab table, page 35-19.

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 the Budget Revisions Window Description, Line Item Entries Tab table, page 35-19; aggregated by the budget and its period range |
| Current Budget | default, display only | | original budget with all accumulated changes; see the Budget Revisions Window Description, Line Item Entries Tab table, page 35-19; aggregated by the budget and its period range |

| Field Name | Type | Features | Description |
|----------------|-----------------------|----------|--|
| Revised Budget | default, display only | | budget after revision request; see the Budget Revisions Window Description, Line Item Entries Tab table, page 35-19; 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 Description

View Constraint Violations Window Description

| Field Name | Type | Features | Description |
|----------------------------------|-----------------------|----------------|--|
| Revision Number | default, display only | | system-assigned number |
| Concurrent Request ID | default | list of values | concurrent request ID number; displays latest by default |
| Description | default, display only | | description of violation |
| Details | default, display only | | details of violation |
| Submit Validation Results Report | | button | submits constraint violations to the Validation Results Report |

Worksheet Operations Procedures

This chapter covers the following topics:

- Definition
- Overviewworksheet operationsoverviewworksheet
operationsoverviewfeaturesworksheet operationsoverviewprocessworksheet
operationsoverviewreportsworksheet operationsoverviewreference
- Prerequisitesworksheet operationsprerequisites
- Worksheet Operations Procedureworksheet operationsprocedure
- Worksheet Operations Window DescriptionWorksheet OperationsWorksheet
Operations windowdescriptionWorksheet Operations windowdescription
- Select Service Packages Window DescriptionWorksheet OperationsSelect Service
Packages windowdescriptionSelect Service Packages windowdescription

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.

Note: Only service packages currently being used in the worksheet are available for selection.

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, page 51-2, Using Oracle Workflow in Oracle Public Sector Budgeting Procedures, page 51-1.

Reports

To generate the Worksheet Submission Status Report, see Reports Procedures, page 52-2.

Reference

To view constraint violations, see Modify Line Item Worksheet Procedures, page 31-2.

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 the Worksheet Operations Window Description table, page 36-4.
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 available service packages are selected.
4. Click **Start Process** to initiate the selected process.
5. Close the window.

Worksheet Operations Window Description

Worksheet Operations Window Description

| Field Name | Type | Features | Description |
|-----------------------|-----------------------|----------------|--|
| 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. |

| Field Name | Type | Features | Description |
|-------------------------|-------------------|--------------|--|
| Process Type | default, required | radio button | <p>worksheet operation types: Validate Worksheet Constraints, Freeze Worksheet, Unfreeze Worksheet, Move Worksheet Stage, Copy Worksheet, Merge Worksheet, Submit Worksheet</p> <p>Note: Access to all worksheet operations is restricted by responsibility. Submit Worksheet option is not available for global worksheets. The copy worksheet option cannot be used for local worksheets.</p> <p>Note: If Validate Worksheet Constraints is selected, select a constraint set from the list of values.</p> <p>Note: If Move Worksheet Stage or Submit Worksheet is selected, select the service packages to include in the worksheet in the Select Service Packages window.</p> <p>Note: If Submit Worksheet is selected and the worksheet is subject to review group approval, enter comments for the review group.</p> <p>Note: The ability to override a review group is restricted by responsibility.</p> |
| Select Service Packages | | button | opens Select Service Packages window |

| Field Name | Type | Features | Description |
|---------------|------|----------|----------------------------|
| Start Process | | button | initiates selected process |

Select Service Packages Window Description

Select Service Packages Window Description

| Field Name | Type | Features | Description |
|------------|-----------------------|-----------|--|
| Short name | default, display only | | short name for service package |
| Name | default, display only | | service package name |
| Priority | default, display only | | priority number for service package |
| Select | optional | check box | if selected, service package included in worksheet |

Validate Budget Group Hierarchy Procedures

This chapter covers the following topics:

- Definition
- OverviewValidate Budget Group HierarchyoverviewValidate Budget Group HierarchyoverviewprocessValidate Budget Group Hierarchyoverviewreference
- PrerequisitesValidate Budget Group Hierarchyprerequisites
- Validate Budget Group Hierarchy ProcedureValidate Budget Group Hierarchyprocedure

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 ledger 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 11-2.

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 covers the following topics:

- Definition
- Overview [Account Overlap ValidationoverviewAccount Overlap ValidationoverviewprocessAccount Overlap Validationoverviewreference](#)
- Prerequisites [Account Overlap Validationprerequisites](#)
- Account Overlap Validation Procedure [Account Overlap Validationprocedure](#)

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 covers the following topics:

- Definition
- OverviewMaintain Budget Account CodesoverviewMaintain Budget Account CodesoverviewprocessMaintain Budget Account Codesoverviewreference
- Maintain Budget Account Codes ProcedureMaintain Budget Account Codesprocedure

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 Ledger field, select a ledger 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.
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 perform maintenance of all existing account code combinations, select Yes in the Maintain Existing Accounts field.
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.

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 covers the following topics:

- Definition
- Overviewpost budgets to General LedgeroverviewCreate GL Budget Journalsoverviewpost budgets to General Ledgeroverviewprocesspost budgets to General LedgeroverviewreferenceCreate GL Budget Journalsoverviewprocesspost budgets to General Ledgeroverviewarchive original budgetCreate GL Budget Journalsarchive original budgetCreate GL Budget JournalsoverviewreferenceCreate GL Budget Journalsoverviewreports:Budget Journal Edit Reportpost budgets to General Ledgeroverviewreports:Budget Journal Edit Report
- Prerequisitespost budgets to General LedgerprerequisitesCreate GL Budget Journalsprerequisites
- Create GL Budget Journals Procedurepost budgets to General LedgerCreate GL Budget JournalsprocedureCreate GL Budget Journalsprocedure
- Transfer Budget Journals to GL ProcedureTransfer Budget Journals to GLprocedurepost budgets to General LedgerTransfer Budget Journals to GLprocedure

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.

Note: Only accounts that allow budgeting can be posted back to General Ledger. Ensure all budgeted accounts have Allow Budgeting enabled in General Ledger.

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 years to which the journals will be posted need to be defined in General Ledger and should have open status.

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 52-2.

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 budget year must be open in order to post budget amounts to any periods within the year.

For information on opening a budget year, see Opening a Budget Year, *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 Implementation 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 6-1.

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. If the Trial run is successful, users can run the Transfer Budget Journals to GL process to transfer the budget journals already created to General Ledger.

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 covers the following topics:

- Definition
- OverviewDelete Budget Group HierarchyoverviewDelete Budget Group Hierarchyoverviewreference
- Delete Budget Group Hierarchy Procedurebudget groupDelete Budget Group Hierarchy procedureDelete Budget Group Hierarchyprocedure

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 11-2.

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.

Purge Worksheet Procedures

This chapter covers the following topics:

- Definition
- OverviewPurge WorksheetsoverviewPurge Worksheetsoverviewreference
- Purge Worksheet Procedurecreate worksheetPurge Worksheets procedurePurge Worksheetsprocedure

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.

Note: Deleting a worksheet also deletes any attachments to that worksheet from the document catalogue.

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"

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.

Maintain Budget Positions Procedures

This chapter covers the following topics:

- Definition
- Overview Maintain Budget PositionsoverviewMaintain Budget PositionsreferenceMaintain Budget Positionsoverviewprocess
- Maintain Budget Positions Procedure

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.

Upgrade: Group Default Rules Into Set Procedure

This chapter covers the following topics:

- Definition
- Overview
- Upgrade: Group Default Rules Into Set Procedure

Definition

The Upgrade: Group Default Rules into Set concurrent process is an upgrade tool used to group previously defined default rules into a default rule set. This concurrent process is only applicable if you have previously defined default rules.

Overview

If you have previously defined default rules in a current Extract Data from Human Resources process or in a previous Extract Data from Human Resources process from which default rules are copied, you must first group your existing default rules into sets before using the Apply Defaults procedure found in the Default Rule Set window. If it is appropriate to group all the existing default rules into a single set, you can use the Upgrade: Group Default Rules into Set concurrent process to automate this procedure.

The Upgrade: Group Default Rules into Set concurrent program automatically upgrades previously defined default rules to non-overwrite default rules.

Reference

For information on submitting and viewing concurrent requests, see Overview of Concurrent Processing, *Oracle Applications System Administrator's Guide*.

For information on position default rules, see Position Default Rules Setup, Overview,

Upgrade: Group Default Rules Into Set 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**.
The Submit Request window appears.
4. In the Name field, enter Upgrade: Group Default Rules Into Set.
5. Click **OK**.
The Parameters window appears.
6. In the Data Extract field, select a data extract from the list of values.
7. In the Rule Set Name field, enter the name of the rule set in which to group your existing rules.
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 Data Extract Procedures

This chapter covers the following topics:

- Definition
- OverviewPurge Data ExtractoverviewPurge Data Extractoverviewreference
- Purge Data Extract ProcedurePurge Data Extractprocedureextract data from Human ResourcesPurge Data Extract proceduredata extractPurge Data Extract procedure

Definition

The Purge Data Extract concurrent process is used to delete a data extract from Oracle Public Sector Budgeting.

Overview

The Purge Data Extract concurrent process allows users to delete a data extract.

The following information related to the data extract is also deleted:

- position attribute values
- position sets
- elements
- position default rules
- positions

References

For information on submitting and viewing concurrent requests, see Overview of

Concurrent Processing, *Oracle Applications System Administrator's Guide*.

For information on defining and running a data extract, see Extract Data From HRMS Setup, page 14-1.

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 covers the following topics:

- Definition
- OverviewPurge Budget RevisionsoverviewPurge Budget Revisionsoverviewreference
- Purge Budget Revisions Procedurebudget revisionsPurge Budget Revisions procedurePurge Budget Revisionsprocedure

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.

Note: Deleting a budget revision also deletes any attachments to that budget revision from the document catalogue.

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 35-2.

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.

Tip: To purge a single budget revision, enter the same revision number in the To Revision Number field as you entered in the From Revision Number field.

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 covers the following topics:

- Definition
- OverviewUpload Worksheet to Position ControloverviewUpload Worksheet to Position Controloverviewreference
- Upload Worksheet to Position Control ProcedureUpload Worksheet to Position Controlprocedure

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 14-1.

For information on budget revisions, see Budget Revisions Procedures, page 35-2.

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 covers the following topics:

- Definition
- OverviewConvert Organization AttributeoverviewConvert Organization Attributeoverviewreference
- Convert Organization Attribute ProcedureConvert Organization Attributeprocedure

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 covers the following topics:

- Definition
- OverviewValidate GL Budget SetsoverviewValidate GL Budget Setsoverviewreference
- Validate GL Budget Sets ProcedureValidate GL Budget Setsprocedure

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 7-1.

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 covers the following topics:

- Definition
- OverviewValidate GL Budget SetsoverviewValidate GL Budget Setsoverviewreference
- Prerequisites
- Create Adopted Budget ProcedureValidate GL Budget Setsprocedure

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, page 7-1.

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.

Using Oracle Workflow in Oracle Public Sector Budgeting Procedures

This chapter covers the following topics:

- Definition
- OverviewWorkflow, usingoverviewWorkflow, usingoverviewreferenceNotifications Summary windowreferenceNotifications windowreferenceProcesses Monitoring windowreferenceWork Item windowreference
- PrerequisitesWorkflow, usingprerequisites
- Viewing Notifications ProcedureWorkflow, usingviewing notificationsprocedurenotificationsprocedure
- Monitoring Processes ProcedureWorkflow, usingmonitoring processesproceduremonitoring processesprocedure
- Processes Monitoring Window DescriptionWorkflow, usingProcesses Monitoring windowdescriptionProcesses Monitoring windowdescription

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 Monitoring Workflow Processes, *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-2.

Prerequisites

- Setup of Workflow is required.

To set up Workflow, see Oracle Public Sector Budgeting Setup Overview, page 2-2.

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 Description

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 |
| Process Name | default, display only | | process name |
| Date | default, display only | | process date |
| Show Process | | button | opens View Diagram window |

Reports Procedures

This chapter covers the following topics:

- Definition
- Overviewreportsoverview
- Account Set Listing Report ProcedureAccount Set ListingprocedurereportsAccount Set Listing
- Allocation Rules Listing Report ProcedureAllocation Rules ListingprocedurereportsAllocation Rules Listing
- Budget Calendar Listing Report ProcedureBudget Calendar ListingprocedurereportsBudget Calendar Listing
- Budget Calendar Listing Report Description
- Budget Group Account Ranges Listing Report ProcedureBudget Group Account Ranges ListingprocedurereportsBudget Group Account Ranges Listing
- Budget Group Account Ranges Listing Report Description
- Budget Group Hierarchy Listing Report ProcedureBudget Group Hierarchy ListingprocedurereportsBudget Group Hierarchy Listing
- Budget Group Hierarchy Listing Report Description
- Budget Journal Edit Report ProcedureBudget Journal Edit ReportprocedurereportsBudget Journal Edit Report
- Budget Journal Edit Report Description
- Budget Revision Summary Report ProcedureBudget Revision Summary ReportprocedurereportsBudget Revision Summary Report
- Budget Revision Summary Report Description
- Budget Revisions Transaction Report ProcedureBudget Revisions Transaction ListingprocedurereportsBudget Revisions Transaction Listing
- Budget Revisions Transaction Report Description

- Constraints Listing Report ProcedureConstraints ListingprocedurereportsConstraints Listing
- Detailed FTE and Headcount by Position Report ProcedureDetailed FTE and Headcount by Positionprocedure
- Detailed FTE and Headcount by Position Report Description
- Distribution Rule Listing Report ProcedureDistribution Rule ListingprocedurereportsDistribution Rule Listing
- Flexfield Mapping Details Report ProcedureFlexfield Mapping Details ReportprocedurereportsFlexfield Mapping Details Report
- Flexfield Mapping Details Report Description

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 Ledger Name field, select a ledger from the list of values, or leave the field blank to select all ledgers.
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 Ledger field, select a ledger from the list of values, or leave the field blank to select all ledgers.
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 Description

Budget Calendar Listing Report Description

| Region | Description |
|-------------------------|---|
| [Header and parameters] | header information and parameters used to create report |

| Region | Description |
|-------------------|--|
| 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 Ledger field, select a ledger 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 Description

Budget Group Account Ranges Listing Report Description

| Region | Description |
|----------------------------|---|
| [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 |

| Region | Description |
|-----------------------------|--------------------------|
| [Accounting Flexfield] High | high end of account rage |

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 Ledger field, select a ledgers from the list of values, or leave the field blank to select all ledgers.
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 Description

Budget Group Hierarchy Listing Report Description

| Region | Description |
|-------------------------|---|
| [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 Description

Budget Journal Edit Report Description

| Region | Description |
|-------------------------|---|
| [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 Description

Budget Revision Summary Report Description

| Region | Description |
|-------------------------|---|
| [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 Description

Budget Revisions Transaction Report Description

| Region | Description |
|-------------------------|---|
| [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 Ledger field, select a ledger from the list of values, or leave the field blank to select all ledgers.

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 Description

Detailed FTE and Headcount by Position Report Description

| Region | Description |
|-------------------------|---|
| [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 Ledger field, select a ledger from the list of values, or leave the field blank to select all ledgers.

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 Description

Flexfield Mapping Details Report Description

| Region | Description |
|-------------------------|---|
| [Header and parameters] | header information and parameters used to create report |
| Year Type | type of year |
| Account | account to which flexfields are mapped |

Reports Procedures, Continued

This chapter covers the following topics:

- Definition
- Overviewreportsoverview
- Parameter Listing Report ProcedureParameter ListingprocedurereportsParameter Listing
- Parameter Listing Report Description
- Pooled Position Report for Worksheet ProcedurereportsPooled Position Report for WorksheetPooled Position Report for Worksheetprocedure
- Pooled Position Report for Worksheet Description
- Position Adjustment Report ProcedurePosition Adjustment ReportprocedurereportsPosition Adjustment Report
- Position Adjustment Report Description
- Position Set Listing Report ProcedurereportsPosition Sets ListingPosition Sets Listingprocedure
- Service Package Description Report ProcedureService Package Description ReportprocedurereportsService Package Description Report
- Service Package Description Report Description
- Service Package Utilization Report ProcedureService Package Utilization ReportprocedurereportsService Package Utilization Report
- Service Package Utilization Report Description
- Stage Variance Report for Account ProcedureStage Variance Report for AccountProcedure
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procedure

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- Standard Budget Items Listing Report Procedure Standard Budget Items ListingprocedurereportsStandard Budget Items Listing
- Vacant Position Report ProcedureVacant Position ReportprocedurereportsVacant Position Report
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- Validation Results Report ProcedureValidation Results ReportprocedurereportsValidation Results Report
- Validation Results Report Description
- Worksheet Account Costing Report ProcedureWorksheet Account Costing ReportprocedurereportsWorksheet Account Costing Report
- Worksheet Account Costing Report Description
- Worksheet Position Costing Report ProcedureWorksheet Position Costing ReportprocedurereportsWorksheet Position Costing Report
- Worksheet Position Costing Report Description
- Worksheet Submission Status Report ProcedureWorksheet Submission Status ReportprocedurereportsWorksheet Submission Status Report
- Worksheet Submission Status Report Description

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 Ledger field, select a ledger from the list of values, or leave the field blank to

select all ledgers.

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 Description

Parameter Listing Report Description

| Region | Description |
|-------------------------|---|
| [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 |

| Region | Description |
|------------------|--|
| 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 Description

Pooled Position Report for Worksheet Description

| Region | Description |
|-------------------------|---|
| [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 Description

Position Adjustment Report Description

| Region | Description |
|-------------------------|---|
| [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 |

| Region | Description |
|-----------------------|--|
| [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 Description

Service Package Description Report Description

| Region | Description |
|---------------------------------|---|
| [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 Description

Service Package Utilization Report Description

| Region | Description |
|-------------------------|---|
| [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 |

| Region | Description |
|------------------------------------|--|
| 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 Description

Stage Variance Report for Account Description

| Region | Description |
|---------------------|--|
| [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 Description

Stage Variance Report for Position Description

| Region | Description |
|---------------------|--|
| [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 Ledger Name field, select a ledger from the list of values, or leave the field blank to select all ledgers.
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 report on the position records at the data extract level, users must enter only the data extract name. To report on the position records at the worksheet level, users must enter the worksheet name and budget year. If both the data extract and worksheet are present, the report defaults to the position records at the worksheet level.
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 Description

Vacant Position Report Description

| Region | Description |
|-------------------------|---|
| [Header and parameters] | header information and parameters used to create report |
| Position | vacant position |
| Employee | employee assigned to position |

| Region | Description |
|---------|--|
| 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 Description

Validation Results Report Description

| Region | Description |
|-------------------------|---|
| [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 Description

Worksheet Account Costing Report Description

| Region | Description |
|-------------------------|---|
| [Header and parameters] | header information and parameters used to create report |
| Account | account for report |

| Region | Description |
|-----------------|-----------------------------------|
| 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 Description

Worksheet Position Costing Report Description

| Region | Description |
|-------------------------|---|
| [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 Description

Worksheet Submission Status Report Description

| Region | Description |
|-------------------------|---|
| [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 |

Using Oracle Discoverer to Generate Reports Procedures

This chapter covers the following topics:

- Definition
- OverviewDiscovereroverviewgenerate reportsDiscovereroverviewDiscovereroverviewfeaturesgenerate reportsDiscovereroverview:featuresDiscovereroverviewreferencegenerate reportsDiscovereroverview:reference
- Configure Discoverer for Oracle Public Sector Budgetinggenerate reportsconfigure Discoverer for Public Sector BudgetingDiscovererconfigure Discoverer for Public Sector Budgeting
- Sample Budget Stage Variance ReportDiscovererbudget stage variance reportgenerate reportsDiscovererbudget stage variance report

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. The table below shows the configuration steps. The checklist shows the setup steps for both new installations and upgrades.

For a full list of documentation resources for Oracle Applications Release 12, see Oracle Applications Documentation Resources, Release 12, Oracle*MetaLink* Document 394692.1.

Discoverer Setup for Oracle Public Sector Budgeting Checklist

| Step Number | Setup Step | New Installation | Upgrade |
|-------------|--|------------------|------------------------|
| 1 | Add Columns and Item Classes to Complex Folders in Functional Business Area | required | required |
| 2 | Add Columns and Item Classes to Complex Folders in User Defined Business Areas | | conditionally required |
| 3 | Replace Any Missing Columns with New Columns in User Defined Workbooks; Replace Any Missing Views with New Views in User Defined Workbooks | | conditionally required |
| 4 | Create Custom Business Areas and Business Views | optional | optional |
| 5 | Set Up Security | required | required |
| 6. | Register PS/SQL Functions | optional | optional |

1. 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 the table below.

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 Ledger] |
| Detail Account Lines For Summary -> Detail Drill | WS Account Lines | Balance Type |
| | | Account Type |
| | | GL Account |
| | | Note: Rename column to Detail GL Account [Account Segments for Ledger] |
| Detail Account Lines For Summary -> Detail Drill | GL Account Hierarchies | GL Account |
| | | Note: Rename column to Summary GL Account |
| Line Item Worksheet | WS Account Lines | Balance Type |
| | | Account Type |
| | | GL Account |
| | | [Account Segments for Ledger] |
| 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 |

| Copy To Functional Business Area | Copy From Core Business Area | Column Name |
|---|-------------------------------------|-------------------------------|
| Position Cost Distributions | WS Account Lines | Balance Type |
| | | Account Type |
| | | GL Account |
| | | [Account Segments for Ledger] |
| 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 the table below.

Drill to Detail Item Classes

| Drill to Detail Item Class Name | Folder | Column |
|--|--|---------------|
| Balance Type - F | Summary Account Lines | Balance Type |
| 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 |

| Drill to Detail Item Class Name | Folder | Column |
|--|--|--------------------|
| 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 |

2. 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.

3. Replace Any Missing Columns and Views with New Columns and Views in User Defined Workbooks (Conditionally Required for Upgrades from 10.7 only)

If upgrading, replace old columns and views that are missing with new columns and views. Some columns are renamed in this version of Oracle Public Sector Budgeting.

The table below lists the old and new column names by folder.

Column Names That Have Changed

| Business Area | Old Column Name | New Column Name |
|---|------------------------|------------------------|
| Oracle Public Sector Budgeting - Core Business Area, Budget Worksheets Folder | Worksheet Type Meaning | Worksheet Type |
| Oracle Public Sector Budgeting - Core Business Area, WS Account Lines Folder | Balance Type Name | Balance Type |
| | Account Type Name | Account Type |
| Oracle Public Sector Budgeting - Core Business Area, WS Position Lines Folder | Position Number | Position Name |
| Oracle Public Sector Budgeting - Core Business Area, Positions Folder | Position Number | Position Name |
| Oracle Public Sector Budgeting - Core Business Area, GL Account Hierarchies Folder | Concatenated Segments | GL Account |
| Oracle Public Sector Budgeting - Functional Business Area | Budget Worksheets | Worksheets |

The table below lists the old and new views.

Changed View Names

| Old View Name | New View Name |
|-------------------------------|--------------------------------|
| PSBBG_ACCOUNT_SET_ALLOCATIONS | PSBBG_ALLOC_RULE_ACCT_SET_LIST |
| PSBFG_ACCOUNT_SET_ALLOCATIONS | PSBFG_ALLOC_RULE_ACCT_SET_LIST |

| Old View Name | New View Name |
|--------------------------------|--------------------------------|
| PSBBG_ACCOUNT_SET_CONSTRAINTS | PSBBG_CONSTRAINT_ACCT_SET_LIST |
| PSBFG_ACCOUNT_SET_CONSTRAINTS | PSBFG_CONSTRAINT_ACCT_SET_LIST |
| PSBBG_ACCOUNT_SET_PARAMETERS | PSBBG_PARAMETER_ACCT_SET_LISTS |
| PSBFG_ACCOUNT_SET_PARAMETERS | PSBFG_PARAMETER_ACCT_SET_LISTS |
| PSBBG_ALLOCATION_ASSIGNMENTS | PSBBG_ALLOC_RULE_SET_LISTS |
| PSBFG_ALLOCATION_ASSIGNMENTS | PSBFG_ALLOC_RULE_SET_LISTS |
| PSBBG_ALLOCATION_SETS | PSBBG_ALLOCATION_RULE_SETS |
| PSBFG_ALLOCATION_SETS | PSBFG_ALLOCATION_RULE_SETS |
| PSBBG_CONSTRAINT_ASSIGNMENTS | PSBBG_CONSTRAINT_SET_LISTS |
| PSBFG_CONSTRAINT_ASSIGNMENTS | PSBFG_CONSTRAINT_SET_LISTS |
| PSBBG_PARAMETER_ASSIGNMENTS | PSBBG_PARAMETER_SET_LISTS |
| PSBFG_PARAMETER_ASSIGNMENTS | PSBFG_PARAMETER_SET_LISTS |
| PSBBG_POSITION_SET_CONSTRAINTS | PSBBG_CONSTRAINT_POS_SET_LISTS |
| PSBFG_POSITION_SET_CONSTRAINTS | PSBFG_CONSTRAINT_POS_SET_LISTS |
| PSBBG_POSITION_SET_PARAMETERS | PSBBG_PARAMETER_POS_SET_LISTS |
| PSBFG_POSITION_SET_PARAMETERS | PSBFG_PARAMETER_POS_SET_LISTS |
| PSBBG_WORKSHEETS | PSBBG_BUDGET_WORKSHEETS |
| PSBFG_WORKSHEETS | PSBFG_BUDGET_WORKSHEETS |

The table below lists the business views that are added.

New Business Views

| New Business View Name | New Full View Name |
|--------------------------------|--------------------------------|
| PSBBV_BUDGET_REVISIONS | PSBFV_BUDGET_REVISIONS |
| PSBBV_BUDGET_REVISION_ACCOUNTS | PSBFV_BUDGET_REVISION_ACCOUNTS |
| PSBBV_POSITION_ACCOUNTS | PSBFV_POSITION_ACCOUNTS |
| PSBBV_POSITION_COSTS | PSBFV_POSITION_COSTS |
| PSBBV_POSITION_FTE | PSBFV_POSITION_FTE |

The table below shows changed business views.

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 |

4. 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.

5. 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.

6. 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 54-12.

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**.

Using Spreadsheets with Oracle Public Sector Budgeting Procedures

This chapter covers the following topics:

- Definition
- Overview spreadsheets, using overview Excel, using overview
- Prerequisites spreadsheets, using prerequisites Excel, using prerequisites
- Setting Up the Excel Interface spreadsheets, using setting up the Excel interface Excel, using setting up the Excel interface
- Move Worksheet from PSB to Interface Procedures spreadsheets, using move worksheet from PSB to interface procedure Excel, using move worksheet from PSB to interface procedure
- Import Worksheet from PSB Interface Procedures spreadsheets, using import worksheet from PSB interface procedure Excel, using import worksheet from PSB interface procedure
- Modify Spreadsheets spreadsheets, using modify Excel spreadsheet Excel, using modify Excel spreadsheet
- Export Worksheet to PSB Interface Procedures spreadsheets, using export worksheet to PSB interface procedure Excel, using export worksheet to PSB interface procedure
- Move Worksheet from Interface to PSB Procedures spreadsheets, using move worksheet from interface to PSB procedure Excel, using move worksheet from interface to PSB procedure
- Delete Worksheet from Interfaces spreadsheets, using delete worksheet from interface Excel, using delete worksheet from interface

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

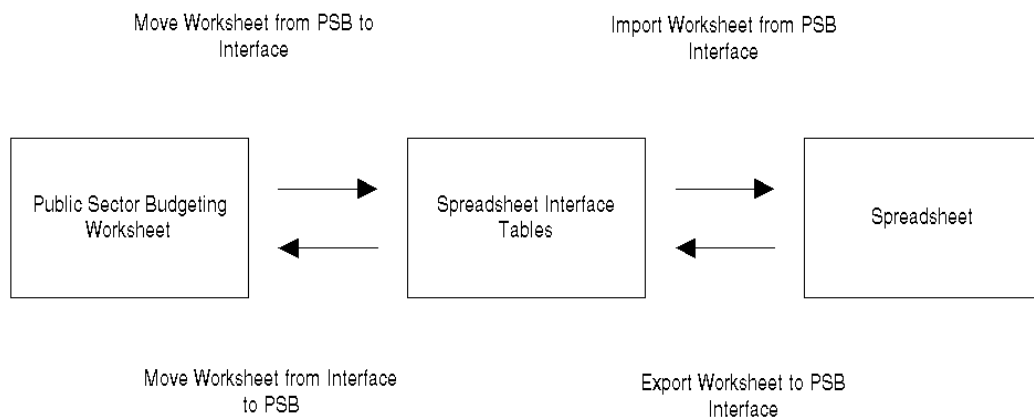
worksheets in a spreadsheet.

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.

The diagram below 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.

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, page 55-4.
- A script must be run to create users and grant access to each user. To run this script, see Run Script for Each User, page 55-4.
- 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, page 55-5.

Setting Up the Excel Interface

Setup of the Excel interface consists of the following:

- Install Objects for OLE, page 55-4
- Download Excel Integration Patch, page 55-4
- Run Script for Each User, page 55-4
- Add the PSB Menu to Excel Menu, page 55-5

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 Psbvexcl check box.
7. Click **OK**.
The PSB menu appears in the Excel menu.

Move Worksheet from PSB to Interface Procedure

To move a pre-existing worksheet from 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, page 55-8 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.

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, page 55-8
- Modify Data, page 55-9
- Modify Format, page 55-11

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.

The table below describes the color scheme for line item spreadsheets.

Color Scheme for Line Item Spreadsheets

| Color | Information Type |
|--------------|-------------------------------------|
| blue | position accounts |
| yellow | non-position accounts |
| white | estimate amounts that can be edited |

The table below describes the color scheme for position worksheets.

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, page 55-8 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.

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.

The table below 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.

Medical Benefit Element Examples

| Process | Example 1 | Example 2 |
|---|--|--|
| Medical Benefit Element in Spreadsheet | Medical Benefit - \$31.00 | Medical Benefit - \$31.00 |
| Tolerance Amount Value Type | Amount | Percent |
| Tolerance Amount Value | 1 | 3 |
| Medical Benefit Element Options in Oracle Public Sector Budgeting | Medical Benefit Plan A - \$30.15Medical Benefit Plan B - \$32.75 | Medical Benefit Plan A - \$30.15Medical Benefit Plan B - \$32.75 |

| Process | Example 1 | Example 2 |
|--|---|--|
| Oracle Public Sector Budgeting Matches Element Amount to Value in Element Options Table | <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.

The table below 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.

Payroll Tax Element Examples

| Process | Example 1 | Example 2 |
|---|--------------------|--------------------|
| Payroll Tax Element in Spreadsheet | Payroll Tax - 9.9% | Payroll Tax - 9.9% |
| Tolerance Percent of Salary Value Type | Percent | Amount |

| Process | Example 1 | Example 2 |
|---|--|---|
| Tolerance Percent of Salary Value | 2 | 2 |
| Payroll Tax Element Options in Oracle Public Sector Budgeting | Payroll Tax A - 10%Payroll Tax B - 15% | Payroll Tax A - 10%Payroll Tax B - 15% |
| Oracle Public Sector Budgeting Matches Element Amount to Value in Element Options Table | <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.

Workflow Processes

This appendix covers the following topics:

- Overview
- Oracle Public Sector Budgeting Worksheet Item TypePSB Worksheet item typeWorkflowWorkflowPSB Worksheet item type
- Distribute Worksheet Workflow DiagramDistribute Worksheet workflowdiagramWorkflowDistribute Worksheet workflowdiagram
- Distribute Worksheet Workflow ProcessDistribute Worksheet workflowprocessWorkflowDistribute Worksheet workflowprocess
- Customizing Distribute Worksheet WorkflowDistribute Worksheet workflowcustomizingWorkflowDistribute Worksheet workflowcustomizing
- Submit Worksheet Workflow DiagramSubmit Worksheet workflowdiagramWorkflowSubmit Worksheet workflowdiagram
- Submit Worksheet Workflow ProcessSubmit Worksheet workflowprocessWorkflowSubmit Worksheet workflowprocess
- Customizing Submit Worksheet WorkflowSubmit Worksheet workflowcustomizingWorkflowSubmit Worksheet workflowcustomizing
- Oracle Public Sector Budgeting Budget Revision Item TypePSB Budget Revision item typeWorkflowWorkflowPSB Budget Revision item type
- Distribute Budget Revision Workflow DiagramWorkflowDistribute Budget Revision workflowdiagramDistribute Budget Revision workflowdiagram
- Distribute Budget Revision Workflow ProcessDistribute Budget Revision workflowprocessWorkflowDistribute Budget Revision workflowprocess
- Customizing Distribute Budget Revision WorkflowDistribute Budget Revision workflowcustomizingWorkflowDistribute Budget Revision workflowcustomizing
- Submit Budget Revision Workflow DiagramSubmit Budget Revision workflowdiagramWorkflowSubmit Budget Revision workflowdiagram

- Submit Budget Revision Workflow ProcessSubmit Budget Revision workflowprocessWorkflowSubmit Budget Revision workflowprocess
- Customizing Submit Budget Revision WorkflowSubmit Budget Revision workflowcustomizingWorkflowSubmit Budget Revision workflowcustomizing
- PSB Account Generator for OLD Integration Item TypeWorkflowPSB Account Generator for OLD Integration item typePSB Account Generator for OLD Integration item typeWorkflow

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 C-2.

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.

The table below describes the attributes associated with the Oracle Public Sector Budgeting Worksheet item type.

Attributes Associated with the Oracle Public Sector Budgeting Worksheet Item Type

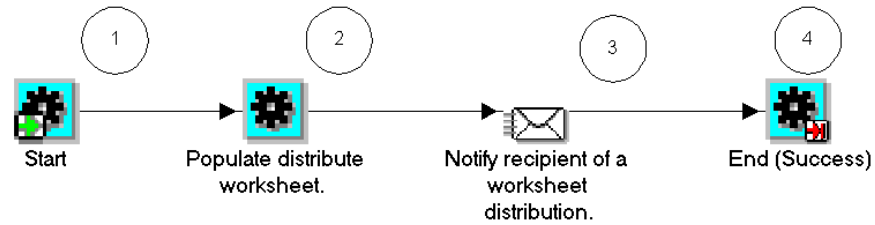
| Display Name | Description | Type | Length, Format, or Lookup Type |
|---------------------------|---------------------------|--------|--------------------------------|
| Approval Option | Approval Option | Text | |
| Approver ID | Approver ID | Number | |
| Approver Name | Approver Name | Text | |
| 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 | |

| Display Name | Description | Type | Length, Format, or Lookup Type |
|-------------------------------|-------------------------------|-------------|---|
| Loop Visited Counter | Loop Visited Counter | Number | |
| Merge to Worksheet ID | Merge to Worksheet ID | Number | |
| New Worksheet ID | New Worksheet ID | Number | |
| New Worksheet Name | New Worksheet Name | Text | |
| Operation ID | Operation ID | Number | |
| Operation Type | Operation Type | Text | |
| Original System | Original System | Text | |
| Recipient Id | Recipient Id | Number | |
| Recipient Name | Recipient Name | Text | |
| Review Group Approver Name | Review Group Approver Name | Text | |
| 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

The diagram below shows the distribute worksheet workflow nodes as described in the accompanying text.

Distribute Worksheet Workflow Diagram



Distribute Worksheet Workflow Process

The Distribute Worksheet workflow consists of the following processes.

Start (Node 1)

This is a standard function activity that marks the start of the process.

Function: WF_STANDARD.NOOP

Result Type: None

Prerequisite Activities: None

Populate Distribute Worksheet (Node 2)

This function activity retrieves the worksheet attributes for the distributed worksheet.

Function: PSB_DISTRIBUTE_WORKSHEET_PRIVATE.POPULATE_WORKSHEET

Result Type: None

Prerequisite Activities: Start

Notify Recipient of a Worksheet Distribution (Node 3)

This activity notifies the recipient that a worksheet has been distributed.

Message: Notify recipient of a worksheet distribution.

Result Type: None

Prerequisite Activities: Populate Distribute Worksheet

End (Success) (Node 4)

This function activity marks the end of the process.

Function: WF_STANDARD.NOOP

Result Type: None

Prerequisite Activities: Notify Recipient of a Worksheet Distribution

Customizing Distribute Worksheet Workflow

The Distribute Worksheet workflow can be customized as follows.

Required Modifications

No modifications are required to run the Distribute Worksheet workflow process.

Optional Customizations

Organizations can make the following optional customizations:

- Organizations can create new messages. Messages are used for notification activities in the workflow process.
- Organizations can create new notifications and notification activities, and modify the workflow process to accommodate these new activities.

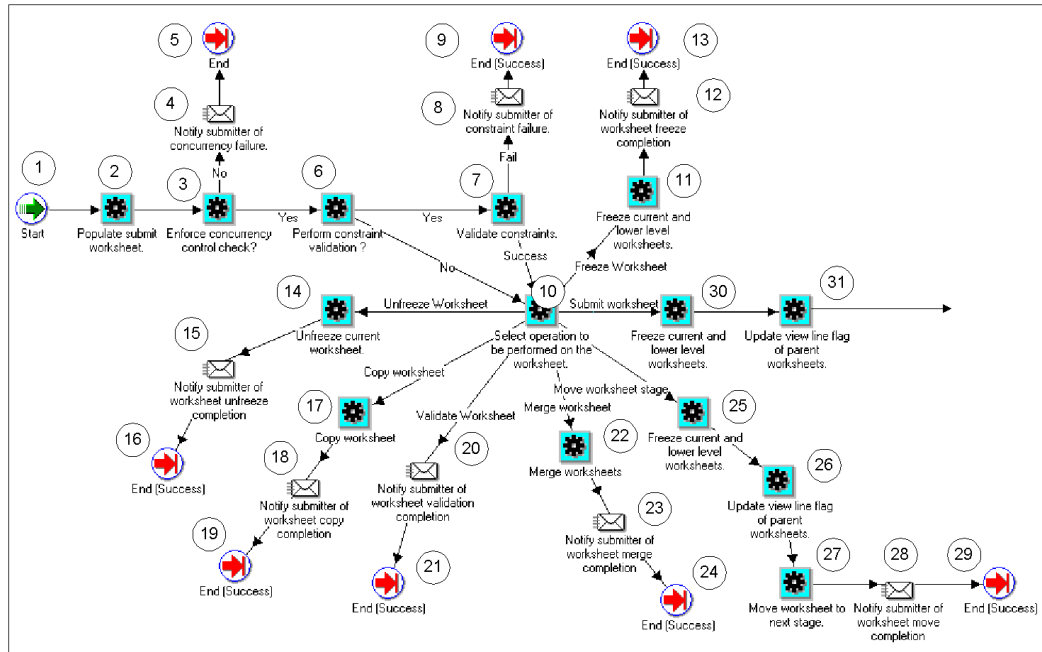
Creating a New Custom Process

It is not recommended that organizations create their own custom process to replace the Distribute Worksheet workflow process.

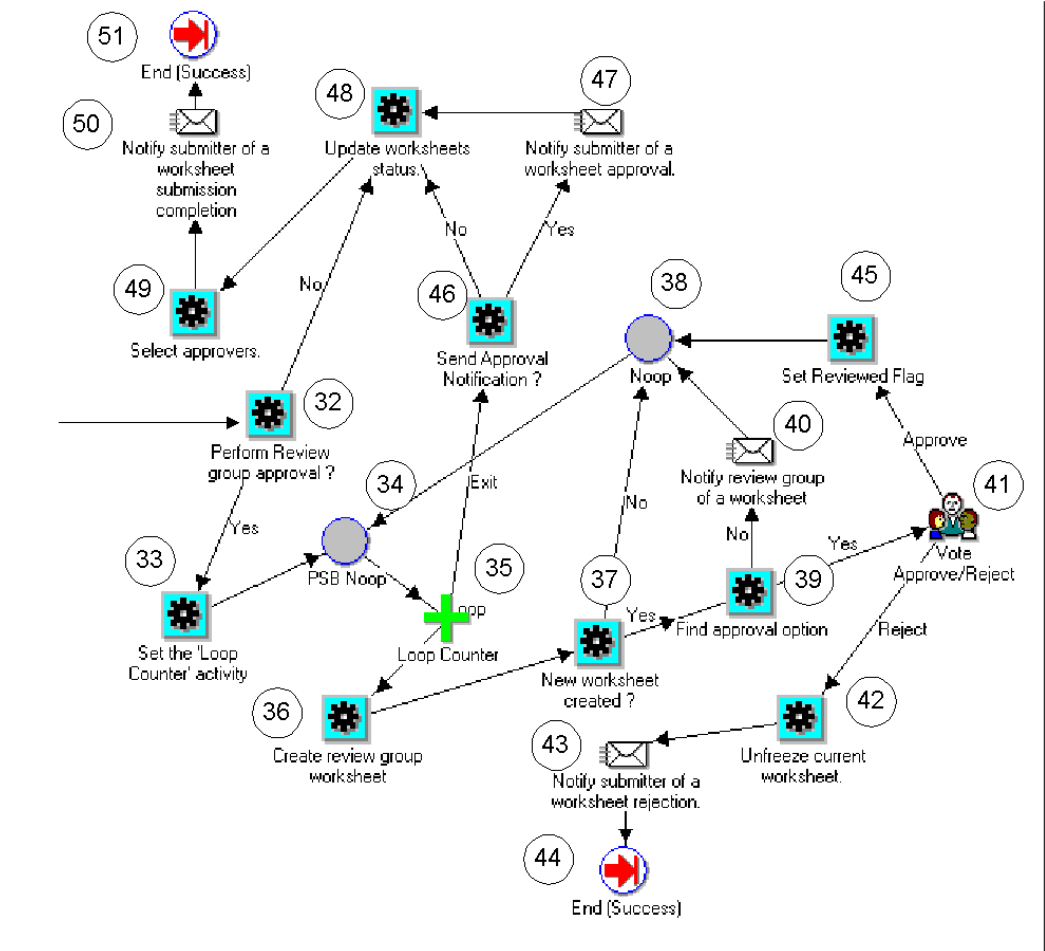
Submit Worksheet Workflow Diagram

The diagrams below show the submit worksheet workflow nodes as described in the accompanying text.

Submit Worksheet Workflow Diagram



Submit Worksheet Workflow Diagram, continued



Submit Worksheet Workflow Process

The Submit Worksheet workflow consists of the following processes.

Start (Node 1)

This is a standard function activity that marks the start of the process.

Function: WF_STANDARD.NOOP

Result Type: None

Prerequisite Activities: None

Populate Submit Worksheet (Node 2)

This function activity retrieves the worksheet attributes.

Function: PSB_SUBMIT_WORKSHEET_PVT.POPULATE_WORKSHEET

Result Type: None

Prerequisite Activities: Start

Enforce Concurrency Control Check? (Node 3)

This function activity checks to see whether the current worksheet is being modified or used by other users.

Function: PSB_SUBMIT_WORKSHEET_PVT.ENFORCE_CONCURRENCY_CHECK

Result Type: PSB Yes/No

Prerequisite Activities: Populate Submit Worksheet

Notify Submitter of Concurrency Failure (Node 4)

This activity notifies users that someone else is using the worksheet.

Message: Notify submitter of concurrency check failure.

Result Type: None

Prerequisite Activities: Enforce Concurrency Control Check?

End (Node 5)

This function activity marks the end of the process.

Function: WF_STANDARD.NOOP

Result Type: None

Prerequisite Activities: Notify Submitter of Concurrency Failure

Perform Constraint Validation? (Node 6)

This function activity determines whether to perform constraint validations depending on the parameters set by users.

Function: PSB_SUBMIT_WORKSHEET_PVT.PERFORM_VALIDATION

Result Type: PSB Yes/No

Prerequisite Activities: Enforce Concurrency Control Check?

Validate Constraints (Node 7)

This function activity checks for constraint violations.

Function: PSB_SUBMIT_WORKSHEET_PVT.VALIDATE_CONSTRAINTS

Result Type: PSB Outcome

Prerequisite Activities: Perform Constraint Validation?

Notify Submitter of Constraint Failure (Node 8)

This activity notifies users of a constraint check failure.

Message: Notify submitter of constraint check failure.

Result Type: None

Prerequisite Activities: Validate Constraints

End (Success) (Node 9)

This function activity marks the end of the process.

Function: WF_STANDARD.NOOP

Result Type: None

Prerequisite Activities: Notify Submitter of Constraint Failure

Select Operation to Be Performed on the Worksheet (Node 10)

This function activity selects the operation that users chooses to perform on a worksheet.

Function: PSB_SUBMIT_WORKSHEET_PVT.SELECT_OPERATION

Result Type: PSB Operation Type

Prerequisite Activities: Perform Constraint Validation? or Perform Constraint Validation?, Validate Constraints

Freeze Current and Lower Level Worksheets (Node 11)

This function activity freezes the current worksheet and all child worksheets.

Function: PSB_SUBMIT_WORKSHEET_PVT.FREEZE_WORKSHEETS

Result Type: None

Prerequisite Activities: Select Operation to Be Performed on the Worksheet

Notify Submitter of Worksheet Freeze Completion (Node 12)

This activity notifies users that the worksheet is frozen.

Message: Notify submitter of worksheet freeze completion

Result Type: None

Prerequisite Activities: Freeze Current and Lower Level Worksheets

End (Success) (Node 13)

This function activity marks the end of the process.

Function: WF_STANDARD.NOOP

Result Type: None

Prerequisite Activities: Notify Submitter of Worksheet Freeze Completion

Unfreeze Current Worksheet (Node 14)

This function activity unfreezes the current worksheet.

Function: PSB_SUBMIT_WORKSHEET_PVT.UNFREEZE_WORKSHEET

Result Type: None

Prerequisite Activities: Select Operation to Be Performed on the Worksheet

Notify Submitter of Worksheet Unfreeze Completion (Node 15)

This activity notifies users that the worksheet is unfrozen.

Message: Notify submitter of worksheet unfreeze completion.

Result Type: None

Prerequisite Activities: Unfreeze Current Worksheet

End (Success) (Node 16)

This function activity marks the end of the process.

Function: WF_STANDARD.NOOP

Result Type: None

Prerequisite Activities: Notify Submitter of Worksheet Unfreeze Completion

Copy Worksheet (Node 17)

This function activity copies the worksheet.

Function: PSB_SUBMIT_WORKSHEET_PVT.COPY_WORKSHEET

Result Type: None

Prerequisite Activities: Select Operation to Be Performed on the Worksheet

Notify Submitter of Worksheet Copy Completion (Node 18)

This activity notifies users that the worksheet has been copied.

Message: Notify submitter of worksheet copy completion.

Result Type: None

Prerequisite Activities: Copy Worksheet

End (Success) (Node 19)

This function activity marks the end of the process.

Function: WF_STANDARD.NOOP

Result Type: None

Prerequisite Activities: Notify Submitter of Worksheet Copy Completion

Notify Submitter of Worksheet Constraint Validation Completion (Node 20)

This activity notifies users that the constraint validation process has been completed.

Message: Notify submitter of worksheet constraint validation completion.

Result Type: None

Prerequisite Activities: Select Operation to Be Performed on the Worksheet

End (Success) (Node 21)

This function activity marks the end of the process.

Function: WF_STANDARD.NOOP

Result Type: None

Prerequisite Activities: Notify Submitter of Worksheet Constraint Validation Completion

Merge Worksheets (Node 22)

This function activity merges worksheets that are specified by users.

Function: PSB_SUBMIT_WORKSHEET_PVT.MERGE_WORKSHEETS

Result Type: None

Prerequisite Activities: Select Operation to Be Performed on the Worksheet

Notify Submitter of Worksheet Merge Completion (Node 23)

This activity notifies users that worksheets have been merged.

Message: Notify submitter of worksheet merge completion.

Result Type: None

Prerequisite Activities: Merge Worksheets

End (Success) (Node 24)

This function activity marks the end of the process.

Function: WF_STANDARD.NOOP

Result Type: None

Prerequisite Activities: Notify Submitter of Worksheet Merge Completion

Freeze Current and Lower Level Worksheets (Node 25)

This function activity freezes the current worksheet and all child worksheets.

Function: PSB_SUBMIT_WORKSHEET_PVT.FREEZE_WORKSHEETS

Result Type: None

Prerequisite Activities: Select Operation to Be Performed on the Worksheet

Update View Line Flag of Parent Worksheets (Node 26)

This function activity hides or shows specified lines in the parent worksheet. Users can view, but not change, these worksheet lines.

Function: PSB_SUBMIT_WORKSHEET_PVT.UPDATE_LINE_FLAG

Result Type: None

Prerequisite Activities: Freeze Current and Lower Level Worksheets

Move Worksheet to Next Stage (Node 27)

This function activity moves all worksheet lines to the next budget stage.

Function: PSB_SUBMIT_WORKSHEET_PVT.CHANGE_WORKSHEET_STAGE

Result Type: None

Prerequisite Activities: Update View Line Flag of Parent Worksheets

Notify Submitter of Worksheet Move Completion (Node 28)

This activity notifies users that a worksheet has been moved to the next stage.

Message: Notify submitter of worksheet move completion.

Result Type: None

Prerequisite Activities: Move Worksheet to Next Stage

End (Success) (Node 29)

This function activity marks the end of the process.

Function: WF_STANDARD.NOOP

Result Type: None

Prerequisite Activities: Notify Submitter of Worksheet Move Completion

Freeze Current and Lower Level Worksheets (Node 30)

This function activity freezes the current worksheet and all child worksheets.

Function: PSB_SUBMIT_WORKSHEET_PVT.FREEZE_WORKSHEETS

Result Type: None

Prerequisite Activities: Select Operation to Be Performed on the Worksheet

Update View Line Flag of Parent Worksheets (Node 31)

This function activity freezes specified lines in the parent worksheet. Users can view, but not change, these worksheet lines.

Function: PSB_SUBMIT_WORKSHEET_PVT.UPDATE_LINE_FLAG

Result Type: None

Prerequisite Activities: Freeze Current and Lower Level Worksheets

Perform Review Group Approval? (Node 32)

This function activity determines whether review group approvals are needed.

Function:

PSB_SUBMIT_WORKSHEET_PVT.PERFORM_REVIEW_GROUP_APPROVAL

Result Type: PSB Yes/No

Prerequisite Activities: Update View Line Flag of Parent Worksheets

Set the Loop Counter Activity (Node 33)

This function activity sets up a variable to determine how many review groups there are for a worksheet.

Function: PSB_SUBMIT_WORKSHEET_PVT.SET_LOOP_LIMIT

Result Type: NONE

Prerequisite Activities: Perform Review Group Approval?

Oracle Public Sector Budgeting Noop (Node 34)

The Oracle Public Sector Budgeting Noop filler activity returns to the loop counter.

Function: WF_STANDARD.NOOP

Result Type: None

Prerequisite Activities: 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.

Function: PSB_SUBMIT_WORKSHEET_PVT.STANDARD_LOOPCOUNTER

Result Type: 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.

Function: PSB_SUBMIT_WORKSHEET_PVT.FIND_APPROVAL_OPTION

Result Type: PSB Yes/No

Prerequisite Activities: New Worksheet Created?

Notify Review Group of a Worksheet (Node 40)

This activity notifies the review group regarding a worksheet that does not require approval. The notification is for informational purposes only.

Message: Notify review group of a worksheet.

Result Type: None

Prerequisite Activities: Find Approval Option

Vote Approve/Reject (Node 41)

This notification and function activity sends the worksheet to each approver in a review group. At least one approver must approve the worksheet.

Function: WF_STANDARD.VOTEFORRESULTTYPE

Message: Notify review group for approval of a worksheet.

Result Type: PSB Approve or Reject

Prerequisite Activities: Find Approval Option

Unfreeze Current Worksheet (Node 42)

This function activity unfreezes the current worksheet.

Function: PSB_SUBMIT_WORKSHEET_PVT.UNFREEZE_WORKSHEET

Result Type: None

Prerequisite Activities: Vote Approve/Reject

Notify Submitter of a Worksheet Rejection (Node 43)

This activity notifies users that a worksheet is rejected.

Message: Notify submitter of review group rejection.

Result Type: None

Prerequisite Activities: Unfreeze Current Worksheet

End (Success) (Node 44)

This function activity marks the end of the process.

Function: WF_STANDARD.NOOP

Result Type: None

Prerequisite Activities: Notify Submitter of a Worksheet Rejection

Set Reviewed Flag (Node 45)

This function activity sets a reviewed flag.

Function: PSB_SUBMIT_WORKSHEET_PVT.SET_REVIEWED_FLAG

Result Type: None

Prerequisite Activities: Vote Approve/Reject

Send Approval Notification? (Node 46)

This function activity determines whether approval notifications must be sent.

Function: PSB_SUBMIT_WORKSHEET_PVT.SEND_APPROVAL_NOTIFICATION

Result Type: PSB Yes/No

Prerequisite Activities: Loop Counter

Notify Submitter of a Worksheet Approval (Node 47)

This activity notifies users that a worksheet is approved.

Message: Notify submitter of a worksheet approval.

Result Type: None

Prerequisite Activities: Send Approval Notification?

Update Worksheets Status (Node 48)

This function activity updates a worksheet with information about users submitting the worksheet and the time of submission.

Function: PSB_SUBMIT_WORKSHEET_PVT.UPDATE_WORKSHEETS_STATUS

Result Type: None

Prerequisite Activities: Send Approval Notification? or Send Approval Notification?, Notify submitter of a worksheet approval, or Perform review group approval?

Select Approvers (Node 49)

This function activity determines the authorized approvers for the parent budget group.

Function: PSB_SUBMIT_WORKSHEET_PVT.SELECT_APPROVERS

Result Type: None

Prerequisite Activities: Update Worksheets Status

Notify Submitter of a Worksheet Submission Completion (Node 50)

This activity notifies users that the worksheet submission process is complete.

Message: Notify submitter of worksheet submission completion.

Result Type: None

Prerequisite Activities: Select Approvers

End (Success) (Node 51)

This function activity marks the end of the process.

Function: WF_STANDARD.NOOP

Result Type: None

Prerequisite Activities: Notify Submitter of a Worksheet Submission Completion

Customizing Submit Worksheet Workflow

The Submit Worksheet workflow can be customized as follows.

Required Modifications

No modifications are required to run the Submit Worksheet workflow process.

Optional Customizations

Organizations can make the following optional customizations:

- Organizations can create new messages. Messages are used for notification activities in the workflow process.
- Organizations can create new notifications and notification activities and modify the workflow process to accommodate these new activities.

Creating a New Custom Process

It is not recommended that organizations create their own custom process to replace the Submit Worksheet workflow process.

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.

The table below describes the attributes associated with the Oracle Public Sector Budgeting Budget Revision item type.

Attributes Associated with the Oracle Public Sector Budgeting Budget Revision Item Type

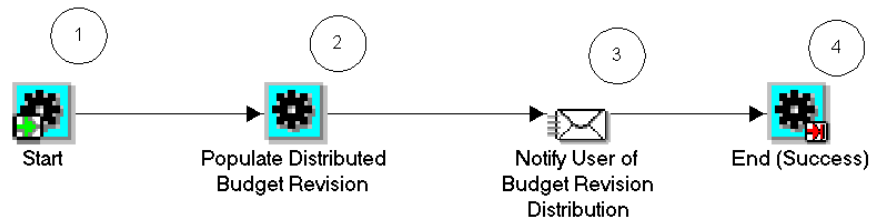
| Display Name | Description | Type | Length, Format, or Lookup Type |
|-------------------|-------------------|--------|--------------------------------|
| Approver Id | Approver Id | Number | |
| Approver Name | Approver Name | Text | |
| Budget Group Name | Budget Group Name | Text | |
| Comments | Comments | Text | |
| Constraint Set Id | Constraint Set Id | Number | |
| Operation Id | Operation Id | Number | |
| Operation Type | Operation Type | Text | |

| Display Name | Description | Type | Length, Format, or Lookup Type |
|------------------------------|------------------------------|-------------|---|
| 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 | |
| Loop Visited Counter | Loop Visited Counter | Number | |
| Submission Status | Submission Status | Text | |

Distribute Budget Revision Workflow Diagram

The diagram below shows the distribute budget revision workflow nodes as described in the accompanying text.

Distribute Budget Revision Workflow Diagram



Distribute Budget Revision Workflow Process

The Distribute Budget Revision workflow consists of the following processes.

Start (Node 1)

This is a standard function activity that marks the start of the process.

Function: WF_STANDARD.NOOP

Result Type: None

Prerequisite Activities: None

Populate Distributed Budget Revision (Node 2)

This function activity retrieves the budget revision attributes for the distributed budget revision.

Function: PSB_SUBMIT_WORKSHEET_PVT.POPULATE_DISTRIBUTE_REVISION

Result Type: None

Prerequisite Activities: Start

Notify User of Budget Revision Distribution (Node 3)

This activity notifies the recipient that a budget revision has been distributed.

Message: Notify recipient of budget revision distribution.

Result Type: None

Prerequisite Activities: Populate Distributed Budget Revision

End (Success) (Node 4)

This function activity marks the end of the process.

Function: WF_STANDARD.NOOP

Result Type: None

Prerequisite Activities: Notify Recipient of Budget Revision Distribution

Customizing Distribute Budget Revision Workflow

The Distribute Budget Revision workflow can be customized as follows.

Required Modifications

No modifications are required to run the Distribute Budget Revision workflow process.

Optional Customizations

Organizations can make the following optional customizations:

- Organizations can create new messages. Messages are used for notification activities in the workflow process.
- Organizations can create new notifications and notification activities, and modify the workflow process to accommodate these new activities.

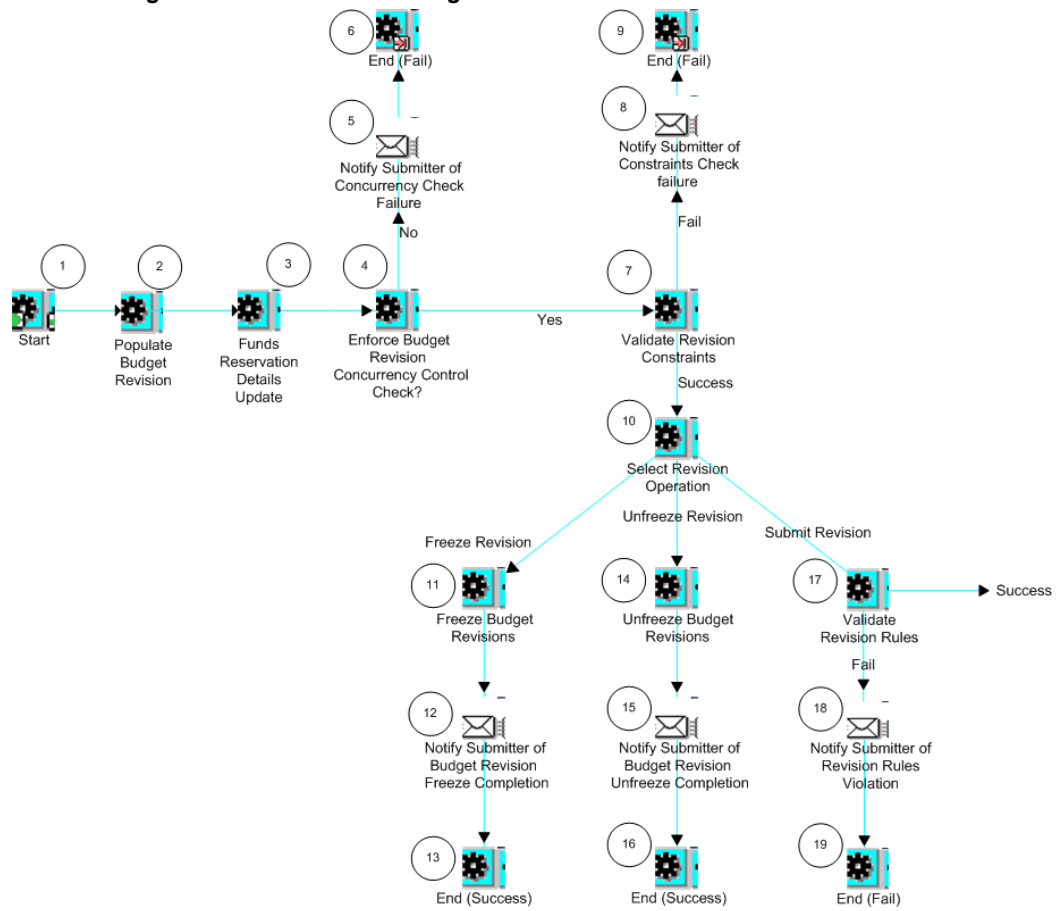
Creating a New Custom Process

It is not recommended that organizations create their own custom process to replace the Distribute Budget Revision workflow process.

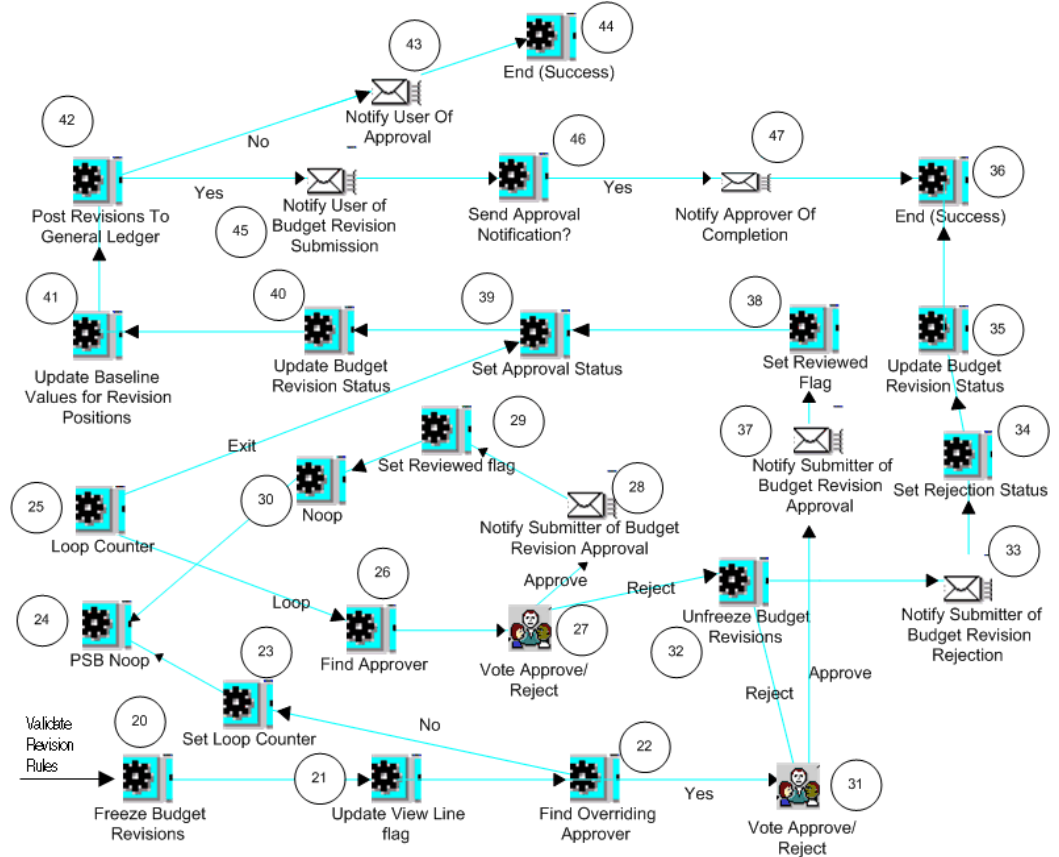
Submit Budget Revision Workflow Diagram

The following diagrams show the submit budget revision workflow nodes as described in the accompanying text.

Submit Budget Revision Workflow Diagram



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.

Function: WF_STANDARD.NOOP

Result Type: None

Prerequisite Activities: None

Populate Budget Revision (Node 2)

This function activity retrieves the budget revision attributes.

Function: PSB_SUBMIT_REVISION_PVT.POPULATE_REVISION

Result Type: None

Prerequisite Activities: Start

Funds Reservation Details Update (Node 3)

This function activity checks the funds availability.

Function: PSB_SUBMIT_REVISION_PVT.FUNDS_RESERVATION_UPDATE

Result Type: Check the Funds Availability

Prerequisite Activities: Enable the Budgetary Control flag for the respective ledger.

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.

Function: PSB_SUBMIT_REVISION_PVT.ENFORCE_CONCURRENCY_CHECK

Result Type: PSB Revision Yes/No

Prerequisite Activities: Populate Budget Revision

Notify Submitter of Concurrency Check Failure (Node 5)

This activity notifies users that someone else is using the budget revision.

Message: Notify submitter of concurrency check failure.

Result Type: None

Prerequisite Activities: Enforce Budget Revision Concurrency Control Check?

End (Fail) (Node 6)

This function activity marks the end of the process.

Function: WF_STANDARD.NOOP

Result Type: None

Prerequisite Activities: Notify Submitter of Concurrency Check Failure

Validate Revision Constraints (Node 7)

This function activity checks for constraint violations for the budget revision.

Function: PSB_SUBMIT_REVISION_PVT.VALIDATE_CONSTRAINTS

Result Type: PSB Revision Distribution Status

Prerequisite Activities: Enforce Budget Revision Concurrency Control Check?

Notify Submitter of Constraints Check Failure (Node 8)

This activity notifies users of a constraint check failure.

Message: Notify submitter of constraints check failure.

Result Type: None

Prerequisite Activities: Validate Revision Constraints

End (Fail) (Node 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.

Function: PSB_SUBMIT_REVISION_PVT.VALIDATE_REVISION_RULES

Result Type: PSB Revision Rule Status

Prerequisite Activities: 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.

Function: Notify submitter of Revision Rules Violation

Result Type: None

Prerequisite Activities: 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.

Function: WF_STANDARD.NOOP

Result Type: None

Prerequisite Activities: Notify Submitter of Revision Rules Violation

Freeze Budget Revisions (Node 20)

This function activity freezes the budget revision.

Function: PSB_SUBMIT_REVISION_PVT.FREEZE_REVISIONS

Result Type: None

Prerequisite Activities: Select Revision Operation

Update View Line Flag (Node 21)

This function activity hides or shows specified information in the budget revision request.

Function: PSB_SUBMIT_REVISION_PVT.UPDATE_VIEW_LINE_FLAG

Result Type: None

Prerequisite Activities: Freeze Budget Revisions

Find Overriding Approver (Node 22)

This function activity marks the end of the process.

Function: PSB_SUBMIT_REVISION_PVT.FIND_OVERRIDE_APPROVER

Result Type: PSB Revision Yes/No

Prerequisite Activities: Update View Line Flag

Set Loop Counter (Node 23)

This function activity sets up a variable to determine how many approvers there are for a budget revision.

Function: PSB_SUBMIT_REVISION_PVT.SET_LOOP_LIMIT

Result Type: None

Prerequisite Activities: Find Overriding Approver

PSB Noop (Node 24)

This function activity checks the status of approvals.

Function: WF_STATUS.NOOP

Result Type: Check the Approvers

Prerequisite Activities: 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.

Function: WF_STANDARD.LOOPCOUNTER

Result Type: Loop Counter

Prerequisite Activities: Set Loop Counter

Find Approver (Node 26)

This function activity finds the approver for the budget revision.

Function: PSB_SUBMIT_REVISION_PVT.FIND_APPROVER

Result Type: None

Prerequisite Activities: Loop Counter

Vote Approve/Reject (Node 27)

This function activity notifies the next level approver that the budget revision has been submitted.

Function: WF_STANDARD.VOTEFORRESULTTYPE

Result Type: PSB Budget Revision Approve or Reject

Prerequisite Activities: Find Next Approver

Notify Submitter of Budget Revision Approval (Node 28)

This activity notifies the submitter that the budget revision has been submitted.

Message: Notify Submitters of Budget Revision Submission.

Result Type: PSB Budget Revision Approve or Reject

Prerequisite Activities: Find Approver

Set Reviewed Flag (Node 29)

This function activity sets a reviewed flag.

Function: PSB_SUBMIT_REVISION_PVT.SET_REVIEWED_FLAG

Result Type: None

Prerequisite Activities: Notify Approver of Revision Submission

Noop (Node 30)

The Noop filler activity returns to the loop counter.

Function: WF_STANDARD.NOOP

Result Type: None

Prerequisite Activities: Set Reviewed Flag

Vote Approve/Reject (Node 31)

This activity notifies the override approver that the budget revision has been submitted.

Function: WF_STANDARD.VOTEFORRESULTTYPE

Result Type: PSB Budget Revision Approve or Reject

Prerequisite Activities: Noop, or Find Overriding Approver

Unfreeze Budget Revisions (Node 32)

This function activity unfreezes the budget revision.

Function: PSB_SUBMIT_REVISION_PVT.UNFREEZE_REVISIONS

Result Type: None

Prerequisite Activities: Notify Override Approver of Revision Submission, or Notify Approver of Revision Submission

Notify Submitter of Budget Revision Rejection (Node 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.

Function: PSB_SUBMIT_REVISION_PVT.UPDATE_REVISIONS_STATUS

Result Type: None

Prerequisite Activities: Noop, or Set Approval Status

Update Baseline Values for Revision Positions (Node 41)

This function activity updates the baseline values for revision positions.

Function: PSB_SUBMIT_REVISION_PVT.UPDATE_BASELINE_VALUES

Result Type: None

Prerequisite Activities: Update Budget Revision Status

Post Revisions to General Ledger (Node 42)

This function activity posts changes from the budget revisions to General Ledger.

Function: PSB_SUBMIT_REVISION_PVT.POST_REVISIONS_TO_GL

Result Type: PSB Revision Yes/No

Prerequisite Activities: Funds Reservation Details Update

Notify User of Approval (Node 43)

This activity notifies users that a budget revision has been approved.

Message: Notify user of approval.

Result Type: None

Prerequisite Activities: Post Revisions to General Ledger

End (Success) (Node 44)

This function activity marks the end of the process.

Function: WF_STATUS.NOOP

Result Type: None

Prerequisite Activities: 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.

Message: Notify submitter of revision submission completion.

Result Type: None

Prerequisite Activities: Post Revisions to General Ledger

Send Approval Notification? (Node 46)

This function activity determines whether an approval notification should be sent or not.

Function: PSB_SUBMIT_REVISION_PVT.SEND_APPROVAL_NOTIFICATION

Result Type: PSB Revision Yes/No

Prerequisite Activities: Set Reviewed Flag

Notify Approver of Completion (Node 47)

This activity notifies approvers that a budget revision has been completed.

Message: Notify approver of completion.

Result Type: None

Prerequisite Activities: Notify User of Approval, or Notify User of Budget Revision Submission

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.

The table below describes the attributes associated with the PSB Account Generator for OLD item type.

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 C-2.

Oracle Public Sector Budgeting Process

This appendix covers the following topics:

- Overview
- Oracle Public Sector Budgeting Process DiagramPublic Sector Budgeting processdiagram
- Plan and Set Up the Budget Environment DiagramPublic Sector Budgeting processplan and set up budget environmentdiagram
- Plan and Set Up the Budget EnvironmentPublic Sector Budgeting processplan and set up budget environmentprocessPublic Sector Budgeting processplan and set up budget environmentreferences
- Prepare Data Extract and Position Information DiagramPublic Sector Budgeting processprepare data extract and position informationdiagram
- Prepare Data Extract and Position InformationPublic Sector Budgeting processprepare data extract and position informationprocessPublic Sector Budgeting processprepare data extract and position informationreferences
- Plan and Create Budget Worksheets DiagramPublic Sector Budgeting processplan and create budget worksheetsdiagram
- Plan and Create Budget WorksheetsPublic Sector Budgeting processplan and create budget worksheetsprocessPublic Sector Budgeting processplan and create budget worksheetsreferences
- Distribute, Modify, and Submit Budgets DiagramPublic Sector Budgeting processdistribute, modify, and submit budgetsdiagram
- Distribute, Modify, and Submit BudgetsPublic Sector Budgeting processdistribute, modify, and submit budgetsprocessPublic Sector Budgeting processdistribute, modify, and submit budgetsreferences
- Revise Budgets DiagramPublic Sector Budgeting processrevise budgetsdiagram
- Revise BudgetsPublic Sector Budgeting processrevise budgetsprocessPublic Sector Budgeting processrevise budgetsreferences

- Generate Reports and Analyze Data DiagramPublic Sector Budgeting
processgenerate reports and analyze datadiagram
- Generate Reports and Analyze DataPublic Sector Budgeting processgenerate
reports and analyze dataprocessPublic Sector Budgeting processgenerate reports
and analyze datareferences
- Maintain Budget, General Ledger, and HR SystemsPublic Sector Budgeting
processmaintain budget and General Ledger systemsprocessPublic Sector
Budgeting processmaintain budget and General Ledger systemsreferences

Overview

Oracle Public Sector Budgeting allows organizations to perform the following budgeting functions:

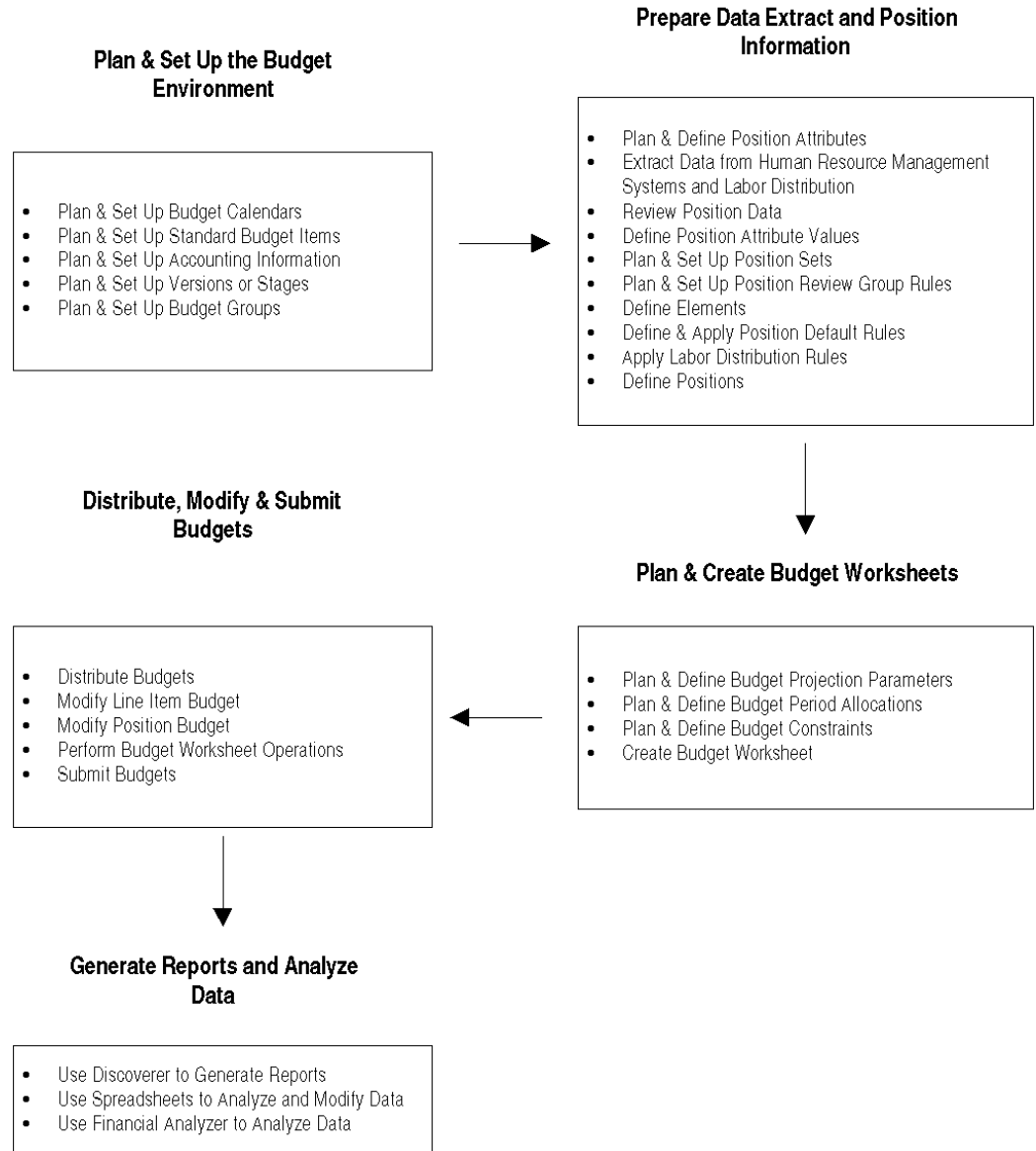
- plan and set up the budget environment
- prepare data extract and position information
- plan and create budget worksheets
- distribute, modify, and submit budgets
- revise budgets
- generate reports and analyze data
- maintain budget and General Ledger systems

These functions provide the basis for a comprehensive budgeting system for public sector organizations.

Oracle Public Sector Budgeting Process Diagram

The diagrams below show the budgeting process as described in the accompanying text.

Oracle Public Sector Budgeting Process Diagram



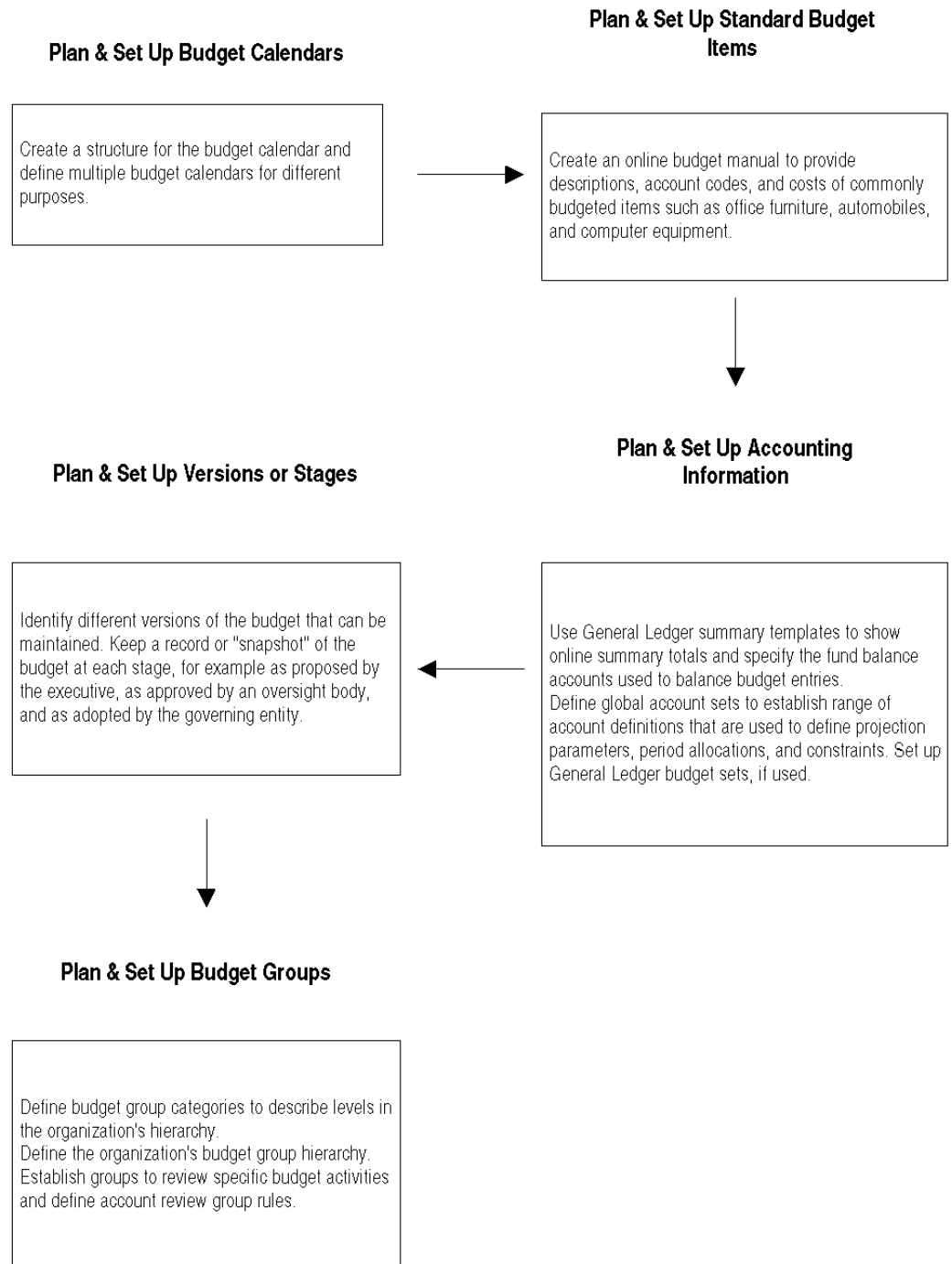
Maintain Budget, General Ledger, and Human Resources Systems

- Validate Budget Group Hierarchy
- Account Overlap Validation
- Maintain Budget Account Codes
- Validate GL Budget Sets
- Create Worksheet Summary Totals
- Create GL Budget Journals
- Transfer Budget Journals to GL
- Delete Budget Group Hierarchy
- Purge Worksheets
- Maintain Budget Positions
- Assign Position Defaults
- Purge Data Extract
- Upload Worksheet to Position Control
- Purge Budget Revisions

Plan and Set Up the Budget Environment Diagram

The diagram below shows the plan and set up budget environment process as described in the accompanying text.

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 ledger.

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 ledger 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 3-1 .

For information on setting up budget calendars, see Budget Calendar Setup, page 4-1.

For information on setting up standard budget items, see Standard Budget Items Setup, page 5-1.

For information on setting up General Ledger interfaces, see General Ledger Interfaces Setup, page 6-1.

For information on setting up global account sets, see Global Account and Position Sets Setup, page 8-1.

For information on setting up budget group categories, see Budget Group Categories Setup, page 9-1.

For information on setting up budget stages, see Budget Stages Setup, page 10-1.

For information on setting up budget groups and security, see Budget Groups and Security Setup, page 11-2.

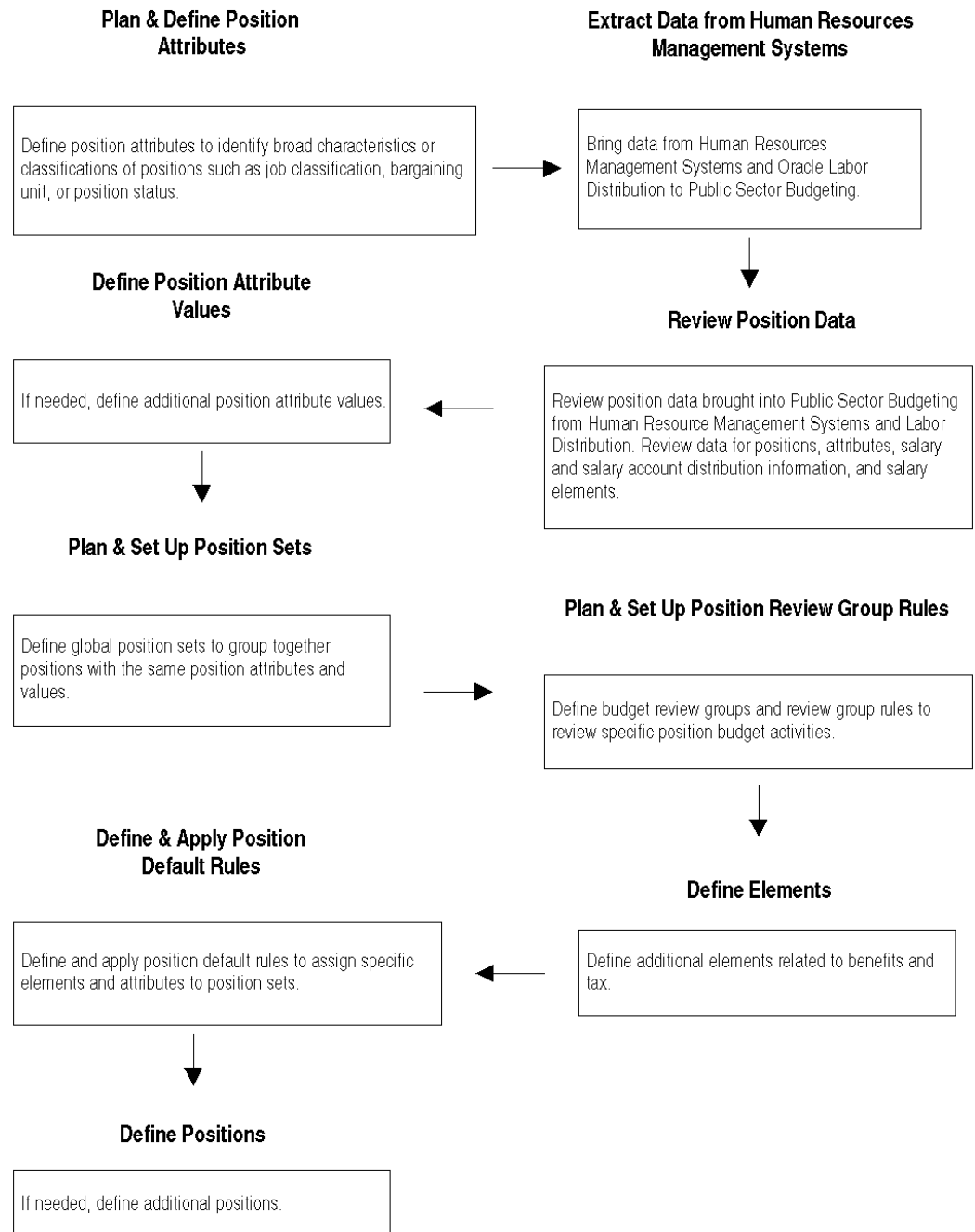
For information on setting up budget review groups and review group rules, see Budget Review Groups Setup, page 12-1.

For information on creating General Ledger budget sets, see General Ledger Budget Sets Setup, page 7-1.

Prepare Data Extract and Position Information Diagram

The diagram below shows the prepare data extract and position information process as described in the accompanying text.

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 ledgers, 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 13-1.

For information on extracting data from Human Resource Management Systems, see Extract Data From HRMS Setup, page 14-1.

For information on reviewing and defining position attribute values, see Position Attribute Values Setup, page 15-1.

For information on setting up position sets, see Global Account and Position Sets Setup, page 8-1.

For information on setting up position review group rules, see Budget Review Groups Setup, page 12-1.

For information on reviewing and defining elements, see Elements Setup, page 16-1.

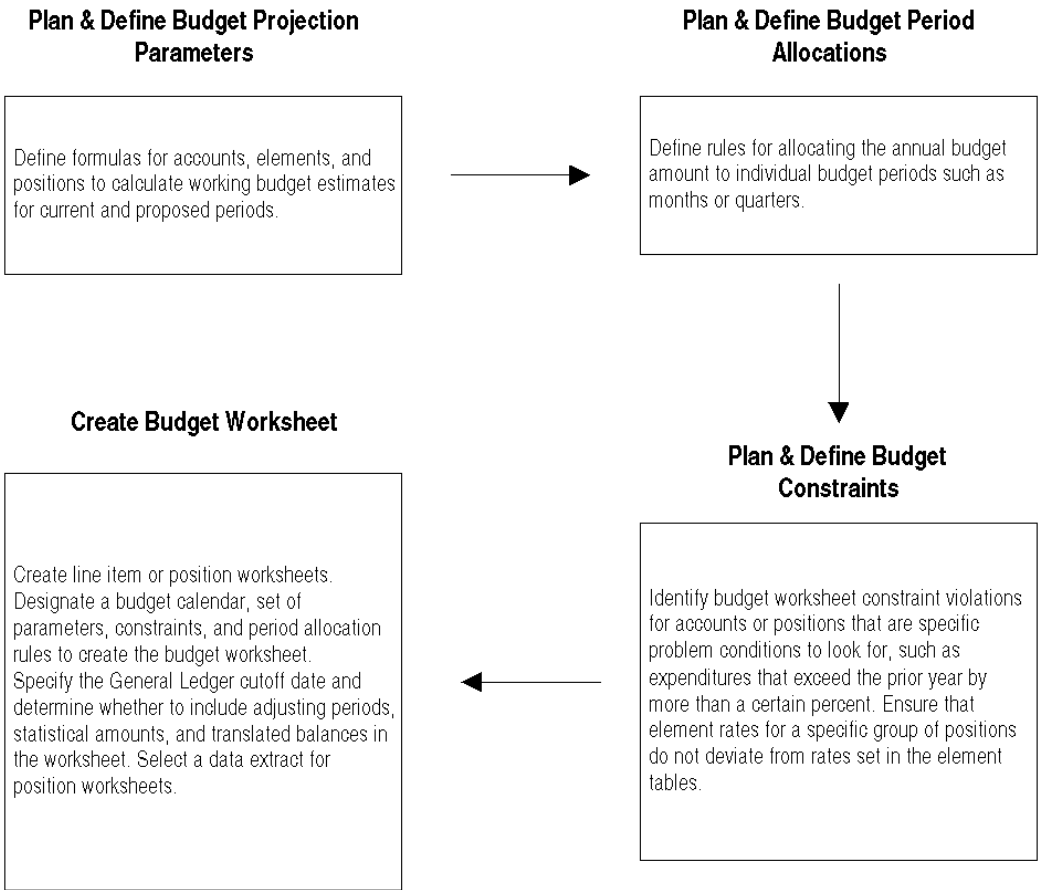
For information on defining and applying position default rules, see Position Default Rules Setup, page 17-1.

For information on defining positions, see Positions Setup, page 19-1.

Plan and Create Budget Worksheets Diagram

The diagram below shows the plan and create budget worksheets process as described in the accompanying text.

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 23-2.

For information on defining period allocation rules, see Period Allocation Rules

Procedures, page 24-1.

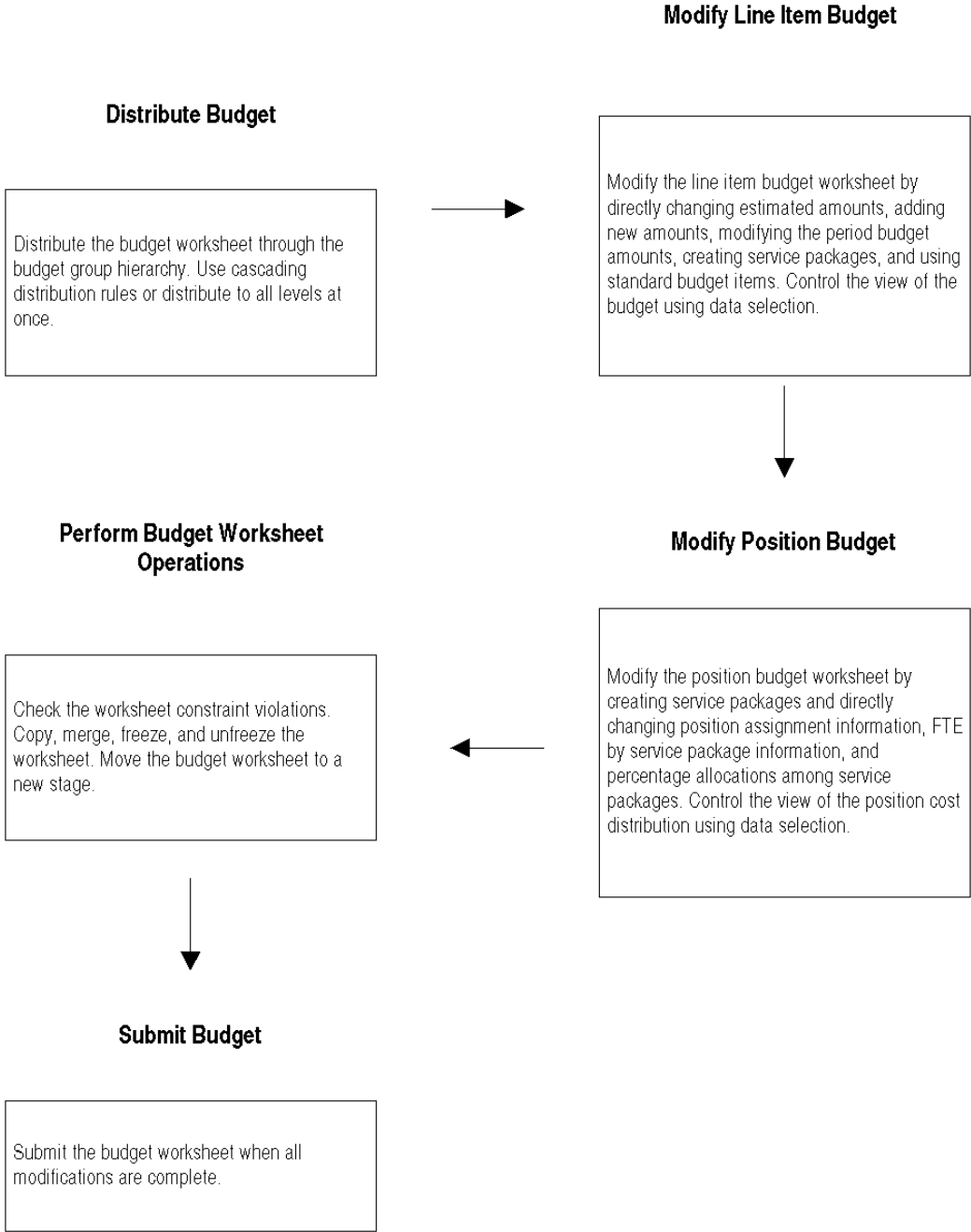
For information on defining constraints, see Constraints Procedures, page 25-1.

For information on creating a worksheet, see Create Worksheet Procedures, page 26-1.

Distribute, Modify, and Submit Budgets Diagram

The diagram below shows the distribute, modify, and submit budgets process as described in the accompanying text.

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 31-2.

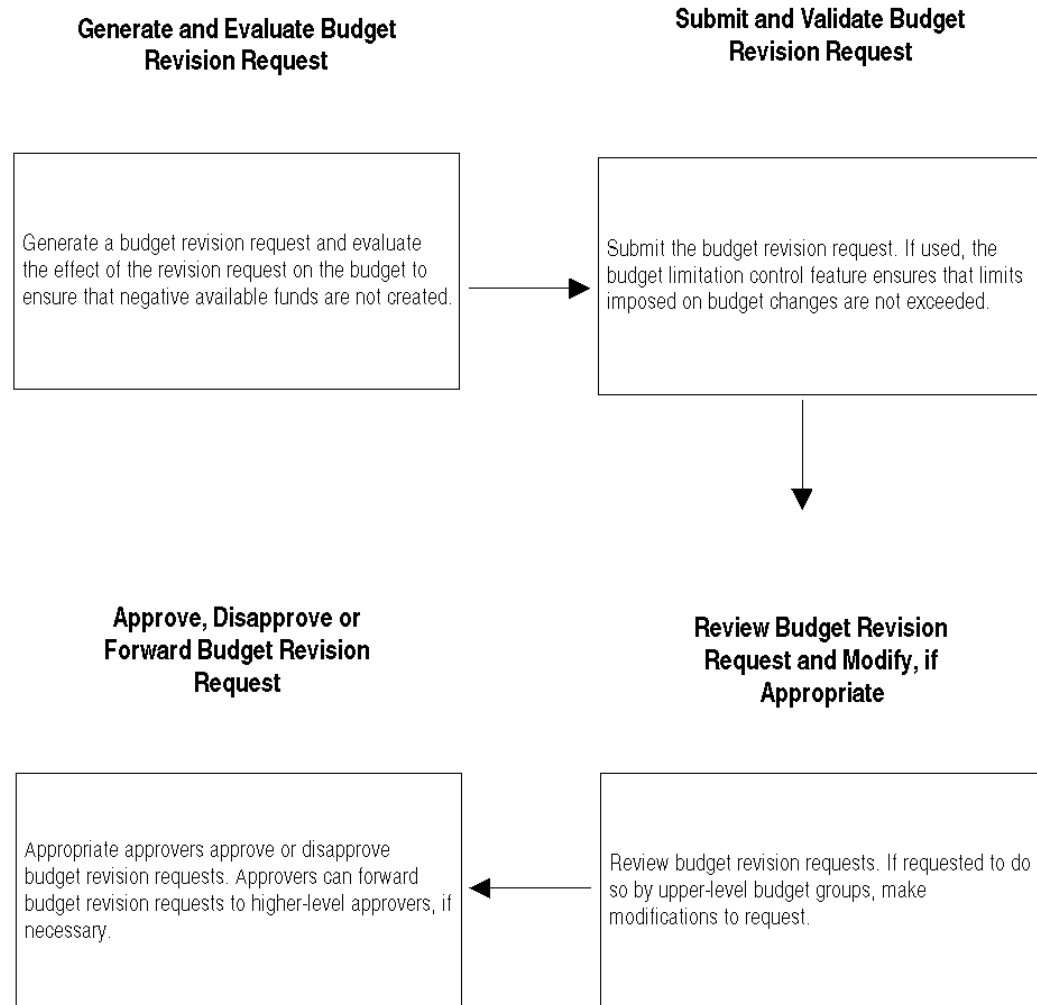
For information on modifying a position budget worksheet, see Modify Position Worksheet Procedures, page 32-1.

For information on performing worksheet operations and submitting a budget worksheet, see Worksheet Operations Procedures, page 36-1.

Revise Budgets Diagram

The diagram below shows the revise budgets process as described in the accompanying text.

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 35-2.

Generate Reports and Analyze Data Diagram

The diagram below shows the generate reports and analyze data process as described in the accompanying text.

Generate Reports and Analyze Data Diagram

Use Oracle Discoverer to Generate Reports

Use Discoverer to generate reports. Public Sector Budgeting provides predefined business views to allow organizations to easily retrieve and review data.

Use Spreadsheet to Analyze and Modify Data

Modify line item and position worksheets in a spreadsheet. Public Sector Budgeting provides an Excel interface to transfer data between Public Sector Budgeting and Excel.

Use Oracle Financial Analyzer to Analyze Data Multidimensionally

Use Financial Analyzer to analyze data using multiple parameters. Public Sector Budgeting provides a link to export data to Financial Analyzer.

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.

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.

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.

Managing Salary for Positions Extracted from Labor Distribution Process

This appendix covers the following topics:

- Overview
- Alternative One: Using the Account Generator for Labor Distribution
Integration Labor Distribution extracted salary, managing alternative one Labor Distribution extracted salary, managing account generator
- Using the PSB Account Generator for OLD Integration Process Labor Distribution extracted salary, managing using account generator process Workflow PSB Account Generator for OLD Integration diagram PSB Account Generator for OLD Integration diagram Workflow PSB Account Generator for OLD Integration process PSB Account Generator for OLD Integration process
- Managing the Account Generator Labor Distribution extracted salary, managing Account Generator Account Generator managing
- Alternative Two: Using Default Rules for Positions with Grants Accounting Instructions Labor Distribution extracted salary, managing alternative two Labor Distribution extracted salary, managing using default rules for positions with Grants Accounting Instructions
- Identify Positions with Grants Accounting Charging Instructions
Procedure positions with Grants Accounting charging instructions procedure Labor Distribution extracted salary, managing positions with Grants Accounting charging instructions procedure
- Assign Position Defaults for Labor Distribution Procedure assign position defaults for Labor Distribution procedure Labor Distribution extracted salary, managing assign position defaults procedure
- Example: Assign Position Defaults for Labor Distribution assign position defaults for Labor Distribution example using Labor Distribution default rules example

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, page C-2
- Alternative Two: Using Default Rules for Positions with Grants Accounting Instructions, page C-5

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*, page C-4.

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.

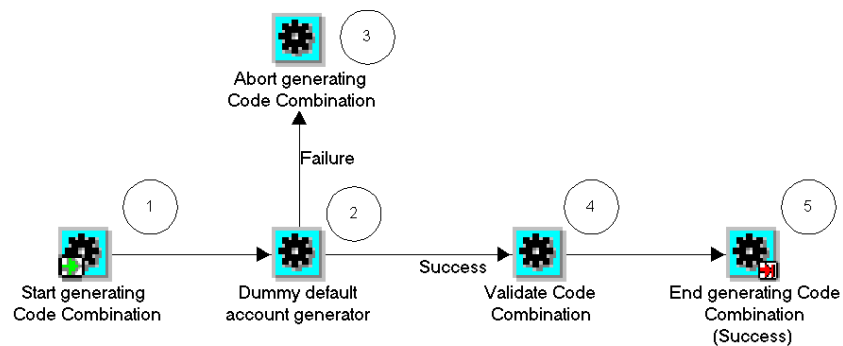
To use the Account Generator process, users must create their own Oracle Public Sector Budgeting Account Generator process. It is recommended that users create new Oracle Public Sector Budgeting Account Generator processes by copying the Generate Default Account process, removing the dummy default account 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*.

The diagram below shows the Generate Default Account nodes as described in the accompanying text.

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, page C-4
- Enabling or Disabling Account Generator, page C-4
- Selecting an Account Generator Process, page C-5

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 2-2.

Selecting an Account Generator Process

For new installations, users need to run the script PSBSWFAG.sql. This script is located in the \$PSB_TOP/patch/115/sql directory. This script populates a list of values in the Account Generator Processes window from a user-defined or customized workflow 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 Application field, query Oracle General Ledger.
4. In the Structure field, query the user-defined accounting flexfield structure.
5. In the Processes region, locate PSB Account Generator for OLD Integration in the Item Type column and select a process from the corresponding list of values in the Process Name field. This process is usually the user's customized workflow process.

Note: This process should be repeated for each chart of account (accounting flexfield structure) 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 17-1.

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, page C-7
- Budget Group Setup, page C-8
- Position Data After Extract, page C-8
- Default Rules for Determining General Ledger Account Codes, page C-9
- Position Data After Default Rules Applied, page C-10
- Create and Distribute Worksheet, page C-11
- Correct Salary Account Distributions in Departmental Worksheets, page C-12

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 the table below.

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.
The table below shows the position salary account distribution after extract for a science research technician position in the science department.

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% | |

The table below shows the position salary account distribution after extract for an engineering professor position in the engineering department.

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.

The table below shows the temporary and ultimate distributions for a science research technician position in the science department.

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% |

The table below shows the temporary and ultimate distributions for an engineering professor position in the engineering department.

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 the table below. 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.

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.

The table below shows the position data with a complete salary account distribution for a science research technician position in a science department.

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% |

The table below shows the position data with a complete salary account distribution for an engineering professor position in the engineering department.

Engineering Department Engineering Professor Position, Position Data After Default Rules

| Attribute = Attribute Value | Salary Account Distributions: |
|-----------------------------|-------------------------------|
| 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.

The table below shows the salaries with the dummy amounts for a science research technician position in a science department worksheet.

Science Department Worksheet Science Research Technician Position, Salary with Dummy Amount

| Account Distributions: | Salary Amount |
|-------------------------------|----------------------|
| 10.10.00.5001 = 80% | \$32,000 |
| 99.10.99.5001 = 20% | \$8.00 |

The table below shows the salaries with the dummy amounts for an engineering professor position in an engineering department worksheet.

Engineering Department Worksheet Engineering Professor Position, Salary with Dummy Amount

| Account Distributions: | Salary Amount |
|-------------------------------|----------------------|
| 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.

The table below shows the correct salary distributions for a science research technician position in the science department worksheet,

Science Department, Correct Salary Account Distributions in Departmental Worksheets

| Account Distributions | Salary Amount |
|------------------------------|----------------------|
| 10.10.00.5001 | \$32,000 |
| 99.10.99.5001 | \$0 |
| 10.10.11.5001 | \$8.00 |

The table below shows the correct salary distributions for an engineering professor position in the engineering department worksheet,

Engineering Department, Correct Salary Account Distributions in Departmental Worksheets

| Account Distributions | Salary Amount |
|------------------------------|----------------------|
| 10.20.00.5001 | \$42,000 |
| 99.20.99.5001 | \$0 |
| 10.20.22.5001 | \$12,000 |
| 30.20.3.5002 | \$6,000 |

Extract Data from Non-Oracle HRMS Process

This appendix covers the following topics:

- Overview
- Important Considerationsnon-Oracle extractimportant considerations
- Prerequisitesnon-Oracle extractprerequisites
- Extensionsnon-Oracle extractextensions
- Extracting Data from Non-Oracle HRMS Diagramnon-Oracle extractdiagram
- Extracting Data from Non-Oracle HRMS Processnon-Oracle extractprocess
- Implicationsnon-Oracle extractimplications

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 Electronic 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, page D-2
- Use Unique Position Identifications, page D-3
- Identify Positions Initiated From Public Sector Budgeting, page D-3

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, page D-7.
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

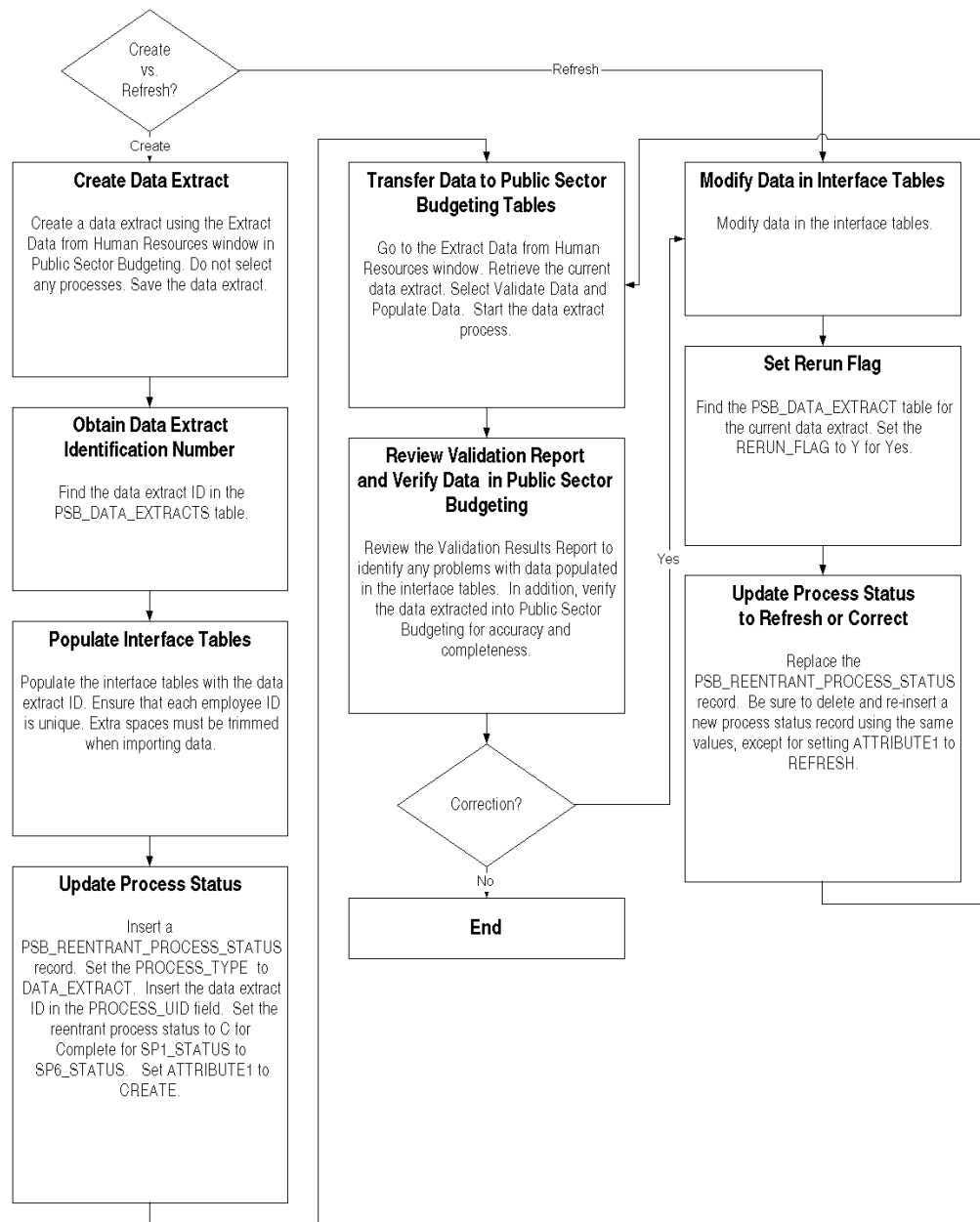
worksheets, if applicable

- populate the non-Oracle HRMS budget from the Public Sector Budgeting budget revisions, if applicable

Extracting Data from Non-Oracle HRMS Diagram

The diagram below shows how to extract data from non-Oracle HRMS as described in the following text.

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, page D-7

- Create Data Extract, page D-7
- Obtain Data Extract Identification Number, page D-7
- Populate Interface Tables, page D-8
- Update Process Status, page D-11
- Transfer Data to Public Sector Budgeting Tables, page D-12
- Review Validation Report and Verify Data in Public Sector Budgeting, page D-12
- Correct and Refresh Data, page D-15
- Modify Data in Interface Tables, page D-15
- Set Rerun Flag, page D-15
- Update Process Status to Correct or Refresh, page D-16
- Repeat from Transfer Data to Public Sector Budgeting Tables, page D-17

Create versus Refresh Data

In a new budget year, create a new data extract using the instructions in Create Data Extract, page D-7.

To refresh data in the existing data extract of the current year in Public Sector Budgeting, skip to Modify Data in Interface Tables, page D-15.

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 Public Sector Budgeting sweeps a vacant position from PSB_POSITIONS_I, it will not construct a non-grade salary element and a salary assignment based on that.

In an Oracle HRMS implementation, this is not an issue, since this is not possible under the Oracle HRMS Position form, which requires a grade before a value can be specified.

However, in a third-party HRMS situation, there is no such form level restrictions and users could have a vacant position without grade but with a proposed salary value.

To improve the Data Extract process, in a third-party HRMS situation, create a salary assignment for a vacant position (from PSB_POSITIONS_I), and invent a grade rate type (salary_type = 'RATE') of salary element and so that the vacant position follows this invented grade rate type of salary element. Make sure you turn on the overwrite value flag once the Data Extract process extracts this salary element. One rate (option) is adequate and its value can be zero, as you'll rely on the overwritten value that you populate for the vacant positions in PSB_POSITIONS_I anyway.

Technically, this means the following

1. 1. Populating an additional record in PSB_SALARY_I to represent this invented grade rate (one rate option with a 0 value will do). To use this grade rate type of salary element, set SALARY_TYPE = 'RATE' (not 'VALUE'). ELEMENT_VALUE can be 0.

Hint: Use values for RATE_OR_PAY_SCALE_NAME and GRADE_NAME that are more in line with the functional reality, rather than the technical configuration. Use values such as, "Non-Grade Rate Salary" (make sure you spell this differently from the system constructed one – "Non Grade Salary") and 'Non-Grade Rate,' respectively. The key is to use names that make it sound less like a grade-rate.

2. 2. When the vacant positions that follow non-grade salary are populated into PSB_POSITIONS_I, make sure you populate the RATE_OR_PAY_SCALE_ID and GRADE_ID with those of the invented grade you added to PSB_SALARY_I. Populate the SALARY_TYPE with 'RATE.'

The result is that a salary assignment will be created for the vacant positions. However, instead of the salary assignment consisting of only element ('Non Grade Salary') and value, it will consist of element (e.g., 'Non-Grade Rate Salary'), option (e.g., 'Non-Grade Rate') and value. The incumbered positions that follow non-grade salary will continue to have the normal salary assignment that consists of only element ('Non Grade Salary') and value.

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 through Oracle *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.

The table below outlines the fields and their contents for record that is inserted.

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 |

| Field | Field Description | Value |
|------------|--|--------|
| SP6_STATUS | denotes the employee assignment interface table PSB_EMPLOYEE_ASSIGNMENT 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.

The table below lists the conditions for some fatal mistakes made in the interface table.

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">1. Employee records are missing in the PSB_EMPLOYEES_I table.2. The HR_EMPLOYEE_ID column is not populated in the PSB_POSITIONS_I table.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. |
| 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> |

| Statistics | Possible Issues |
|---|--|
| Number of position assignment attribute records = 0 | 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. |

The table below lists the conditions for some possible mistakes made in the interface tables.

Interpret Vital Statistics in the Validation Results Report for Possible Mistakes

| Statistics | Possible Issues |
|--|--|
| 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.

The table below lists the windows used to verify extracted data.

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">1. Position attributes in the Attribute region2. Salary assignments in the Salary tab3. Account distributions in the Distribution tab4. Employee names in the Employee tab for occupied positions |
| Elements | <p>If the PSB_SALARY_I interface table is populated correctly, salary elements are constructed.</p> |
| Attribute Values | <p>Position attributes that have Value Table checked have attribute values in the Position Attribute Values window.</p> |

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, page D-15.

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, page D-8.

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.

The table below outlines the fields and their contents for the record to be inserted.

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 |

| Field | Field Description | Value |
|------------|---|---------|
| 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, page D-12 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, page D-17
- Upload Worksheet to Position Control, page D-18

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 14-1.

Handling Reorganization During Budget Development Process

This appendix covers the following topics:

- Overview
- Forming a New Budget Organizationreorganization during budget development cycleforming a new budget organization
- Changing Reporting Linesreorganization during budget development cyclechanging reporting lines
- Transferring Positions Between Organizationsreorganization during budget development cycletransferring positions between organizations
- Transferring Accounts Between Organizationsreorganization during budget development cycletransferring accounts between organizations

Overview

This chapter discusses basic scenarios for handling budget reorganization during a budget cycle. These scenarios address situations where worksheets have been distributed and substantially changed. When budget reorganization takes place at the beginning of the budget cycle, before the worksheet has been modified, the changes 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, page E-2
Example: when a new department is formed, with a new department segment value in the accounting flexfield.
- Changing Reporting Lines, page E-5
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, page E-9
Example: when a department is downsized and some of its positions transferred to a new department.
- Transferring Accounts Between Organizations, page E-12
Example: when a department turns over activities to a central organization.

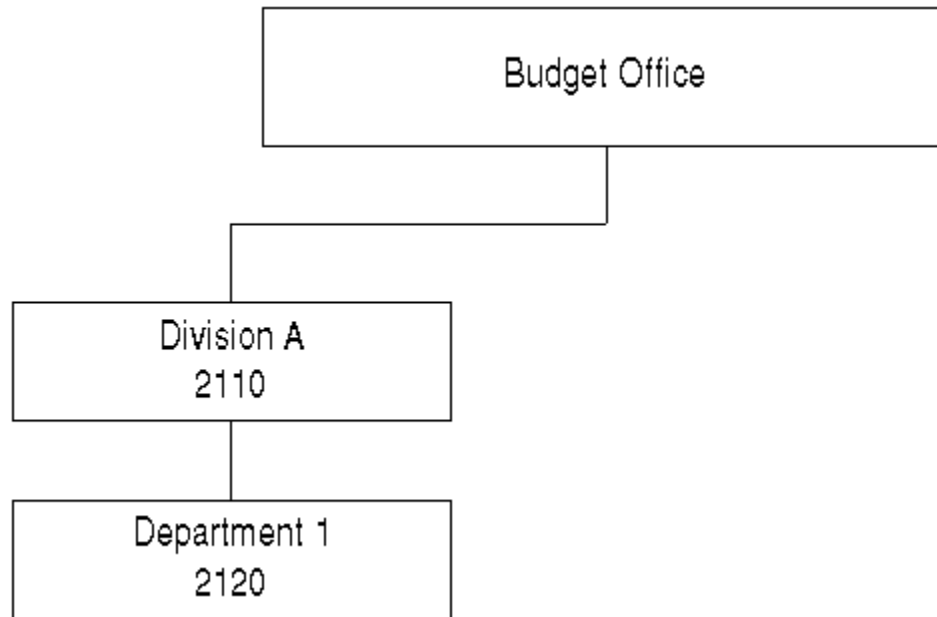
Forming a New Budget Organization

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.

The diagram below shows the Budget Office before reorganization.

Budget Office Before Reorganization



A budget worksheet has been created, distributed and substantially modified. The worksheet identifications are shown in the following table.

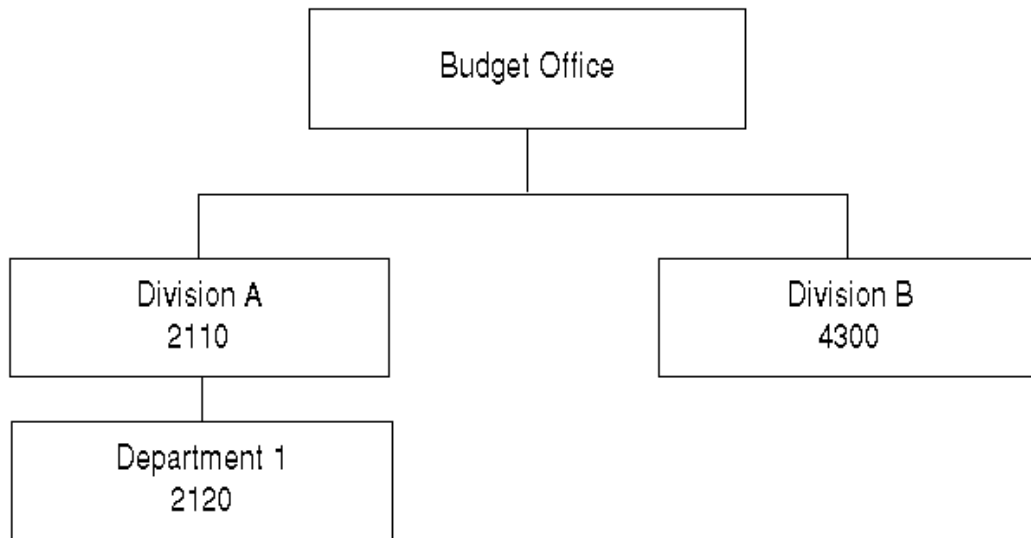
Initial Worksheet Identifications

| 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.

The figure below shows the Budget Office hierarchy after reorganization.

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: All other required budget group setup must be completed as well.

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 the table below.

Worksheet ID after Reorganization

| Budget Group | Worksheet ID |
|---------------|--------------|
| Budget Office | 769 |

| Budget Group | Worksheet ID |
|--------------|--------------|
| Division A | 792 |
| Division B | 793 |
| Department 1 | 794 |

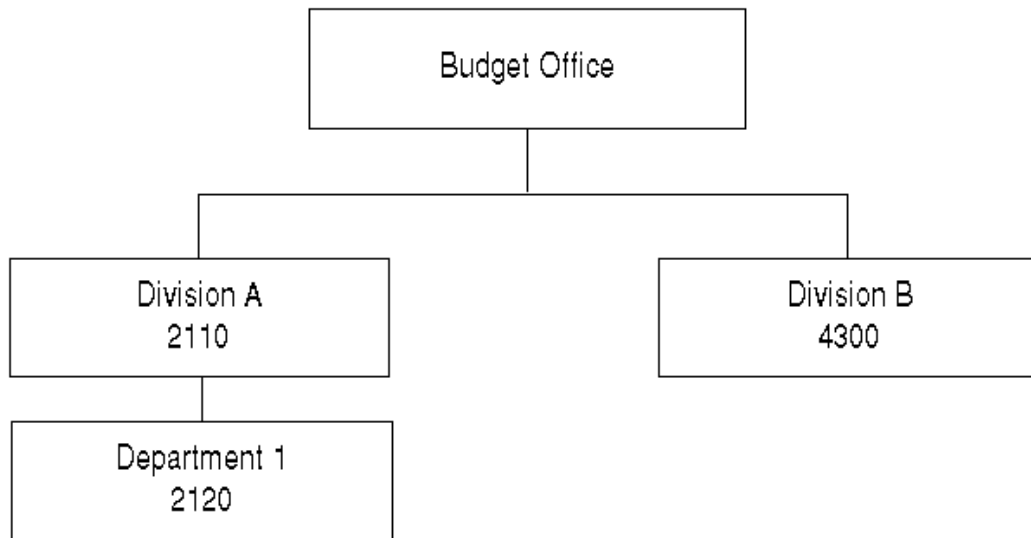
Budget preparers for Division B add the line-items and positions to worksheet 793 as needed. The organization segment value for the account code combinations created is ...4300....

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.

The figure below shows the Budget Office before the reorganization.

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.

The table below shows the range of account and position access for each organization prior to the reorganization.

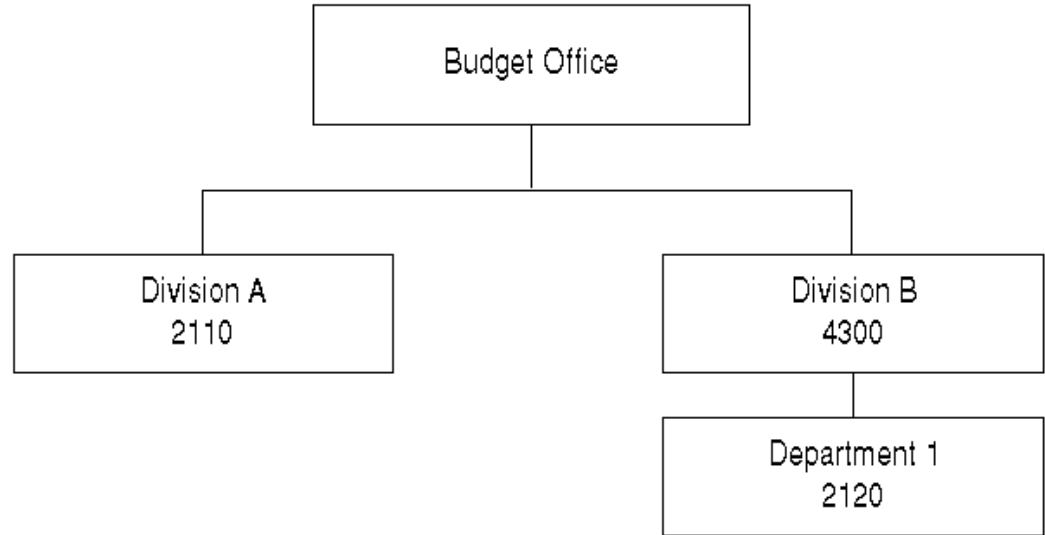
Range of Account and Position Access Before Reorganization

| 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. The figure below shows the budget office after reorganization.

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.

The table below shows the range of account and position access after the reorganization.

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.

The table below shows the access allowed after the reorganization.

Range of Account and Position Access After Reorganization

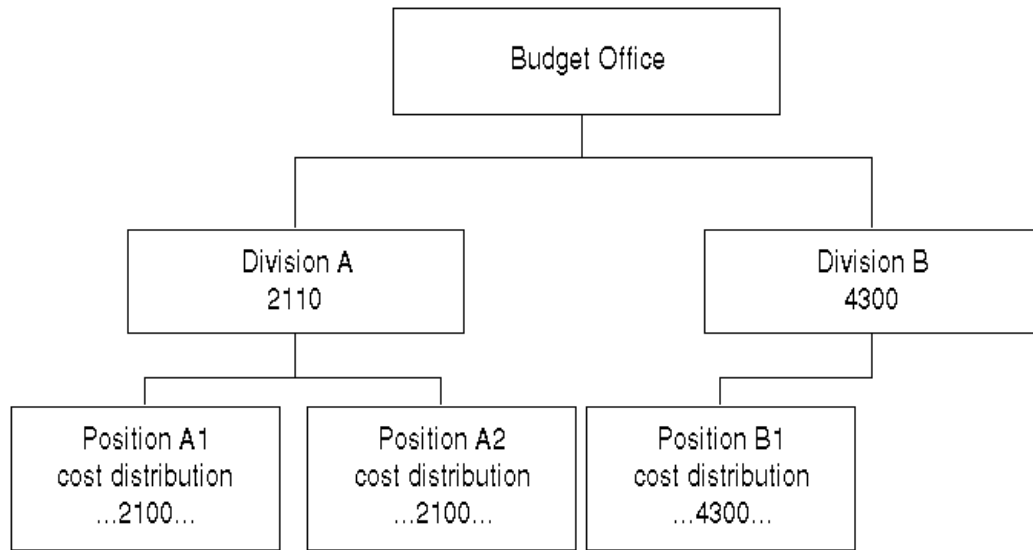
| Budget Group | New Worksheet ID | Copied Worksheet ID | Range of Accounts Access | Positions Access |
|---------------------|-------------------------|----------------------------|---------------------------------|-------------------------|
| Budget Office | 769 | | ...2110... | Division A positions |
| | | | ...2120... | Department 1 positions |
| | | | ...4300... | Division B positions |
| Division A | 829 | | ...2110... | Division A positions |
| Division A | | 795 (from 792) | ...2110... | Division A positions |
| | | | ...2120... | Department 1 positions |
| Division B | 793 | | ...2120... | Department 1 positions |
| | | | ...4300.. | 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....

The figure below shows the Budget Office hierarchy before the transfer.

Budget Office Before Transfer

The Division A worksheet can access Position A2, but Division B cannot.

The table below shows the access permissions before the transfer.

Range of Account and Position Access Before Transfer

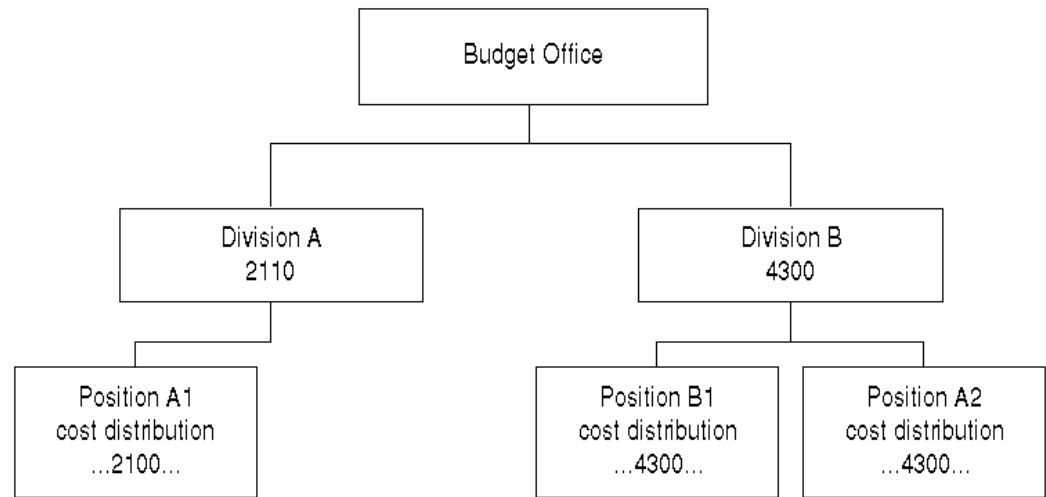
| Budget Group | Worksheet ID | Range of Accounts Access | Positions Access |
|---------------|--------------|--------------------------|--|
| Budget Office | 769 | ...2110... ...4300... | Position A1 and Position A2 Position B2 |
| Division A | 792 | ...2110... | Position A1 and Position A2 |
| Division 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 the Range of Account and Position Access after Reorganization table, page E-9.

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.

The figure below shows how the Budget Office hierarchy appears after the transfer.

Budget Office After Transfer



After the transfer, the Division B worksheet can access Position A2, while the Division A worksheet cannot.

The table below shows the access permissions after the transfer.

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....

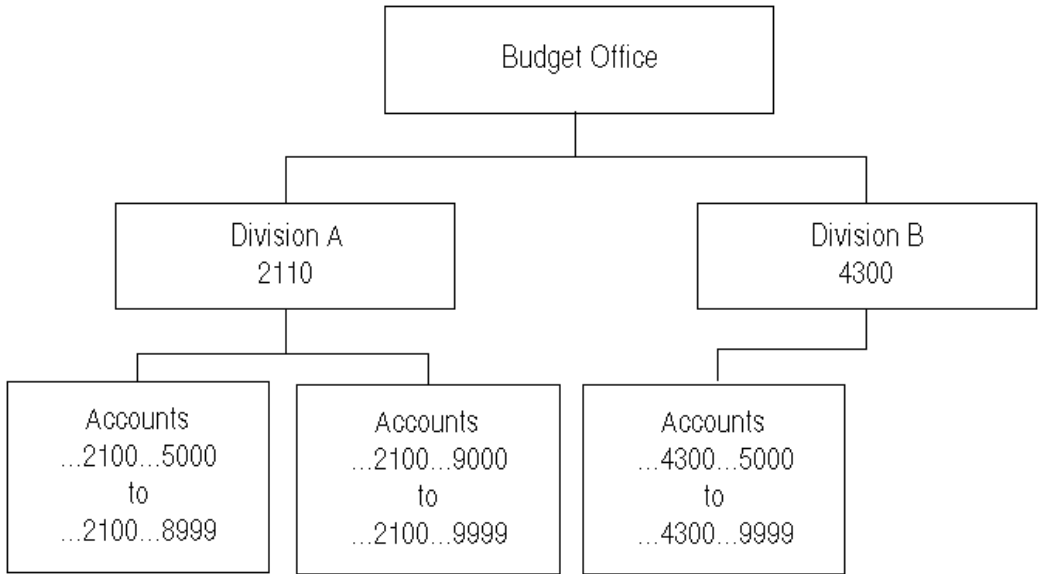
Transferring Accounts Between Organizations

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.

The figure below shows the budget office before the transfer.

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.

The table below shows the range of accounts access allowed.

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 |

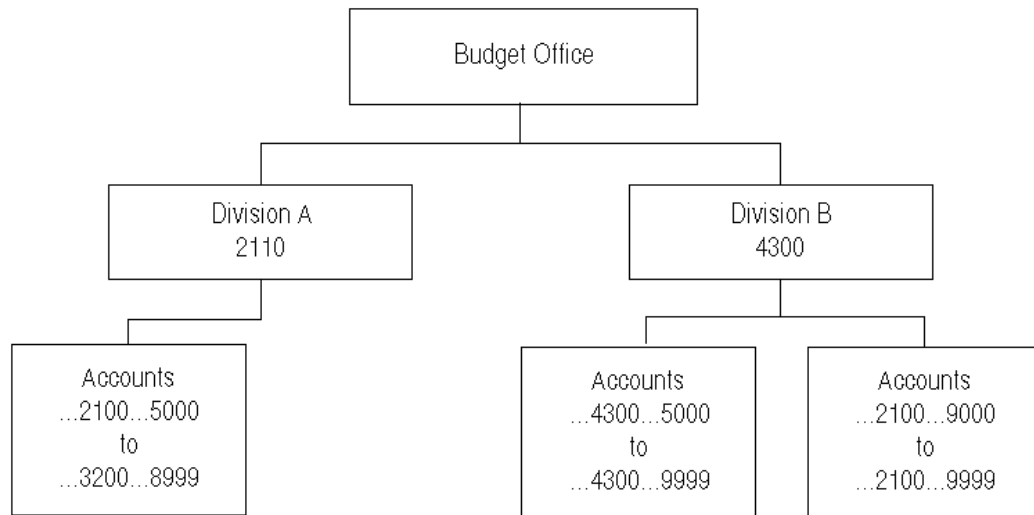
When the range of accounts ...2100..9000 to ...2100...9999 is transferred from Division A to Division B in the Budget Group window, the worksheets do not automatically update the account ownership in the worksheets, so it stays the same as in the Worksheet IDs Before Transfer table, page E-13.

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.

The figure below shows the new account ownership.

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.

The table below shows the range of account access allowed after the transfer.

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 11-2.
- 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 31-2.
- For information on removing and adding accounts from the budget group, see Modify Line Item Worksheet Procedures, page 31-2.

Projection Parameter and Constraint Formula Types

This appendix covers the following topics:

- Overview
- Account Projection Parameter Formulasprojection parameter formula typesaccount projection parameter formulas
- Element Projection Parameter Formulasprojection parameter formula typeselement projection parameter formulas
- Position Projection Parameter Formulasprojection parameter formula typesposition projection parameter formulas
- Account Constraint Formulasconstraint formula typesaccount constraint formulas
- Element Constraint Formulasconstraint formula typeselement constraint formulas
- Position Constraint Formulasconstraint formula typesposition constraint formulas

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 23-2.

For information on defining constraints, see *Constraints Procedures*, page 25-1.

Account Projection Parameter Formulas

Formula Types

The table below shows the formula types for account projection parameters.

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.

The table below shows sample data for account projection parameter formula type 1.

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.

The table below shows sample data for account projection parameter formula type 2.

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.

The table below shows sample data for account projection parameter formula type 3.

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.

The table below shows sample data for account projection parameter formula type 4.

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

The table below shows the formula types for element projection parameters.

Element Projection Parameter Formula Types

| Type | Description | Required Fields | Optional Fields |
|--------|---|----------------------------------|--|
| Type 1 | salary element with or without option values | Step, Element, Value Type, Value | Option, Grade Step, From [Effective Dates], To [Effective Dates] |
| Type 2 | benefits or tax element with or without option values | Step, Element, Value Type, Value | Option, From [Effective Dates], To [Effective Dates] Note: fields not used: Grade Step |

Type 1: Example 1

Project salary element rates for selected grades.

The table below shows sample data for element projection parameter formula type 1.

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.

The table below shows sample data for element projection parameter formula type 1.

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.

The table below shows sample data for element projection parameter formula type 2.

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.

The table below shows sample data for element projection parameter formula type 2.

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

The table below shows the formula types for position projection parameters.

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 | From [Effective Dates], To [Effective Dates] |
| | | Note: fields not used: Element, Option, Grade Step, Value Type, Element Value | |

| Type | Description | Required Fields | Optional Fields |
|--------|---|---|--|
| Type 4 | auto increment not used; element assignment type; salary element | Step, Assignment Type, Element, Value Type, Element Value Note: fields not used: Attribute, Attribute Value | Option, Grade Step, From [Effective Dates], To [Effective Dates] |
| Type 5 | auto increment not used; element assignment type; benefits or tax element with or without option values | Step, Assignment Type, Element, Value Type, Element Value Note: fields not used: Grade Step, Attribute, Attribute Value | Option, From [Effective Dates], To [Effective Dates] |

Type 1

Increment employees in a position by one step within a grade. For example, new employees who have reached the six month probation period can progress by one step within their grade.

The table below shows sample data for position projection parameter formula type 1. Bold indicates a field name.

Position Projection Parameter Formula - Type 1, Auto Increment Used with Hire Date Option

| Field | Value |
|---------------------|-----------|
| Every | 182 |
| Days From | Hire Date |
| Increment Salary By | 1 |
| Type | Step |

Type 2

Increase the salaries for employees in a position for seniority. For example, raise the salary for an employee by 5% at each annual evaluation.

The table below shows sample data for position projection parameter formula type 2.

Position Projection Parameter Formula - Type 2, Auto Increment Used with Adjustment Date Option

| Field | Value |
|---------------------|-----------------|
| Every | 365 |
| Days From | Adjustment Date |
| Increment Salary By | 5 |
| Type | Percent |

Type 3

Reclassify the attribute value for a position. For example, designate that employees in temporary positions should work half-time.

The table below shows sample data for position projection parameter formula type 3.

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.

The table below shows sample data for position projection parameter formula type 4.

Position Projection Parameter Formula- Type 4, Auto Increment Not Used, Element Assignment Type, Salary Element

| Step | Assign ment Type | Elemen t | Option | Grade Step | Value Type | Elemen t Value | From [Effecti ve Dates] | To [Effecti ve Dates] | Attribut e | Attribut e Value |
|------|------------------------|--------------------|--------|---------------|---------------|-------------------|----------------------------------|--------------------------------|---------------|---------------------|
| 10 | Element | Monthl y 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.

The table below shows sample data for position projection parameter formula type 5.

Position Projection Parameter Formula - Type 5, Auto Increment Not Used, Element Assignment Type, Benefits or Tax Element with Option Values

| Step | Assign ment Type | Elemen t | Option | Grade Step | Value Type | Elemen t Value | From [Effecti ve Dates] | To [Effecti ve Dates] | Attribut e | Attribut e 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.

The table below shows sample data for position projection parameter formula type 6.

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

The table below shows the formula types for account constraints.

Account Constraint Formula Types

| Type | Description | Required Fields |
|--------|--------------------------|--|
| Type 1 | detailed option not used | Step, Prefix Operator, Period, Balance Type, Currency, Postfix Operator, Amount Note: fields not used: Account |
| Type 2 | | Step, Prefix Operator, Period, Balance Type, Account, Currency Note: optional fields: Postfix Operator, Amount |
| Type 3 | | Step, Prefix Operator, Amount Note: fields not used: Period, Balance Type, Account, Currency, Postfix Operator |

| Type | Description | Required Fields |
|--------|--|-----------------|
| 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.

The table below shows sample data for account constraint formula type 1.

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.

The table below shows sample data for account constraint formula type 2.

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.

The table below shows sample data for account constraint formula type 3.

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.

The table below shows sample data for account constraint formula type 4.

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

The table below shows the formula types for element constraints.

Element Constraint Formula Types

| Type | Description | Required Fields |
|-------------|---|--|
| Type 1 | salary element required fields: Step, Element optional fields: Option, Grade Step, From [Effective Dates], To [Effective Dates] | Step, Element Note: optional fields: Option, Grade Step, From [Effective Dates], To [Effective Dates] |
| Type 2 | benefits or tax element with or without option values | Step, Element Note: optional fields: Option, From [Effective Dates], To [Effective Dates] Note: fields not used: Grade Step |

Type 1

Prevent an element value from being modified for a certain group of positions. For example, specify that union positions must follow the salary rates suggested in the salary element table, but that other positions are allowed to deviate from the suggested salary rates.

The table below shows sample data for element constraint formula type 1.

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.

The table below shows sample data for element constraint formula type 2.

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.

The table below shows sample data for element constraint formula type 2.

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**

The table below shows the formula types for position constraints.

Position Constraint Formula Types

| Type | Description | Required Fields |
|--------|--|------------------|
| Type 1 | FTE usedrequired fields: Operator, Amount | Operator, Amount |

| Type | Description | Required Fields |
|--------|---|---|
| Type 2 | FTE not used; salary elementfields not used: Value Type, Element Value, Currency | Step, Element, Operator, Option, Grade Step Note: fields not used: Value Type, Element Value, Currency |
| Type 3 | FTE not used; salary, or benefits or tax element | Step, Element, Operator, Value Type, Element Value Note: optional fields: Currency Note: fields not used: Option, Grade Step |

Type 1

Notify users if a department exceeds the approved FTE headcount.

The table below shows sample data for position constraint formula type 1.

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.

The table below shows sample data for position constraint formula type 2.

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.

The table below shows sample data for position constraint formula type 3.

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.

The table below shows sample data for position constraint formula type 3.

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 | | |

Oracle Public Sector Budgeting Navigation Paths

This appendix covers the following topics:

- Navigation

Navigation

The table below shows the navigation path for each window in Oracle Public Sector Budgeting.

Navigation Paths

| Window | Navigation Path |
|--|--|
| Account and Position Sets [for Worksheets] | Setup - Options - Account/Position Sets |
| Account and Position Sets [for Budget Revisions] | Budget Revisions - Account and Position Sets |
| Allocation Percentages | Worksheet - Period Allocation Click Allocation Rules Click Percentage Allocation |
| Allocation Rules | Worksheet - Period Allocation Click Allocation Rules |

| Window | Navigation Path |
|---------------------------|---|
| 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 |
| 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 |

| Window | Navigation Path |
|--------------------------|---|
| 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: Tools - Constraint Set |
| Constraint Sets | Worksheet - Constraints |
| Copy Allocation Rule Set | Worksheet - Period Allocation Click Copy From |
| Copy Budget Group | Setup - Budget Hierarchy - Budget Groups Click Open Click Copy From |
| Copy Calendar | Setup - Options - Calendars Click Copy From |
| Copy Parameter Set | Worksheet - Parameters Click Copy From |

| Window | Navigation Path |
|---|--|
| 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 |
| Default Rule Set | Positions - Default Rule Sets |
| 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 |
| Distribution Rule | Worksheet - Distribute or Worksheet - Modify Click Distribute |

| Window | Navigation Path |
|---|---|
| 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 Organizations | Setup - Position - Extract Select Extract by Organization check box Click Select Organizations |
| [Find Personal Profile Values] | Profile - Personal |
| Note: Window from Oracle System Administration | or Personal Profiles |

| Window | Navigation Path |
|---|---|
| [Find System Profile Values] | Profile - System |
| Note: Window from Oracle System Administration | |
| Flexfield Mapping | Setup - Account - Flexfield Mapping |
| FTE Allocation Profiles | Positions - FTE Allocations Profiles |
| GL Budget Sets | Setup - Account - GL Budget Sets |
| GL Interfaces Setup | Setup - Account - GL Interfaces |
| Labor Distribution Mapping | Setup - Position - Extract Click Labor Distribution Mapping |
| Line Items Revise Projections | Budget Revisions - Define Click Create Request Click Revise Projections |
| [Local] Parameter [for Budget Revisions] | Budget Revisions - Local Parameters |
| [Local] Parameter [for Worksheets] | Worksheet - Local Parameters |
| Worklist | Workflow - Notifications[Browser launches] |
| Notifications Detail | Workflow - Notifications Click Selected Notification |
| Link | Setup - Analyzer - Links |

| Window | Navigation Path |
|---|---|
| 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 |
| 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: Tools - Parameter Set |
| [Personal Profile Values] | Profile - Personal |
| Note: Window from Oracle System Administration | |
| Position Attribute Values | Setup - Position - Values |
| Position Attributes | Setup - Position - Attributes |
| Position Default Rules | Position - Default Rules |

| Window | Navigation Path |
|----------------------------------|--|
| 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 |
| Positions | Position - Positions or Worksheet - Modify Click Open Click Positions Click Create Position |
| Positions [for Budget Revisions] | Budget Revisions - DefineEntries tab] Click Edit Request Click Create Positions [Position [Enter parameters] Click OK or Click Position Details [Position Entries tab] |

| Window | Navigation Path |
|-------------------------------------|---|
| 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 |
| 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 |

| Window | Navigation Path |
|---|--|
| 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 |
| [System Profile Values] | Profile - System |
| Note: Window from Oracle System Administration | |

| Window | Navigation Path |
|---|---|
| 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 |

| Window | Navigation Path |
|----------------------|------------------------|
| Worksheet Lines | Worksheet - Modify |
| | Click Open |
| | Click Line Items |
| Worksheet Operations | Worksheet - Operations |
| | or |
| | Worksheet - Modify |
| | Click Operations |

Online Help References

This appendix covers the following topics:

- Budget Groups and Budget Review Groups
- View Errors
- Organization

Budget Groups and Budget Review Groups

For information on budget groups and security, see the following:

- Budget Groups and Security Setup, page 11-2

For information on budget review groups, see the following:

- Budget Review Groups Setup, page 12-1

View Errors

For information on budget validation errors, see the following:

- Budget Groups and Security Setup, page 11-2

For information on data extract and validation errors, see the following:

- Extract Data From HRMS Setup, page 14-1

For information on worksheet constraint violations, see the following:

- Modify Line Item Worksheet Procedures, page 31-2

For information on budget revision constraint violations, see the following:

- Budget Revisions Procedures, page 35-2

Organization

For information on adding positions from the Positions window, see the following:

- Positions Setup, page 19-1

For information on adding positions from the Position Worksheet window, see the following:

- Modify Position Worksheet Procedures, page 32-1

For information on adding positions from the Budget Revisions window, see the following:

- Budget Revisions Procedures, page 35-2

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.

default rule set

A default rule set is a group of position default rules.

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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