

Operating Budget: Agencies' perspective

FI-BP-004

23-25 September 2008



LaGOV

Version 1.0

Last updated: 12-Nov-08

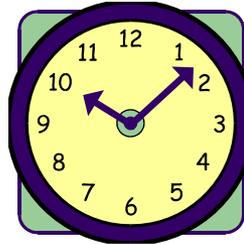


Agenda

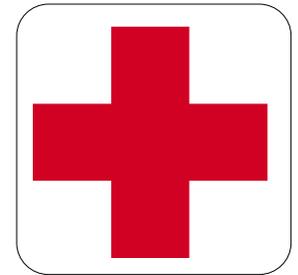
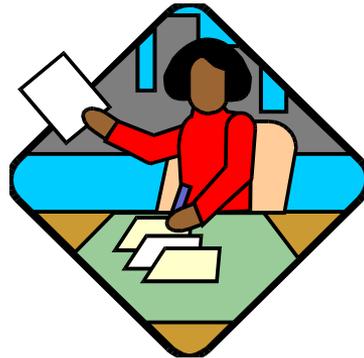
- Logistics, Ground Rules & Introduction
- Project Timeline
- Workshop Objectives
- Business Process Review
 - Process overview
 - AS-IS process flow
 - Current system alignment
 - Process improvement opportunities
 - SAP terms Glossary
 - SAP concepts & functionality
 - Business process flow
 - Leading practices
 - Enterprise readiness challenges
- Next Steps – Action items
- Questions



Logistics



Before we get started ...





Ground Rules

- Has everybody signed in?
- Everybody participates – Blueprint is not a spectator sport
- Silence means agreement
- Focus is key – please turn off cell phones and close laptops
- Challenge existing processes and mindsets
- Offer suggestions and ideas
- Think Enterprise & Integration
- Ask questions at any time
- One person at a time please
- Timeliness – returning from break
- Creativity, Cooperation and Compromise





Introduction

■ Roles

- **Process Analyst and Functional Consultant** – lead and facilitate the discussions, and drive design decisions
- **Documenter** – take detailed notes to support formal meeting minutes to be sent by the Process Analyst to all participants for review and feedback
- **Team Members** – provide additional support for process discussions, address key integration touch points
- **Subject Matter Experts** – advise project team members on the detailed business processes and participate in the decisions required to design the future business process of the State

Round the Room Introductions

Name

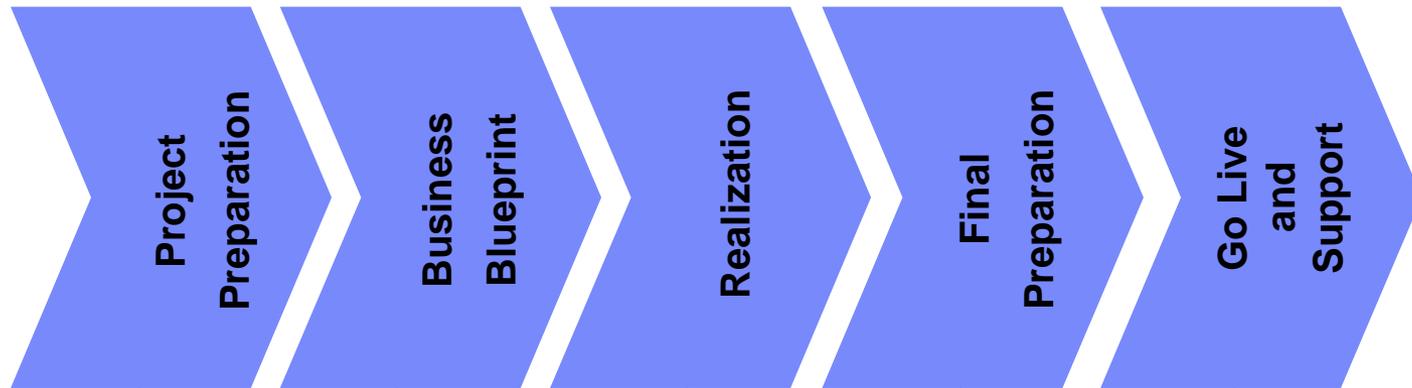
Position

Agency



Project Phases

■ Five Key Phases



- Strategy & Approach Defined
- Project Team Training

- Business Process Definition
- Development Requirements

- Development & Unit Testing
- Integration Testing
- End-User Training Materials

- User Acceptance
- Technical Testing
- End-User Training
- Conversion

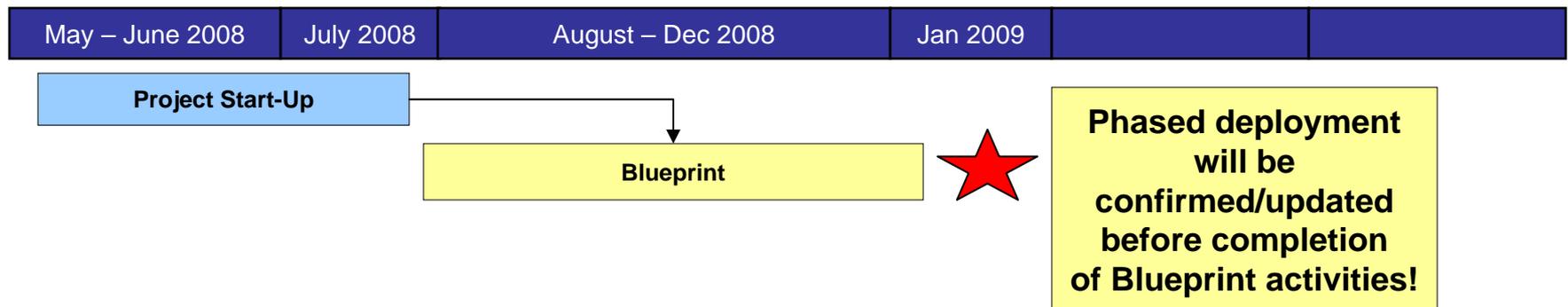
- Go-Live Support
- Performance Tuning



Tentative Project Timeline

- Tentative implementation dates are planned as follows:

| Functionality | Tentative Implementation Date |
|---------------------------|-------------------------------|
| Budget Prep | October 2009 |
| DOTD | February 2010 |
| Core Modules All Agencies | July 2010 |
| Additional Modules | January 2011 |





Project Organization - Functional Teams

Finance Leads

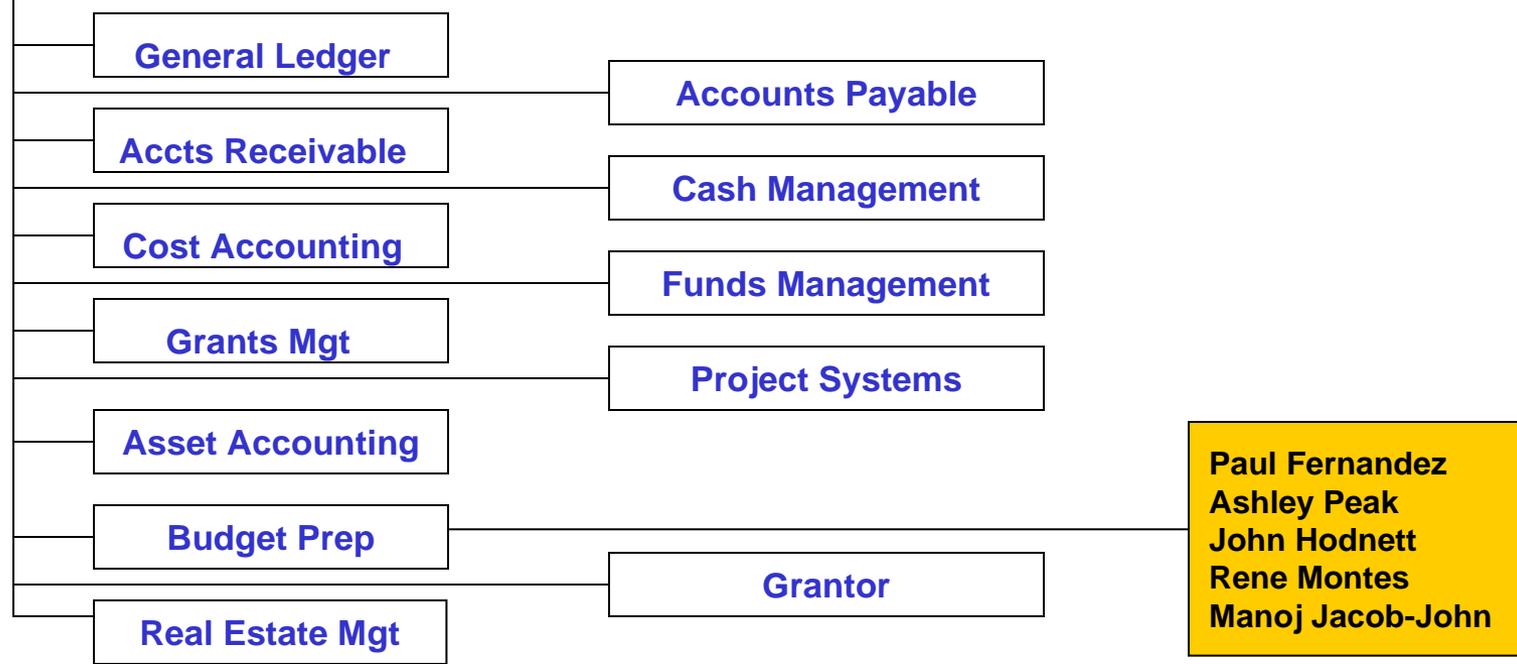
Beverly Hodges – Finance Lead
Drew Thigpen – Finance Lead
Mary Ramsrud – Consulting Lead

Logistics Leads

Belinda Rogers – Logistics Lead
Jack Ladhur – Logistics Lead
Brad Denham – Consulting Lead

Linear Assets Leads

Mark Suarez – Agile Assets Lead
Charles Pilson – Consulting Lead





Blueprint Objectives

- Review and discuss the Current or AS-IS business processes
 - Which helps to drive out the *Business requirements*
 - As well as the *integration points* with other processes
- Define Master Data
 - Address key integration points
 - Support organizational requirements
 - Consistent and appropriate use of data fields
- Define Future or TO-BE business processes based on:
 - Best Practices inherent in SAP
 - Intellectual capital from other SAP implementations
 - State business requirements
- Identify development requirements
 - Which could result in the need for a **F**orm, **R**eport, **I**nterface, **C**onversion, **E**nhancement, or **W**orkflow (FRICE-W)
- Understand and communicate any organizational impacts / Enterprise Readiness challenges
- Gather system security authorizations and district-wide training requirements



Objectives for this Work Session

- Brief Overview of Budget Prep design with SAP's ECC module based Master data, primarily FM / CO, GM, PS and current ISIS-HR (and future changes)
- Sharing/maintenance of common master data between BP & ECC-6.0
- Continuation Budget Forms: Data prep & submission – ½ day session
- Executive Budget BR Forms: Data prep & submission– 1 day session
- Personnel Costs: Data of BR9B report, Estimates prep and submission – ½ day session
- Agencies' involvement in the Legislative Tracking (BSLT) – ½ day session
- Review Budget Stages-Versions considered 'initially' for Budget Prep
- Data extractions needed, if any, between TO-BE Budget Prep & other systems
- Interfaces if any, needed from/to the TO-BE Budget Prep module



Budget Prep Sessions

| Session # | No of days | Schedule | Session Description/Major Business Process Group | Overview of major Session Topics |
|------------------|------------|-----------|--|--|
| FI-BP-001 | 2 days | 17-18 Sep | Budget Prep Overview (merged with FI-FM-002) | Budget Prep design coordination with FM & GM, sharing of Master Data, Budget Transfers & Adjustments |
| FI-BP-002 | 1/2 day | 14-Aug | Operating Budget: Central controlling perspective | Overview of Budget Prep system, Overall timelines for HB1, Versions for Budget Prep, etc |
| FI-BP-003 | 1-1/2 days | 27-28 Aug | Operating Budget: Details & Systems | Op Budget: BR & CB Forms Op Budget: Continuation Budget prep details Op Budget: Executive Budget prep details Op Budget: Legislative Tracking & OPB involvement Op Budget: BA-7 Adjustment process |
| FI-BP-004 | 3 days | 23-25 Sep | Operating Budget: Agencies' perspective | Details of Salary & Non-Salary budget, as included in: - Continuation Budget Request (CB forms) - New & Expanded Service Requests (NE forms) - Technical/Other Adjustments (T/OAP forms) - Total Request Summary (see Addenda below) <u>Five Addenda to Total</u> |
| FI-BP-005 | 1/2 day | 2-Oct | Capital Budget: Central controlling perspective | Overview of Budget Prep system, Overall timelines for HB2, Versions for Budget Prep, etc |
| FI-BP-006 | 2-1/2 days | 14-16 Oct | Cap Outlay Budget: Details & Systems | Cap Outlay Bud: Initial ECORTS Request review Cap Outlay Bud: Add Fin info from FPC & OPB Cap Outlay Bud: Projects into HB2 Cap Outlay Bud: BA-7 Adjustments |
| FI-BP-007 | 2 days | 22-23 Oct | Capital Budget: Agencies' perspective | - CO Request submission in ECORTS - Extraneous data systems used for Capital Outlay prep |
| FI-BP-008 | 2 days | 28-29 Oct | Integration with FM/GM (Retraction details) | Details of how Budget Prep data is retracted to FM & GM |
| FI-BP-009 | 2 days | 05-06 Nov | Budget Data Conversion (incl. Historical Data) | Details to be included in Budget data conversion, including (a) BRASS data, (b) AFS data, (c) How many years of conversion data, etc |
| FI-BP-010 | 2 days | 12-13 Nov | Budget Reports, Publishing of Budget | Data transfer from Budget Prep for Publishing, Approach for all Budget Reports and compilation thereof |
| FI-BP-011 | 1 day | 18-Nov | Performance Measures: Process & Tools | How Measures are used together with Budget data, BRASS and LaPAS Performance data, Transition to SAP |





Current Legacy Systems Alignment

1. BRASS

Used by Analysts in OPB for:

- entry of Agency Budget 'summary' data
- analysis of Agency Budget data
- prep / consolidation of Continuation Budget
- prep / consolidation of Executive Budget
- prep / consolidation of State Budget
- BSLT tracking & Wave Reports
- Tracking of Performance Measures (standalone)

2. Pattern-Stream

Used for publishing the Budget book

3. Excel Sheets

- a) Consolidation, etc in OPB
- b) Agency Budget Prep spreadsheets

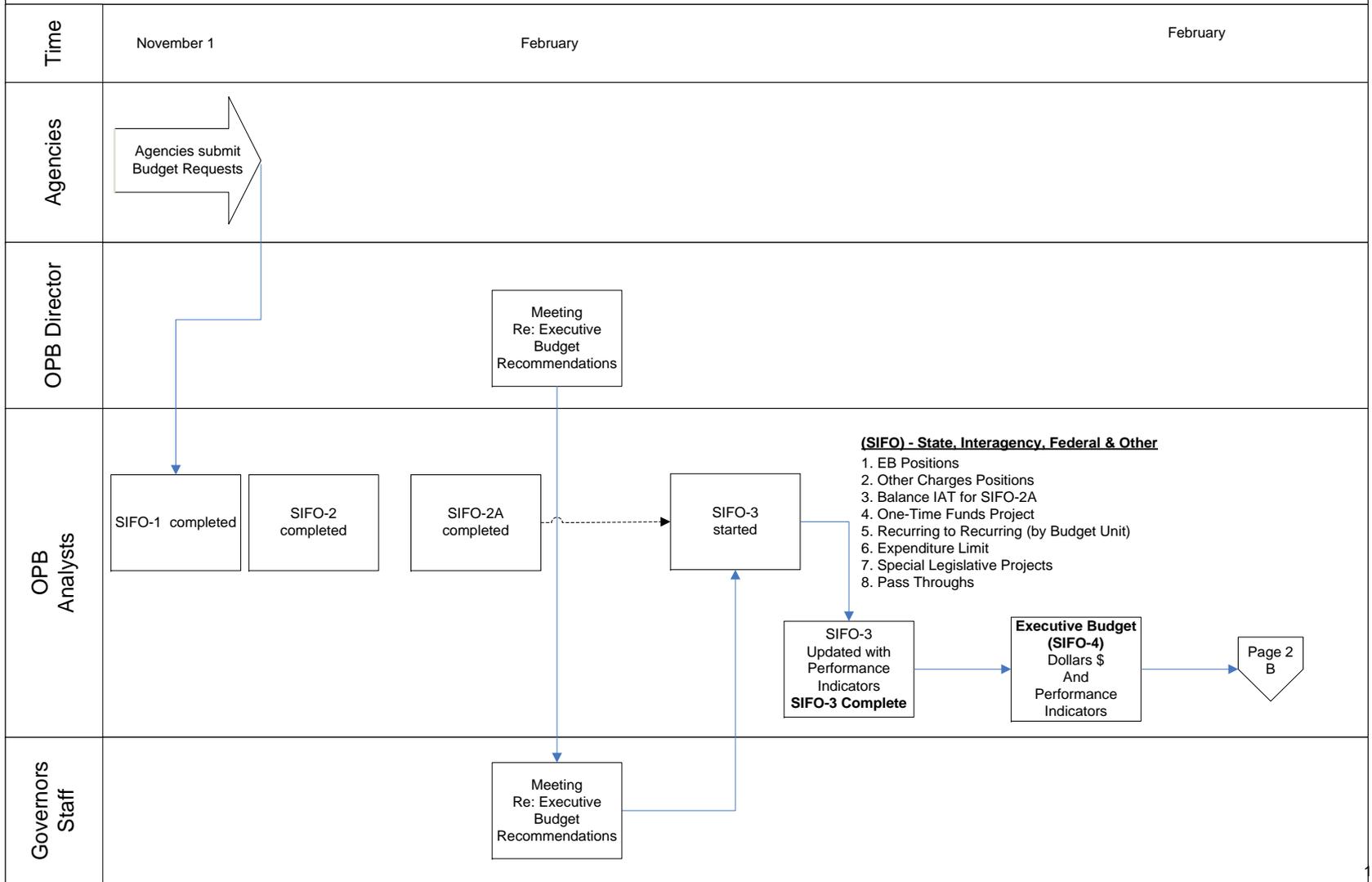
4. Word docs



AS-IS Process (page-1)

Process: Executive Budget Development
Sub-Process: Executive Budget Development HB1
Prepared by: Salvaggio, Teal & Associates

File: 02_Executive Budget Development- Detail (Renel).vs
Date: 8/12/2008
Page: 1/5

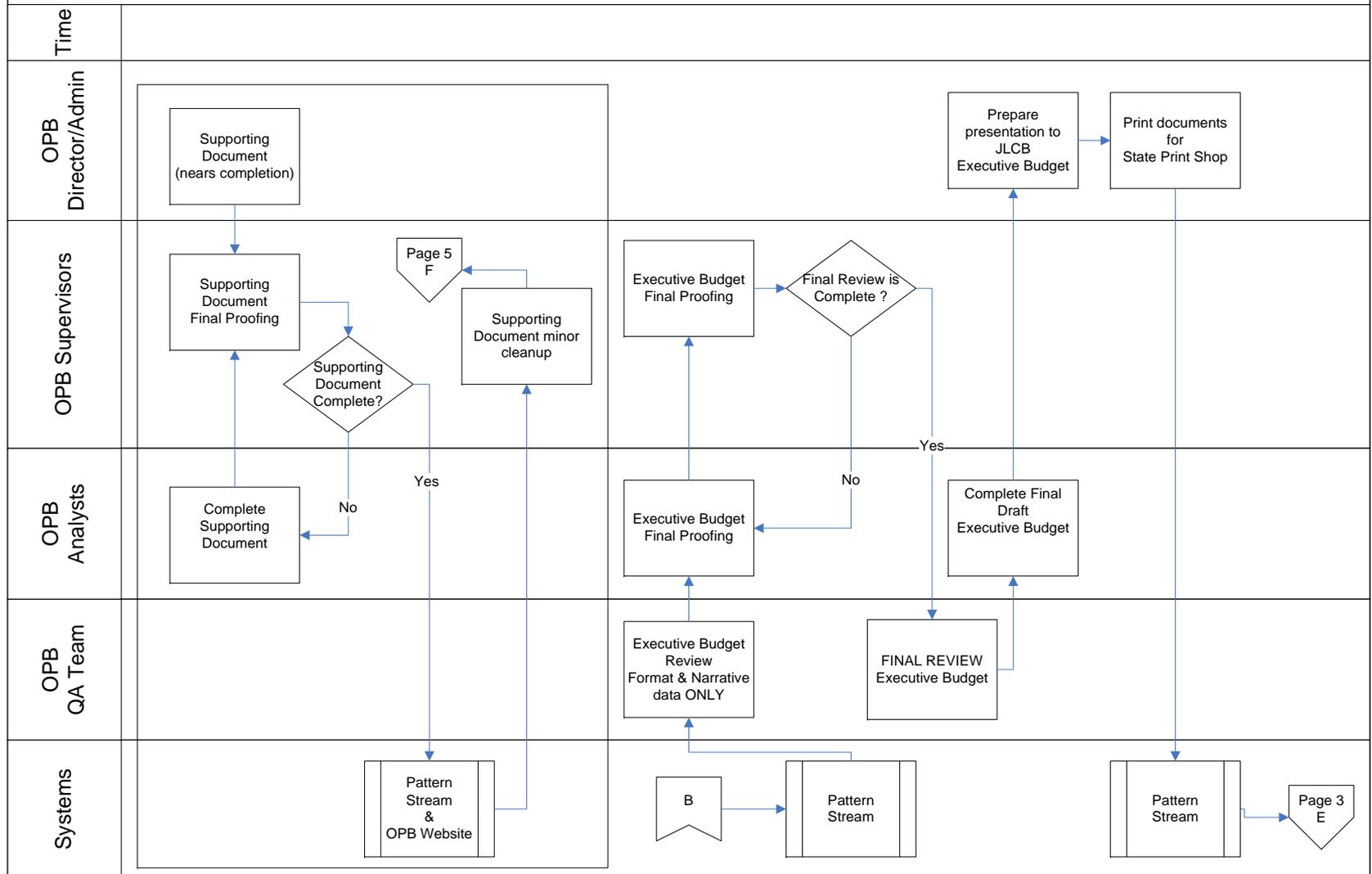




AS-IS Process (page-2)

Process: Executive Budget Development
Sub-Process: Executive Budget Development HB1
Prepared by: Salvaggio, Teal & Associates

File: 02_Executive Budget Development- Detail (Rene).vsd
Date: 8/12/2008
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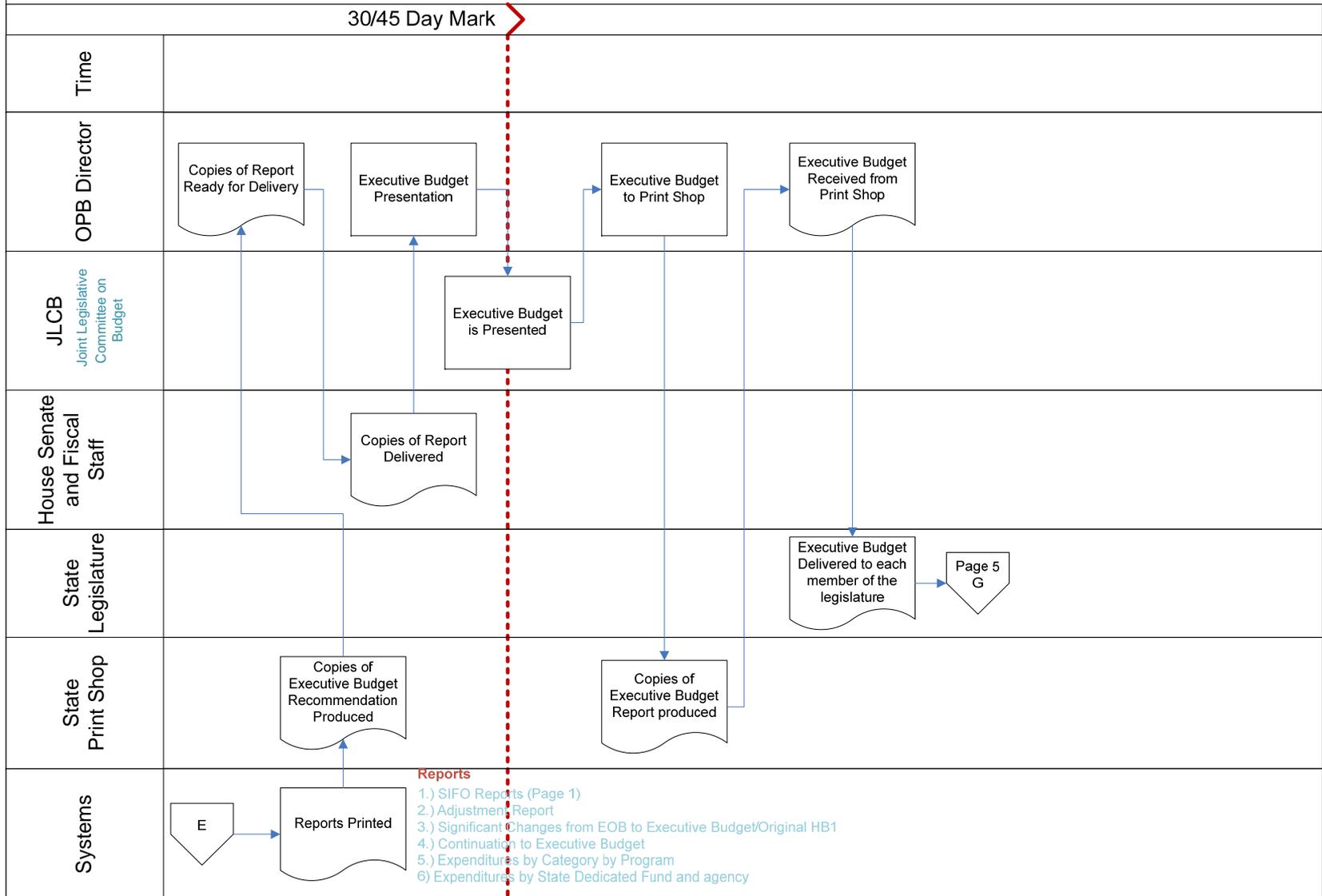




AS-IS Process (page-3)

Process: Executive Budget Development
Sub-Process: Executive Budget Development HB1
Prepared by: Salvaggio, Teal & Associates

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AS-IS Process (page-4)

Process: Executive Budget Development

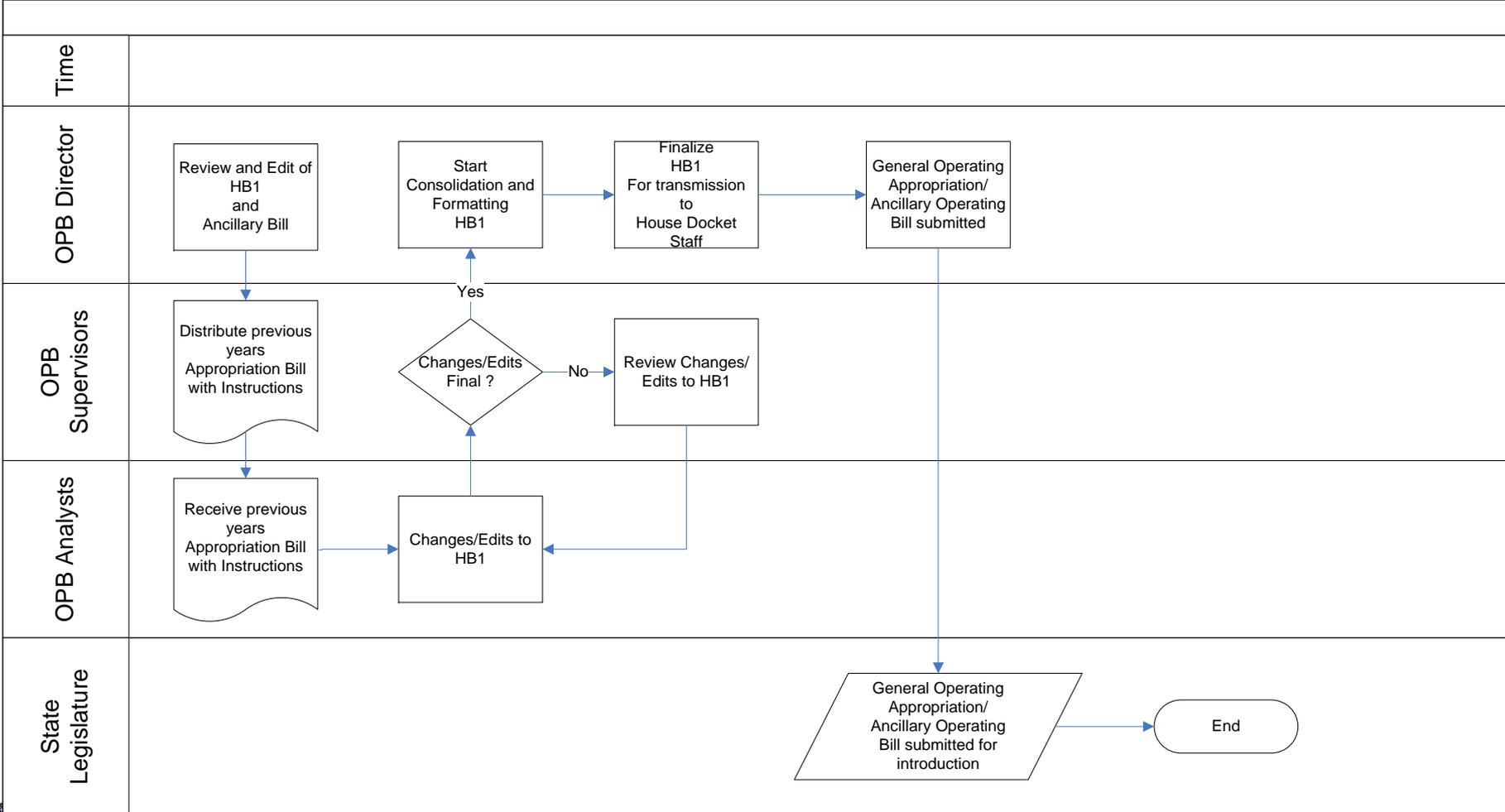
Sub-Process: Executive Budget Development HB1

Prepared by: Salvaggio, Teal & Associates

File: 02_Executive Budget Development- Detail (Ren)

Date: 8/12/2008

Page: 4/5

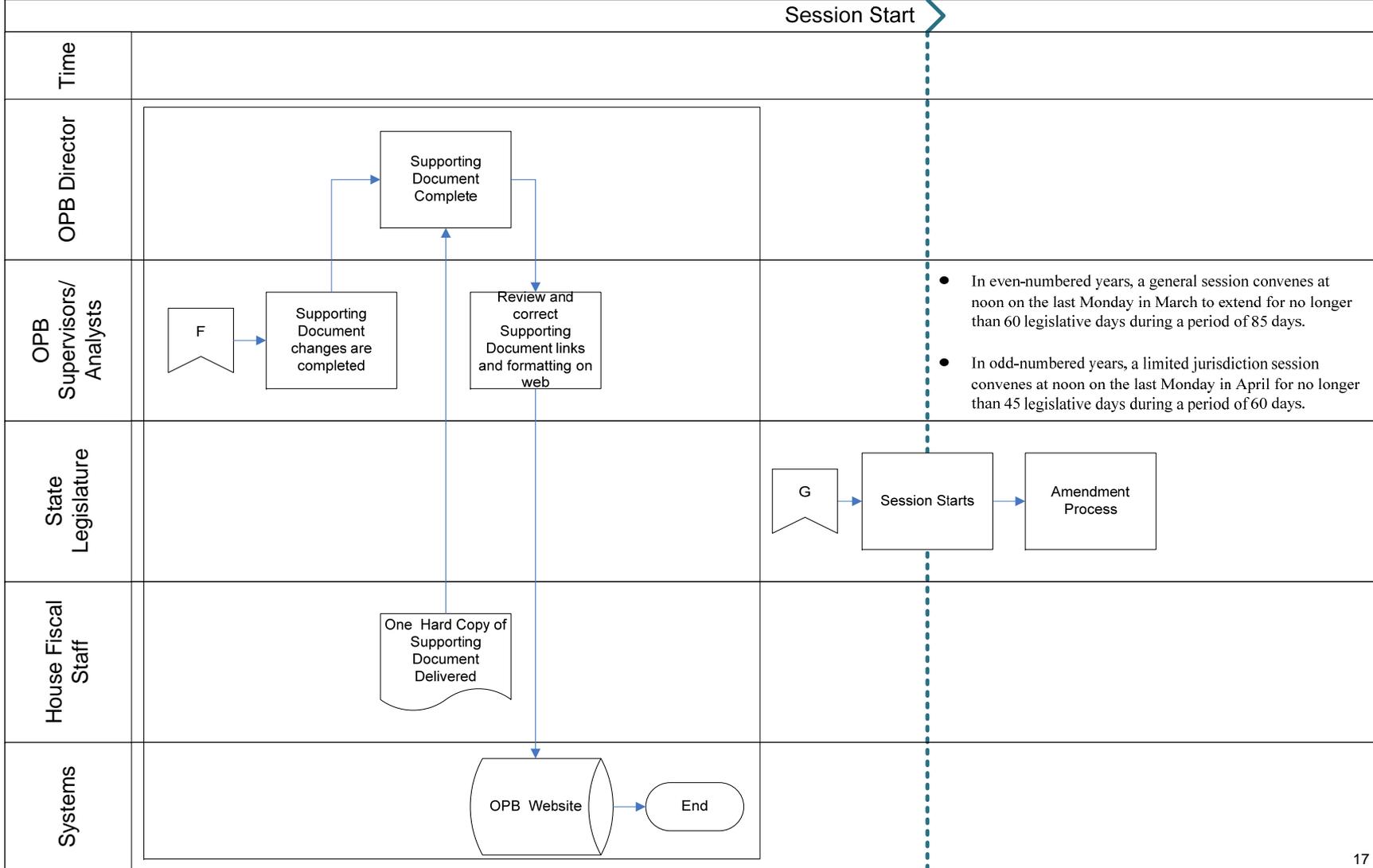




AS-IS Process (page-5)

Process: Executive Budget Development
Sub-Process: Executive Budget Development HB1
Prepared by: Salvaggio, Teal & Associates

File: 02_Executive Budget Development- Detail (Ren...)
Date: 8/12/2008
Page: 5/5





AS-IS Process (an example from Agency)



FY2010 Budget Request Preparation Timelines

- ⊗ August 15 Current year FY09 budget spread input into ISIS and approved.
- ⊗ August 15 August 14th ISIS runs printed.
- ⊗ **August 19-20 Discuss tentative New & Expanded initiatives with budgets and justifications at BESE meeting**
- ⊗ September 12 PY Actual and EOB input into all budget request forms. (NE, CB, BR, TR, IT, DN, Sunset, TOAP, WFC, ChildCab). Submit for proofing.
- ⊗ **Sept 19 Final New & Expanded initiatives budgets and justifications submitted to the State Activities Budget Unit for inclusion in the FY 2009-2010 Budget Request Package!**
- ⊗ September 19 BR-6b's, Out of State Travel, BR-17a's, BR-18b's. Submit as ~~completed~~ for proofing.
- ⊗ **October 3 Org Chart updates completed by HR.**
- ⊗ **October 3 Budget Request cover due from Communications.**
- ⊗ October 3 NE forms completed with all justifications and objectives
- ⊗ October 10 TR-SUMMS completed with the exception of the salary information.
- ⊗ October 17 Total Request data complete on all forms.
- ⊗ October 20 Complete draft sets printed and submitted for supervisor review
- ⊗ October 23 Assemble master sets and number pages
- ⊗ October 24 **GO TO PRINT**
- ⊗ November 1 **BUDGET REQUEST DUE (Saturday)**





Process Improvement Opportunities

- To facilitate Agency submission, such that OPB Analysts can rely on and review budget estimates, without requiring data Re-entry / Re-keying
- Full system data integration between Accounting ('actual') and Budget data
- Ability to better manage Executive Budget submission timelines, for:
 - Collection of Budget & Actual data
 - Collation / Consolidation of data (Previous year Actual, EOB, etc)
 - Analysis & Presentation (Summary, Slice & dice of the same information)
- Ease of reference-ability for "budget build" data of each year, in terms of Stages-Versions, documented during the budget build/approval process
- Ability to capture greater detail by Program, Policy Areas and Account code (new codes especially for Grants, Projects, etc)
- Ad hoc Reporting tools and/or capability for Budget Analysts
- Provide quicker, easier and 24 x 7 access to Budget prep tool for all Users, especially during peak Budget closing times



Glossary of SAP terms (page-1)

- A. **BRASS/Excel data**: Legacy data systems used for budget prep by OPB, Departments, Agency, et all.
- B. **AFS (Budget control)**: Legacy system for execution / control of budgetary spending
- C. **CFMS (Purchasing)**: Legacy system for records and purchasing data.
- D. **No Budget Data Warehouse on the Legacy side**
- E. **No equivalent in Legacy**

- A. **BP system**: Budget preparation, a Business Warehouse based SAP solution for preparation of budget.
- B. **FM module**: Funds Management module in SAP ECC 6.0, which aids in the execution/control of budgetary spending in US public sector units.
- C. **SAP ECC 6.0**: The transactional system of SAP (older version was SAP R/3), which includes Finance, HR and **Procurement** modules.
- D. **BI**: SAP Business Intelligence also known as Analytical system of SAP.
- E. **Infocubes**: Multi-dimensional BI tables showing interactions of Characteristics and Key figures





Glossary of SAP terms (page-2)

F. No equivalent in Legacy: but the equivalent examples would be General Fund, Budget Org, Budget Year, which are used to budget.

G. No equivalent in Legacy: but equivalent examples will be FTE (Full Time Equiv), Dollar amounts such as Salaries.

H. Forms: Entry screens of BRASS used by Analysts.

I. No equivalent in Legacy: But similar to Business Objects reports which references data from tables.

F. Characteristics: Data like Fund, Cost Center, Fiscal year or Period; in BP, these values (i.e. master data) are used for budgeting.

G. Key Figures: Values, quantities, or dollar amounts of transactional data; in BP, the amount/quantity is used for budgeting.

H. Planning Layouts: Entry screen of Budget Prep modules, with front-end tools of either Excel or Web-based.

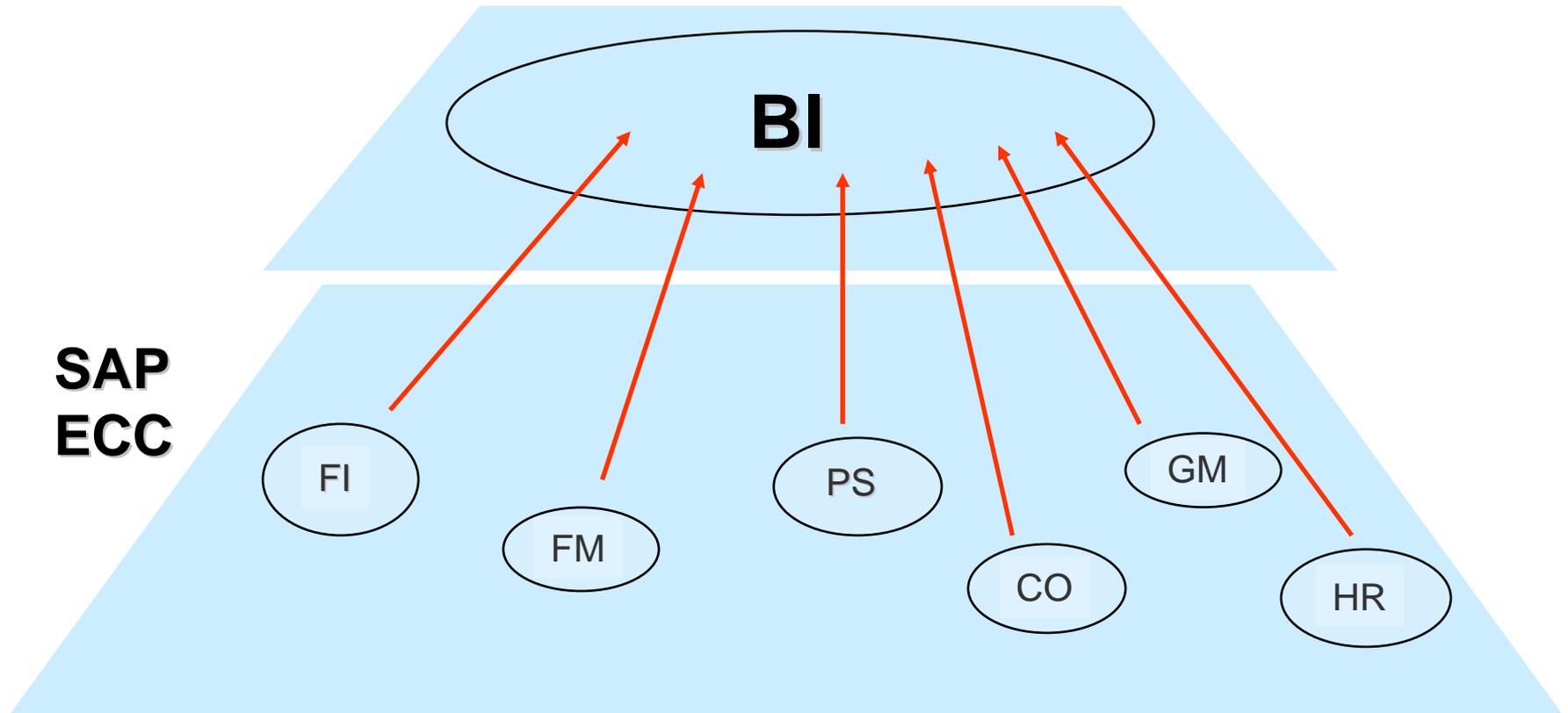
I. BEx (Business Explorer): Excel-based front-end tool for End-users for Planning Layouts or Reports, which references data from Infocubes.





BI system / ECC system interface

Detailed data from the various ECC modules are 'extracted' nightly into BI. This information is organized into the pre-defined Cubes and reports.





Financial Accounting



- **General Ledger**
- **Fixed Assets**
- **Bank Accounting**
- **Accounts Receivable**
- **Accounts Payable**



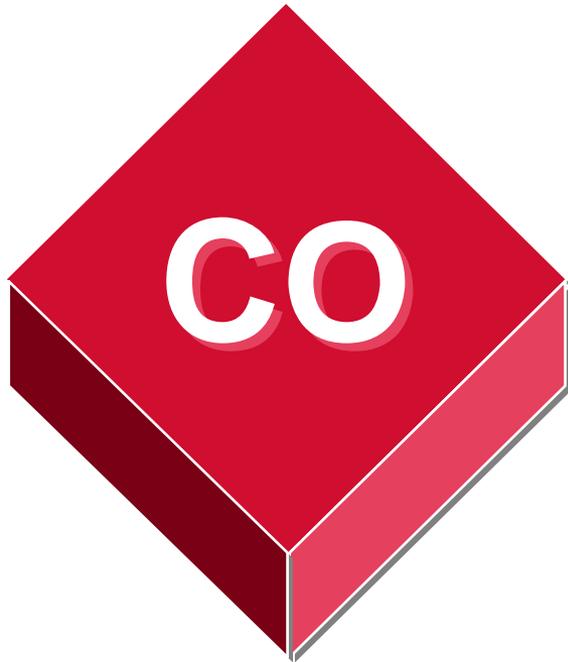
Funds Management



- **Fund Accounting**
- **Budgetary Controls**
- **Budget Execution**
- **Budgetary Basis Reporting**
- **Commitment Accounting**



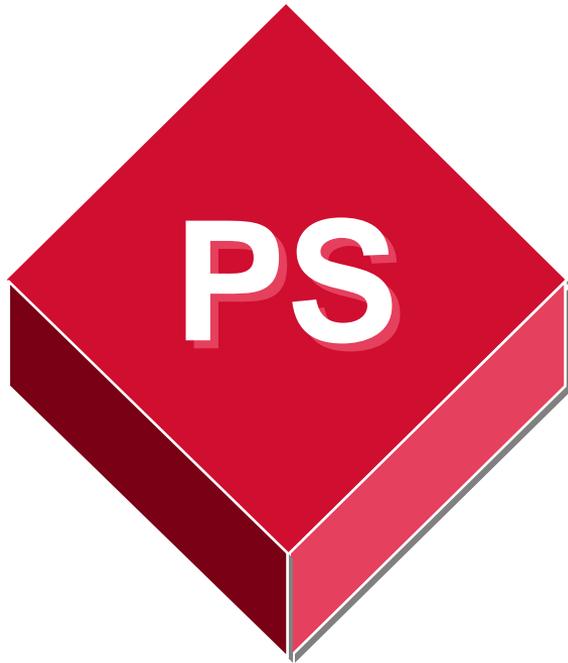
Controlling



- **Cost Center Accounting (CCA)**
- **Cost Element Accounting (G/L Accounts P&L)**
- **Internal Orders (IO)**
- **Allocations, assessments, and distributions**



Project Systems



Project Accounting

Settlement to Assets

Project Management

Milestone Functionality

Project Related Billing

An application component that provides a close and constant monitoring of all internal and external projects



Grants Management



Application and Proposal

Pre-award and Award

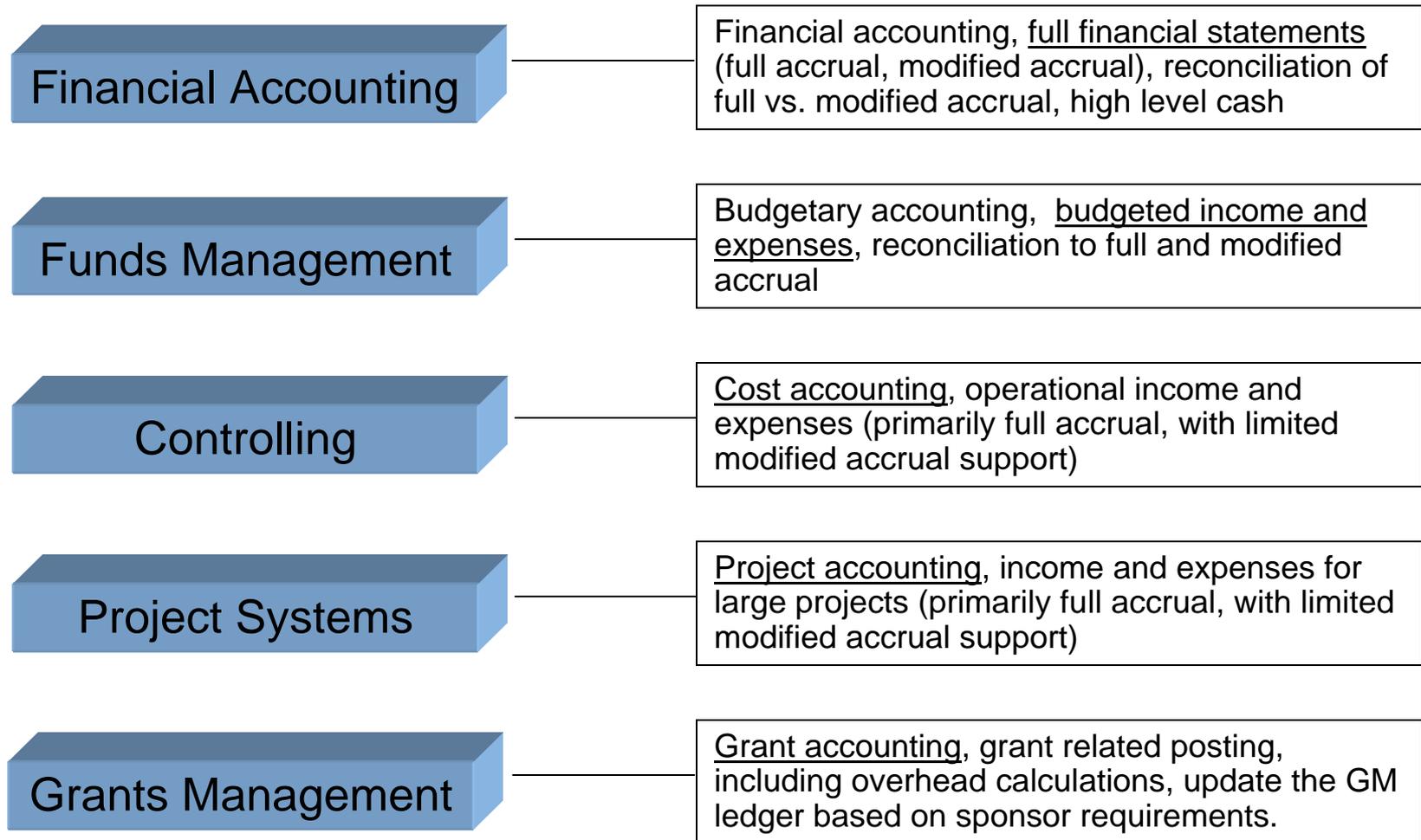
**Accounting, Billing, and
Cost Sharing**

Reporting and Closeout

Budgeting & Forecasting



Accounting Methods





SAP Account Code structure.... that's taking shape

Controlling
(CO)

Financial Accounting
(FI)

Funds Management
(FM)

Cost Element

Chart of Accounts

GL Account

Commitment Item

For e.g., decisions regarding Rev GL and Exp GL for actual, and relation to the Commitment Item used for Budgeting

Cost Center

Business Areas

Fund Center

For e.g., decisions regarding "Organizational Unit" to post actual and relation to Fund Centers (Dept/Agy/Program) used for Budgeting



MASTER DATA INTEGRATION

| FI Financial Accounting (external accounting: ex: bal sheet & P/L by Fund open item mgmt ex: A/R and A/P) | CO Controlling (managerial/cost accounting) | FM Funds Management (budgetary accounting) | GM Grantee Management (sponsor's view/reporting requirements) |
|--|--|--|--|
| General Ledger | Cost Element | Commitment Item | Sponsor Class |
| Fund | Fund | Fund | Fund |
| Business Area | Cost Center (org structure: ex: admin dept) | Fund Center | |
| | Internal Order Work Breakdown Structure (project: ex: tradeshow, capital project) | Funded Program | Sponsored Program |
| Functional Area | Functional Area (program; ex: public safety, education) | Functional Area | |
| Grant | Grant | Grant | Grant |
| Fiscal Year | Fiscal Year | Fiscal Year | Budget Validity Period (ex: sponsor/grant FY) |





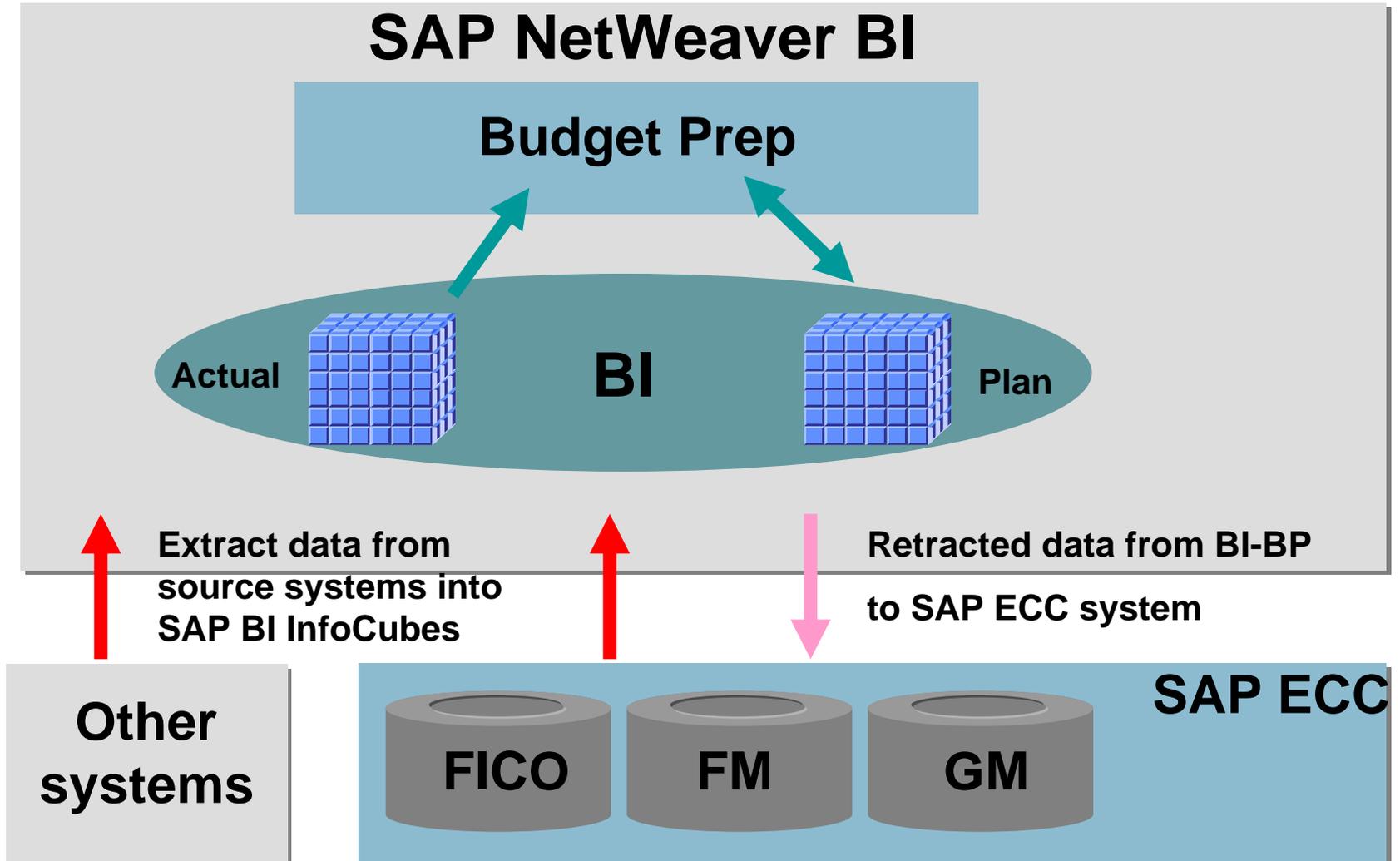
Interplay of Account code structure in various modules

Master Data integration: Legacy to SAP

| Legacy systems | | | | | SAP ECC modules | | | |
|----------------|-------------------|------------------|------------|----------------|--------------------------------|--|---------------------------------|------------------------------------|
| AFS Finance | BRASS Budget | CORTS Capital | HR ISIS | DOTD Agency | FI External Acctg | CO Managerial/ Cost Acctg | FM Budgetary Acctg | GM Grantee Management |
| | Object | | | | GL Acct | Cost Element | Commitment Item | Sponsor Class |
| | Fund | | | | Fund | Fund | Fund | Fund |
| | Exp & Rev Orgs | | | | Bus Area | Cost Center | Fund Center | |
| | | | | | | Internal Order WBS Element | Funded Programs | Sponsored Programs |
| | Policy Area | | | | Functional Area | Functional Area | Functional Area | |
| | | | | | Grant | Grant | Grant | Grant |
| | Budget Year | | | | Fiscal Year | Fiscal Year | Fiscal Year | Budget Validity Period |

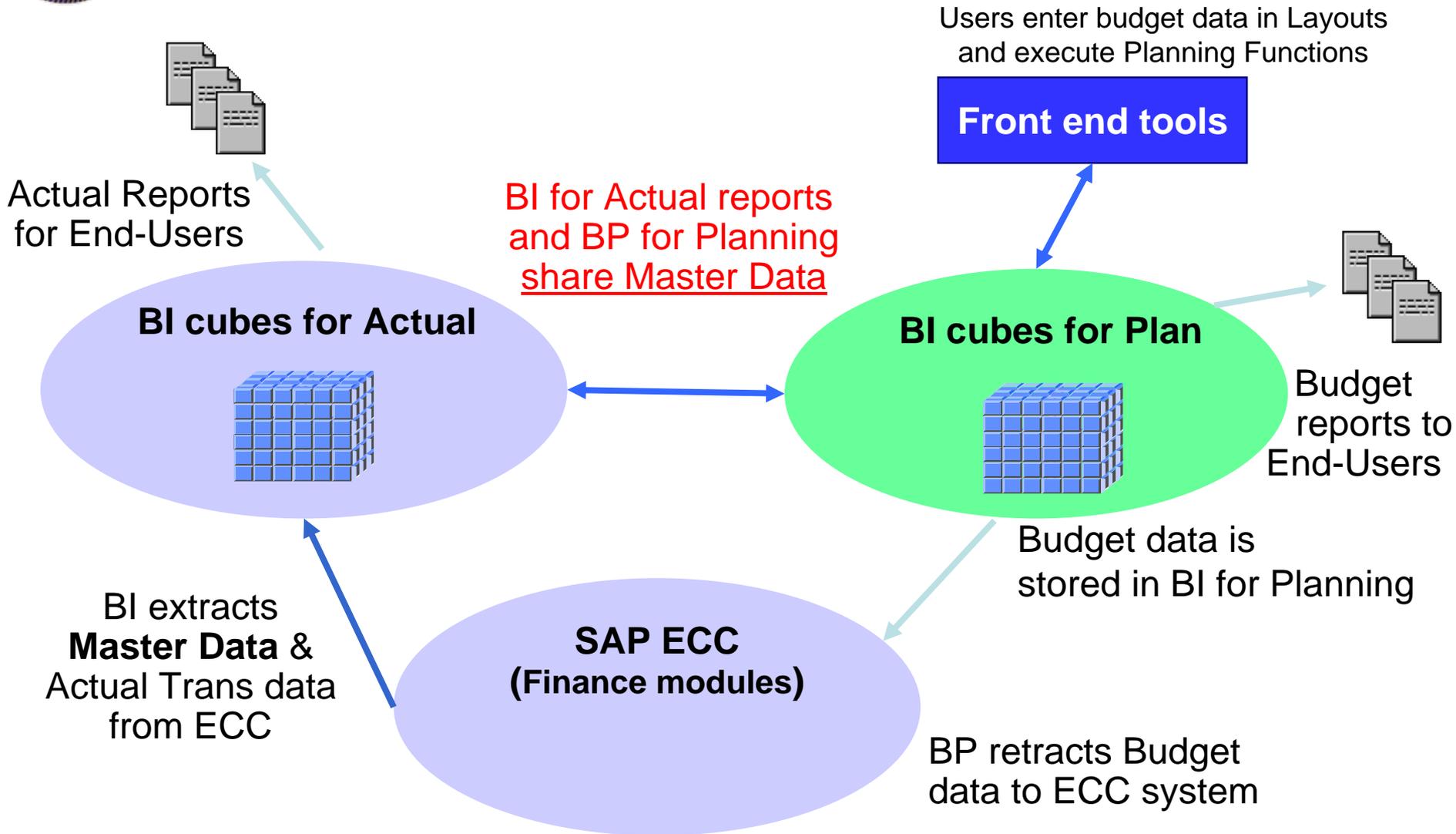


Budget Prep concepts: BI-based orientation (1)





BP & BI relationship to ECC





FM and other ECC master data groups

- Master data from ECC are the same master data extracted and used in both, BI Reporting & BI-Integrated Planning
- FM dimensions are used in budget prep process, including for Grants budget, and not Grant Sponsor's dimensions (for e.g. not Sponsor's fiscal year basis)
- Key Master data needed for Budget Prep, from ECC-FM:
 - Funds
 - Fund Centers
 - Commitment Items
 - Funded Programs
 - Functional Areas
 - Grants
- Other ECC master data whenever used (e.g. Cost center), which are also extracted from ECC, are always mapped to FM dimension equivalents, before Retraction (e.g. Fund Center)



FM concepts - 3 different Addresses

Posting addresses (PA) and Budget Addresses (BA) can be mapped to different account assignments for Budget Availability Control purposes (AVC).

For example:

| Budget item | Posting Address | Budget Address | AVC Address |
|-----------------|------------------|------------------|------------------|
| Fund | 1000 | 1000 | 1000 |
| Funds Center | 3315118510 | 3315118510 | 3315118510 |
| Functional Area | 5652143040000000 | 5652143040000000 | 5000143040000000 |
| Commitment Item | 55110000 | 55000000 * | 55000000 |
| Funded Program | Not Relevant | Not Relevant | Not Relevant |
| Grant | Not Relevant | Not Relevant | Not Relevant |

* For Exceptions: Budget Address and Posting Address levels use the 3-digit Commitment Item 55110000



Budget (Planning) data concepts (1)

Plan or Budget Versions

A BP version is used to record budget data at a given point in the budget build or development process.

In most cases, Budget versions will 'look' identical to the one that preceded it, e.g., version D3 (First Public Hearing) looks like version D5 (Adopted Version). But to accommodate the responsibilities of the various organizations reviewing the budget, each version will hold potentially different data versions as 'used' by them in the budget prep process, e.g., version D1 (Budget Office Prep version) data will be different from version D5 (Adopted Budget).

Sample BP Versions

- D-1** Department Budget Version (Budget Office prior preparation)
- D-2** Department Budget Version (Department Up-date & Approval)
- D-3** Department Budget Version (Budget Office Approval) - First Public Hearing
- D-4** Department Budget Version (Budget Amendments before 2nd Public Hearing)
- D-5** Department Budget Version (After 2nd Public Hearing – Adopted Budget)



Budget (Planning) data concepts (2)

Budget Year or Plan Year

The year for which the budget is being prepared. The Plan/Budget Year is a single number, four digits in length. The Plan Year will actually span over two calendar years, from 01 July to 30 June, each year.

Example: Budget Year 2010-11 → Starts July 1, 2010 – June 30, 2011
(same as State's financial fiscal year)

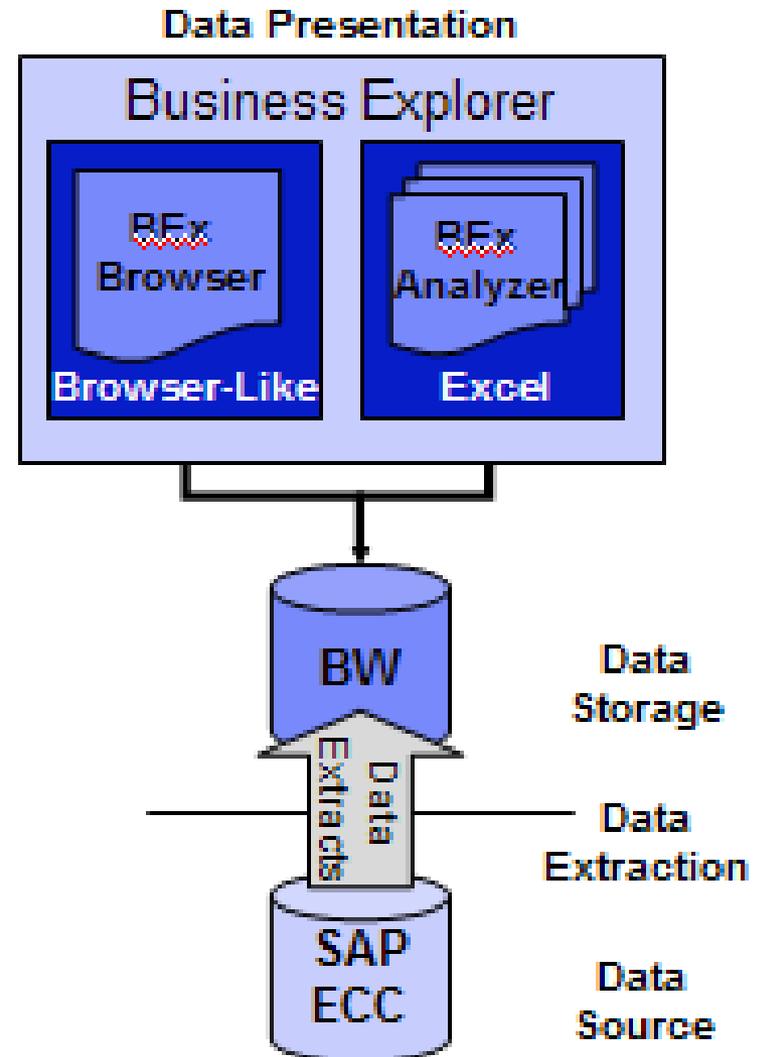
Discuss: What is the appropriate equivalent terminology for Plan/Budget year at the State?
Appropriation Year? Enactment Year?



Data extraction from ECC to BI

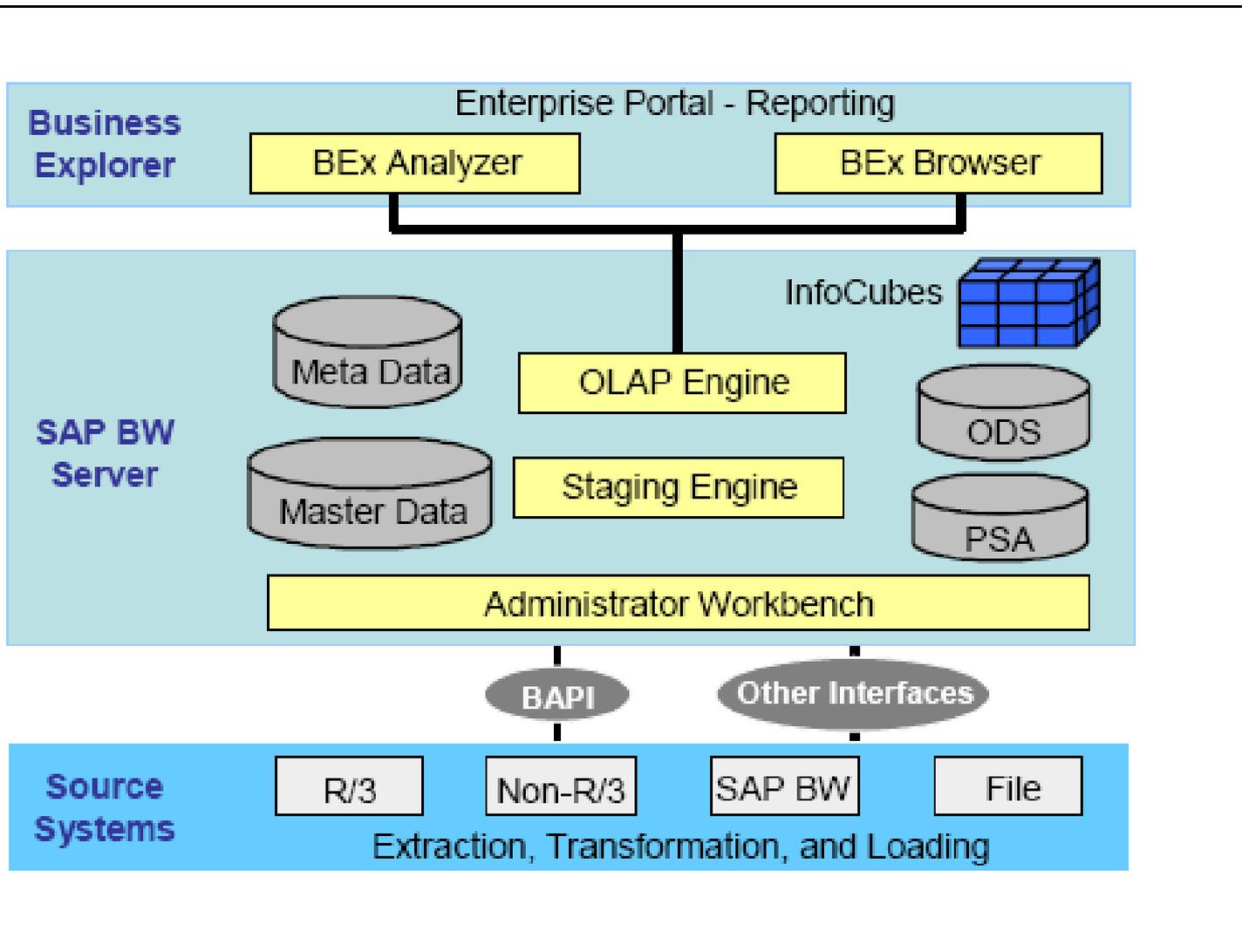
BI system (Business Intelligence) consists of:

- Programs that extract data from SAP ECC tables or any other Legacy or External data systems
- A Database (with standard-delivered or custom developed cubes) that maintain the extracted data – this offers slice & dice capability
- Front-end tools to read data (BI Reports) or write data (IP budget data entry and change)





Summary of BI functional components





BEx Analyzer Navigation (1)

The screenshot shows the Windows XP Start menu with the following navigation path highlighted:

- Start
- Business Explorer
- Business Explorer (SAP BW 3.x)
- Analyzer

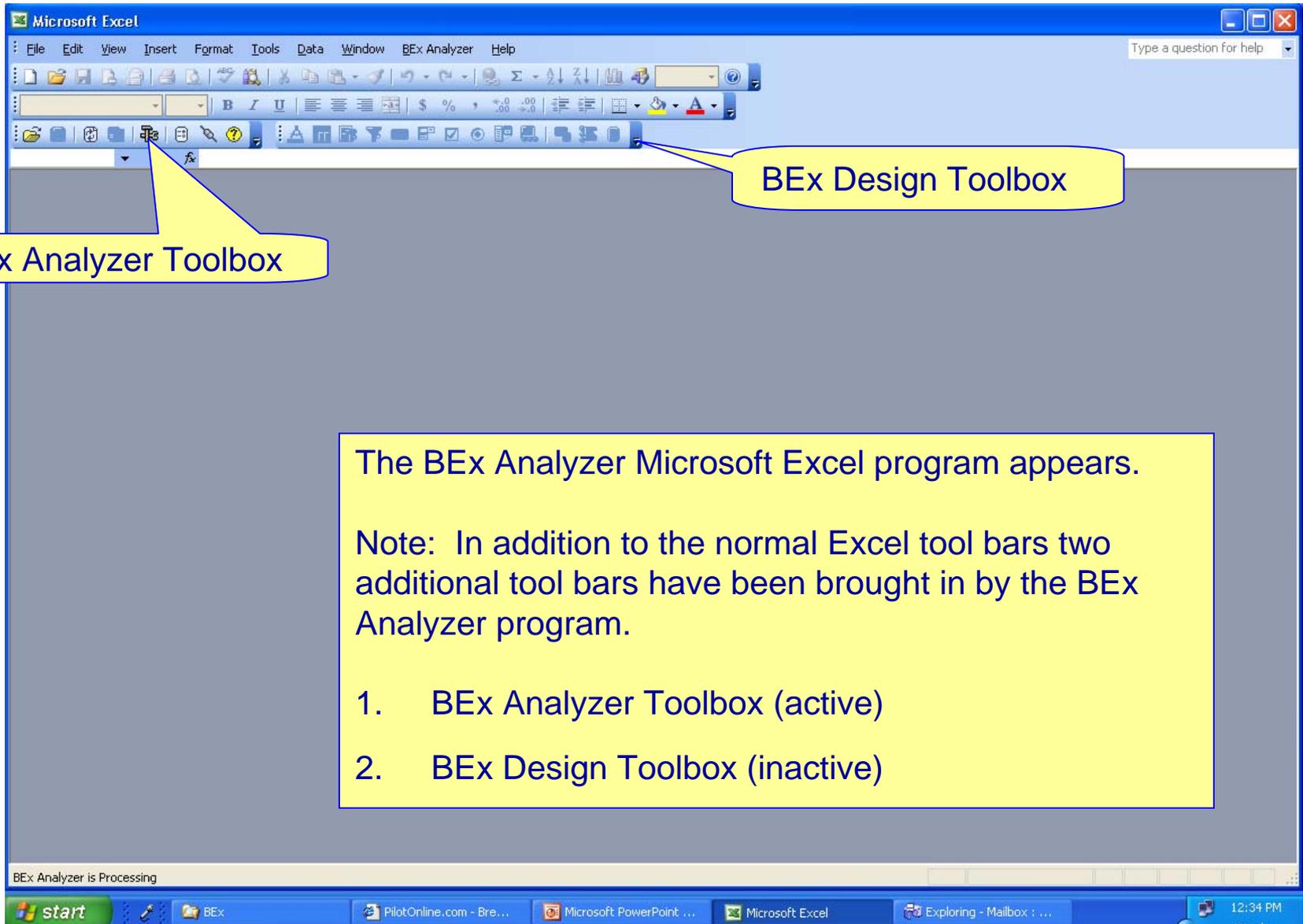
The Start menu also lists various applications and folders, including Internet Explorer, Microsoft Office 2003, Adobe Reader 7.0, and Windows Update.

Note: The following slides demonstrate how to access and navigate the BEx Explorer tool.

1. Click the Start button.
2. Follow path Start > Business Explorer > Analyzer.



BEx Analyzer Navigation (2)



BEx Analyzer Toolbox

BEx Design Toolbox

The BEx Analyzer Microsoft Excel program appears.

Note: In addition to the normal Excel tool bars two additional tool bars have been brought in by the BEx Analyzer program.

1. BEx Analyzer Toolbox (active)
2. BEx Design Toolbox (inactive)



Select Reports Tab or Layout for Depts & Grants

- 1. Click the **Layouts for Depts & Grants** tab.

The screenshot shows the SAP BI-IP Depts & Grants interface. At the top, there is a navigation bar with tabs: Home, SAP Access, Employee Self Service, Manager Self-Service, BI Reports, and BI-IP Depts & Grants. A yellow callout bubble points to the BI-IP Depts & Grants tab with the text "Click BP Layouts for Depts & Grants". Below the navigation bar, there is a search bar and a "Search" button. The main content area is divided into several sections. On the left, there is a sidebar with a "Services" menu and a "LA GOV ERP Portal" button. A yellow callout bubble points to this button with the text "Click to access LA GOV ERP Portal". The main content area features a large image of a flooded area with a yellow callout bubble pointing to it with the text "Click BP Layouts for Depts & Grants". Below this image, there is a section titled "Inside ERP" with a grid of buttons. A yellow callout bubble points to one of the buttons with the text "Click to access LA GOV ERP Portal". To the right of the "Inside ERP" section, there is a video player showing a man speaking at a podium. Below the video player, there is a "Video Archive" section with a list of video titles: "Vetted Legislative Raise", "Fiscal Discipline", "Crawfish Boil", "Forestry Enforcement", "Day One Guarantee", "Legislative Egg Breakfast", "Poultry Virus Exercise", and "Workforce Development".



Planning front-end: Web Budget Layouts

BEx Web - DepartmentSalary - Microsoft Internet Explorer

Address: ip.bl2fNews12fcom.sap.ip.bl.bex?TEMPLATE=ZBQD2003&DUMMY=1

SALARY PLANNING LAYOUT

Fiscal Year (Single Value Entry, Required): 2008

PBP: Plan Version: D2

Transfer Data Save Reset Change Data Open Variable

Print Export to excel Log off

| Cost Center | Fund | Functional Area | Job Class | Position | Pers. No | | | |
|-------------|-----------------|------------------|----------------|----------|----------|--------|-----|-----|
| 2300096510 | SBBC/2300096510 | NOT_RELEVANT | 020215 | 80000103 | 970140 | 79 | AL | |
| | | | 970140 | 80000103 | 970140 | 79 | AL | |
| | | 7731000000000000 | Staff Services | 250225 | 80000079 | 250225 | 108 | Nc |
| | | | | 250226 | 80000079 | 250225 | 108 | Nc |
| | | | | 370540 | 80000076 | 900101 | 54 | s : |
| | | | | | 80000104 | 900249 | 67 | TC |
| | | | | 900101 | 80000076 | 900101 | 54 | s : |
| | | | | 900249 | 80000104 | 900249 | 67 | TC |

Overall Result

Illustration for an Agency Web Layout



BP Overview: Planning process and tools (1)

Overview of Process Steps and how these are related to each other:

- 1) Set up Infocubes with all required Characteristics & Key Figures for data from ECC and other sources;
- 2) Create Master data, master data Texts & Hierarchies for the Characteristics for the reference data from ECC modules and other sources;
- 3) Create Info-Providers (Infocubes, ODS, etc) which have the budget data;
- 4) Create Aggregation Levels - select Characteristics/Key Figures from Infocube in Aggregation levels, to define aggregation level to perform planning;
- 5) Create Filters - represents the quantity of transaction data, for the operation of planning functions and planning layouts;
- 6) Create BEx Queries & Web Templates, which facilitate Planning Layouts in BEx & Web;
- 7) At Aggregation Level, create Planning Functions, for e.g. copy, calculate %;
- 8) For manual planning, create suitable Planning Layouts for users to enter data.



BP Overview: Planning process and tools (2)

Other related planning environment setups include:

- a) Set up Security Profiles – for an authorized individual view of Budget data
- b) Set up BEx Workbooks or Portal layouts/reports – for End-Users
- c) Set up custom Status & Tracking to control planning process of many users
- d) Define Data Slices to lock an area of completed data within the planning area against changes (e.g. by Version)

Saving of Data: Changes to data and planning objects are automatically stored temporarily, and must be explicitly saved when you end the planning session.

Planning Functions & Planning Sequences:

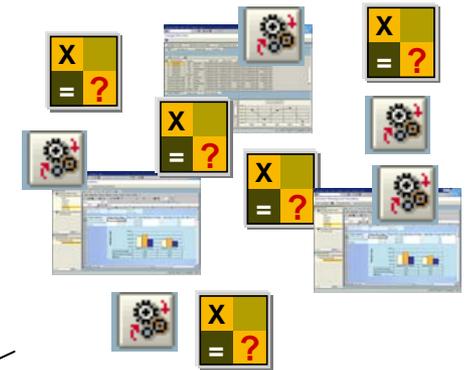
After setups are completed and data is entered, execute the Planning Functions, to see the changed Key Figure values. Planning Functions can be arranged as Local/Global Planning Sequences – also run automatically with Process Chains.



Authorizations in BP – Transaction & Config.

| Period | Product | Country | Revenue |
|--------|-----------|---------|---------|
| Jan | Orange J. | Germany | 100 |
| Jan | Orange J. | France | 120 |
| Jan | Orange J. | Italy | 200 |
| Jan | Orange J. | USA | 170 |
| Feb | Orange J. | Germany | 110 |
| Feb | Orange J. | USA | 110 |

Authorizations on transaction data in the InfoCube



Authorizations on customizing objects in BW-BP

- Authorizations on Transaction data & Customizing objects ?
 - Transaction data: Budget data that can be changed by End-users
 - Customizing: Layouts & Planning Functions that are changed by Super-Users

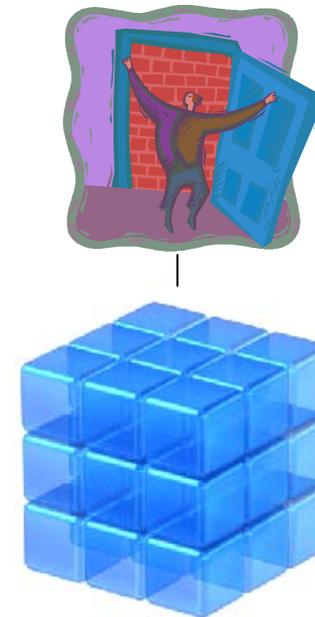


Data Authorizations in BP & BW

Reporting

Planning

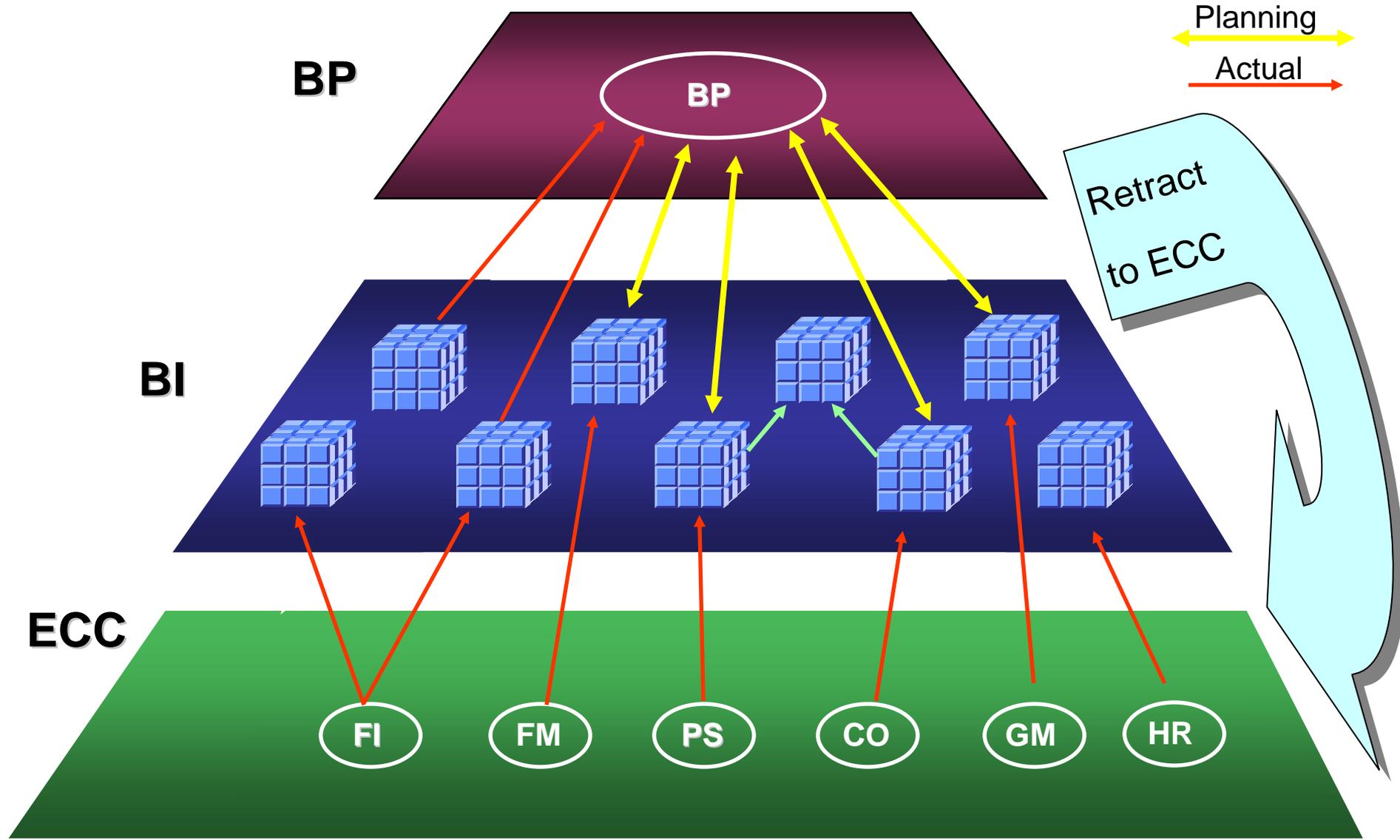
- Authorization for Planning & Reporting – e.g. for a cost center
- In Planning, need to distinguish between read & write ability
- Approach for Authorizations ?
 - (a) Change or Display – User-role based
 - (b) Web authorizations – for Plan & Report
 - (c) Layouts (incl. Function execution)



Authorizations



Options for BI-BP Extraction / Retraction frequency





Retraction of 'detailed' Budget data from BP to ECC

Transfer of SAP BW Plan Data to BCS

Transfer of SAP BW Plan Data to BCS

Source: XBOCLNT300, Target: SBBC

Number of posted documents: 1

| Type | Doc. Number | Lnitm | Grant | Fund | Funds Ctr | Cmmt Itc | Functional Area | Funded Program | Bdgt. Ctg | Process | Type | Amount LC |
|------|-------------|--------|--------------|------|------------|----------|------------------|----------------|-----------|---------|------------|---------------|
| ■ | 2000000040 | 000050 | NOT RELEVANT | 1000 | 3100095510 | 55110000 | 7200000000000000 | NOT RELEVANT | 9F | ENTR | ORGR | 10,850.00 |
| ■ | 2000000040 | 000051 | NOT RELEVANT | 1000 | | 55120000 | 7901000000000000 | NOT RELEVANT | 9F | ENTR | ORGR | 1,500.00 |
| ■ | 2000000040 | 000052 | NOT RELEVANT | 1000 | | 55130000 | 6141000000000000 | NOT RELEVANT | 9F | ENTR | ORGR | 15,000.00 |
| ■ | 2000000040 | 000053 | NOT RELEVANT | 1000 | | 55130000 | 6303000000000000 | NOT RELEVANT | 9F | ENTR | ORGR | 840.00 |
| ■ | 2000000040 | 000054 | NOT RELEVANT | 1000 | | 55140000 | 6141000000000000 | NOT RELEVANT | 9F | ENTR | ORGR | 200.00 |
| ■ | 2000000040 | 000055 | NOT RELEVANT | 1000 | | 55140000 | 6303000000000000 | NOT RELEVANT | 9F | ENTR | ORGR | 850.00 |
| ■ | 2000000040 | 000056 | NOT RELEVANT | 1000 | | 55140000 | 7200000000000000 | NOT RELEVANT | 9F | ENTR | ORGR | 50.00 |
| ■ | 2000000040 | 000057 | NOT RELEVANT | 1000 | | 55310000 | 7200000000000000 | NOT RELEVANT | 9F | ENTR | ORGR | 500.00 |
| ■ | 2000000040 | 000058 | NOT RELEVANT | 1000 | | 56430000 | 6110000000000000 | NOT RELEVANT | 9F | ENTR | ORGR | 3,500.00 |
| ■ | 2000000040 | 000059 | NOT RELEVANT | 1000 | | 57330000 | 6303000000000000 | NOT RELEVANT | 9F | ENTR | ORGR | 1,980.00 |
| ■ | 2000000040 | 000060 | NOT RELEVANT | 1000 | | 57330000 | 7200000000000000 | NOT RELEVANT | 9F | ENTR | ORGR | 1,520.00 |
| | | | | | | | | | | | 3100095510 | 3,523,783.00 |
| | | | | | | | | | | | | 92,491,747.00 |



Considerations for BP-FM Design: Master Data

- Based on previous slides, review of few initial considerations for the Realization phase:
 - Need to coordinate BP design with FM, GM, PS & HR on ECC
 - Primarily, the source of actual data is ECC Transactional system
 - Hence, the blueprint decisions for transactional data from SAP ECC 6.0 impacts BP
 - Process challenge for ECC-BP master data maintenance – another level of coordination

 - Approach to maintain common Master data between ECC & BI / BP
 - Who, what, when, how – to maintain master data, such as the following:
 - Cost Centers & Fund Centers
 - GL accounts & Commitment Items (Primary Cost Elements are automatically created)
 - FM Derivation Strategies
 - Validations & Substitutions for postings

 - To prepare 2010-11 SAP Budget, need to translate Legacy data to ECC6.0 Master data
 - Cross-walk challenges and mass Budget End-User training of new SAP account codes



Leading Practices

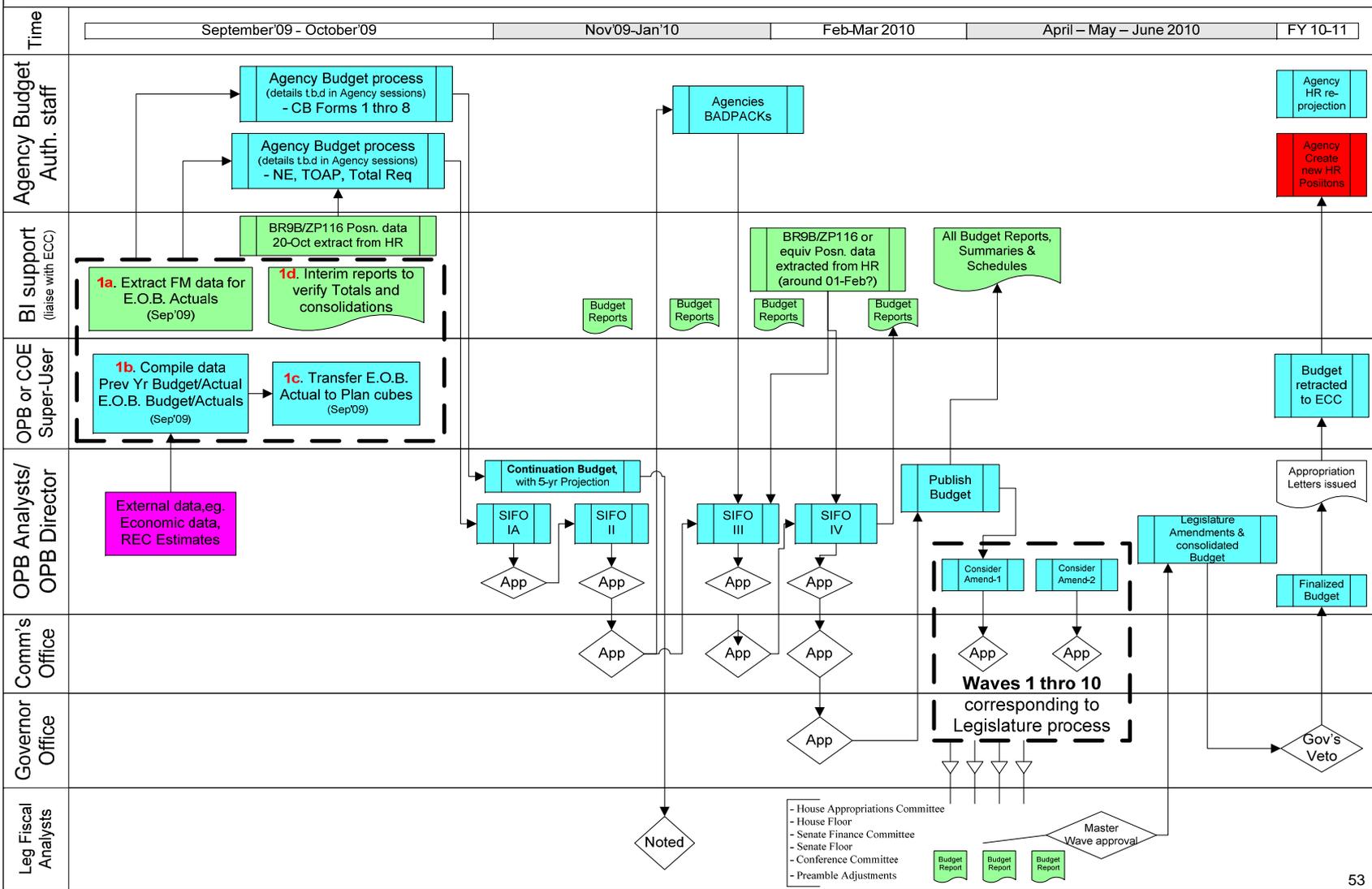
- Increased visibility of budget and cost activity: This will allow OPB, Agencies, the Legislature to be more cognizant of the Budget, Program and policies.
- Identify financial and Program results: This leading practice, which is implemented through account coding structure improvements, places emphasis on program results, and allows those results to be visible in budget preparation decisions.
- Standardize budgeting and business planning processes for all components of the State: This allows Agencies & OPB to use the same common basis of data and processes to prepare/review/approve Budget data at various stages (viz., Agency preparation, OPB Review, Governor Executive Budget, Legislature review and Issue of Appropriation Letters).
- Use enabling technologies to empower Analysts: Automation of processes related to data compilation, budget development, review & approval process (viz., covering Agency prep, OPB review, Governor's Executive Budget, Legislative review and issue of Appropriation Letters).



Business Process Flow

Overview of Operating Budget (HB1) prep activities - OPB's Central controlling perspective

Note: External Data Systems, BI Planning, Business Intelligence and ECC 6.0 steps are color-coded





First pass of BP - FM Design: Versions

| Overview of Operating Budget: Versions-Stages | | | | |
|---|----------------------------------|--|------------------------------------|--|
| | Approx. dates on Fiscal Calendar | OPB BRASS (for ref only) | Budget Prep TOBE Stages-Version #s | Budget Prep TOBE Stages-Versions Name |
| <u>Agency Level</u> | | | | |
| To be outlined later after Agency sessions | 20Sep-01Nov | -- | A1 more T.B.D. | Last Year's Start data Agencies' submission |
| <u>Office of Plg & Bud</u> | | | | |
| SIFO IA - Prelim. Budget Recomm (Agency copy) | early-mid Dec | Stage 1 Analyst Recom | B1A | |
| - OPB's Prelim. Recommendations (Bare-bones) | mid Dec | | B1B | |
| Revenue Estimating Committee | mid Dec | | | |
| SIFO II - Prelim. Budget Recomm | late Dec | Stage 2 Director decision | B2A | |
| - Agencies muddle over Prelim Recomm | late Dec | | B2B | |
| - Agencies complete Appeals/BADPACKs (Budget Agency Decision Packages) | Dec-Jan | | B2C | |
| - OPB receive Appeals from Agencies | Jan | | B2D | |
| | Jan | | B2E | |
| | Jan | ?? | | |
| OPB Continuation Budget (5-year) to JLCB | Jan | ?? | use one above? | Continuation Budget to JLCB |
| <u>Commissioner Review</u> | | | | |
| SIFO IIA - Prelim. Budget Recomm | Feb | Stage 3 Comm decision | C1A | |
| SIFO IIB - Prelim. Budget Recomm | Feb | | C1B | |
| SIFO IIC - Prelim. Budget Recomm | Feb | | C1C | |
| <u>Governor Review</u> | | | | |
| SIFO III - Governor: Above the Line / Below the line (wrt Dec Revenue Estimating Comm.) | Feb | Stage 4 Gov.'s decision | D1A | Prelim Balancing of Budget |
| SIFO IV - Executive Budget Recommendations | Feb | | D2A | |
| - No more changes before presenting to Legislature | Feb-Mar | | ?? | |
| - Executive Budget published/presented to Legislature | end Mar | | D3 | Exec Budget to Legislature |

To incorporate Agencies' process





Considerations for BP-FM Design: Versions

- Based on previous slides, we need a few initial considerations for Realization Testing:
 - TO-BE Flow diagram for the Budget build process
 - Is the Flow diagram representative of OPB activities during Budget build process
 - What other interim Manual steps, processes or calculations are done by OPB
 - No. of Budget Versions to be considered (in this session)
 - Is a cost/benefit analysis possible for retention of the discussed Budget versions?
How frequently do you refer back to the other Budget version data? Are those versions used in any subsequent calculations? Are these data versions useful for future years?



CB Form CB-2 Program Summary

| Department of Education | | CONTINUATION BUDGET PACKAGE | | | | | CB-2 PROGRAM SUMMARY | |
|---|------------------------------------|-----------------------------|--------------------------|----------------------|-----------------------|---------------------|----------------------|------------------------------|
| Department of Education State Activities | | FISCAL YEAR 2007-2008 | | | | | AFS AGY #: 678 | |
| Program Name: Office of Management and Financial Services | | *EXISTING OPERATING BUDGET | NON-RECURRING ADJUSTMENT | INFLATION ADJUSTMENT | COMPULSORY ADJUSTMENT | WORKLOAD ADJUSTMENT | OTHER ADJUSTMENT | REQUESTED CONTINUATION LEVEL |
| MEANS OF FINANCING: | | | | | | | | |
| 1 | STATE GENERAL FUND (Direct) | 12,005,344 | 0 | 34,448 | 447,065 | 0 | 0 | 12,486,857 |
| 2 | STATE GENERAL FUND BY: | | | | | | | |
| 3 | INTERAGENCY TRANSFERS | 5,818,497 | (109,765) | 22,458 | 320,817 | 0 | 422,602 | 6,474,609 |
| 4 | FEES & SELF-GENERATED | 124,447 | (3,500) | 1,251 | 0 | 0 | 3,500 | 125,698 |
| 5 | STATUTORY DEDICATIONS | | 0 | 0 | 0 | 0 | 0 | 0 |
| 6 | INTERIM EMERGENCY BOARD | | 0 | 0 | 0 | 0 | 0 | 0 |
| 7 | FEDERAL FUNDS | 2,897,287 | 0 | 19,945 | 86,129 | 0 | 0 | 3,003,361 |
| 8 | TOTAL MEANS OF FINANCING | 20,845,575 | (113,265) | 78,102 | 854,011 | 0 | 426,102 | 22,090,525 |
| 9 | EXPENDITURES & REQUEST: | | | | | | | |
| 10 | Salaries Regular | 7,277,896 | 0 | 0 | 252,024 | 0 | 205,461 | 7,735,381 |
| 11 | Other Compensation | 201,705 | 0 | 0 | 0 | 0 | 0 | 201,705 |
| 12 | Related Benefits | 5,033,120 | 0 | 0 | 601,987 | 0 | 77,989 | 5,713,096 |
| 13 | TOTAL PERSONAL SERVICES | 12,512,721 | 0 | 0 | 854,011 | 0 | 283,450 | 13,650,182 |
| 14 | Travel | 176,908 | 0 | 4,246 | 0 | 0 | 0 | 181,154 |
| 15 | Operating Services | 1,486,421 | 0 | 35,674 | 0 | 0 | 0 | 1,522,095 |
| 16 | Supplies | 305,000 | 0 | 7,320 | 0 | 0 | 0 | 312,320 |
| 17 | TOTAL OPERATING EXPENSES | 1,968,329 | 0 | 47,240 | 0 | 0 | 0 | 2,015,569 |
| 18 | PROFESSIONAL SERVICES | 1,285,923 | 0 | 30,862 | 0 | 0 | 0 | 1,316,785 |
| 19 | Other Charges | | 0 | 0 | 0 | 0 | 0 | 0 |
| 20 | Debt Service | | 0 | 0 | 0 | 0 | 0 | 0 |
| 21 | Interagency Transfers | 4,965,337 | 0 | 0 | 0 | 0 | 29,387 | 4,994,724 |
| 22 | TOTAL OTHER CHARGES | 4,965,337 | 0 | 0 | 0 | 0 | 29,387 | 4,994,724 |
| 23 | Acquisitions | 113,265 | (113,265) | 0 | 0 | 0 | 113,265 | 113,265 |
| 24 | Major Repairs | | 0 | 0 | 0 | 0 | 0 | 0 |
| 25 | TOTAL ACQ. & MAJOR REPAIRS | 113,265 | (113,265) | 0 | 0 | 0 | 113,265 | 113,265 |
| 26 | UNALLOTTED | | | | | | | |
| 27 | TOTAL EXPENDITURES & REQUEST | 20,845,575 | (113,265) | 78,102 | 854,011 | 0 | 426,102 | 22,090,525 |
| 28 | EXCESS (OR DEFICIENCY) OF | | | | | | | |
| 29 | FINANCING OVER EXPENDITURES | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 30 | AUTHORIZED FULL-TIME EQUIVALENTS: | | | | | | | |
| 31 | Classified | 157 | 0 | 0 | 0 | 0 | 5 | 162 |
| 32 | Unclassified | 2 | 0 | 0 | 0 | 0 | 0 | 2 |
| 33 | TOTAL POSITIONS (Salaries Regular) | 159 | 0 | 0 | 0 | 0 | 5 | 164 |
| 34 | POSITIONS (Other Charges) | 0 | 0 | 0 | 0 | 0 | 0 | 0 |



CB Form CB-4 Non-Recurring

Department of Education CONTINUATION BUDGET PACKAGE CB-4 NON-RECURRING
 Department of Education State Activities FISCAL YEAR 2007-2008 (9/99)
 Program Name: Office of Management and Finance AFS AGY #: 678

| MEANS OF FINANCING: | | DOLLARS |
|---------------------|------------------------------------|-----------|
| 1 | STATE GENERAL FUND (Direct) | |
| 2 | STATE GENERAL FUND BY: | |
| 3 | INTERAGENCY TRANSFERS | (109,765) |
| 4 | FEES & SELF-GENERATED | (3,500) |
| 5 | STATUTORY DEDICATIONS | |
| 6 | INTERIM EMERGENCY BOARD | |
| 7 | FEDERAL FUNDS | |
| 8 | TOTAL MEANS OF FINANCING | (113,265) |
| 9 | EXPENDITURES & REQUEST: | |
| 10 | Salaries Regular | |
| 11 | Other Compensation | |
| 12 | Related Benefits | |
| 13 | TOTAL PERSONAL SERVICES | 0 |
| 14 | Travel | |
| 15 | Operating Services | |
| 16 | Supplies | |
| 17 | TOTAL OPERATING EXPENSES | 0 |
| 18 | PROFESSIONAL SERVICES | |
| 19 | Other Charges | |
| 20 | Debt Service | |
| 21 | Interagency Transfers | |
| 22 | TOTAL OTHER CHARGES | 0 |
| 23 | Acquisitions | (113,265) |
| 24 | Major Repairs | |
| 25 | TOTAL ACQ. & MAJOR REPAIRS | (113,265) |
| 26 | UNALLOTTED | |
| 27 | TOTAL EXPENDITURES & REQUEST | (113,265) |
| 28 | EXCESS (OR DEFICIENCY) OF | |
| 29 | FINANCING OVER EXPENDITURES | 0 |
| 30 | AUTHORIZED FULL-TIME EQUIVALENTS: | |
| 31 | Classified | |
| 32 | Unclassified | |
| 33 | TOTAL POSITIONS (Salaries Regular) | 0 |
| 34 | POSITIONS (Other Charges) | |

PROGRAM LEVEL FORM - NON-RECURRING ADJUSTMENTS

FORM CB-4 should be completed and fully explained for each non-recurring line item of expenditure, by object, within a program. If a non-recurring item is considered to be an activity or subprogram, a separate Form CB-4 should be completed for each activity or subprogram. Equipment and major repairs are considered non-recurring and must be zeroed out on this form and requested on the other applicable forms. Other examples of non-recurring expenditures include one-time professional services contracts, one-time other charges expenses, moving expenses, telephone installation charges, etc. In completing Form CB-4, you do not need to list all acquisition purchases separately.

EXPLANATIONS:

This adjustment will zero out all equipment funding for the Office of Management and Finance, as instructed in the OPB guidelines.



CB Form CB-5 Inflation

CB-5 INFLATION
(9/99)
AFS AGY #: 678

| Inflation | |
|---------------------------------------|---------|
| MEANS OF FINANCING: | DOLLARS |
| 1 STATE GENERAL FUND (Direct) | 34,448 |
| 2 STATE GENERAL FUND BY: | |
| 3 INTERAGENCY TRANSFERS | 22,458 |
| 4 FEES & SELF-GENERATED | 1,251 |
| 5 STATUTORY DEDICATIONS | |
| 6 INTERIM EMERGENCY BOARD | |
| 7 FEDERAL FUNDS | 19,945 |
| 8 TOTAL MEANS OF FINANCING | 78,102 |
| 9 EXPENDITURES & REQUEST: | |
| 10 Salaries Regular | |
| 11 Other Compensation | |
| 12 Related Benefits | |
| 13 TOTAL PERSONAL SERVICES | |
| 14 Travel | 4,246 |
| 15 Operating Services | 35,674 |
| 16 Supplies | 7,320 |
| 17 TOTAL OPERATING EXPENSES | 47,240 |
| 18 PROFESSIONAL SERVICES | 30,862 |
| 19 Other Charges | |
| 20 Debt Service | |
| 21 Interagency Transfers | |
| 22 TOTAL OTHER CHARGES | 0 |
| 23 Acquisitions | |
| 24 Major Repairs | |
| 25 TOTAL ACQ. & MAJOR REPAIRS | |
| 26 UNALLOTTED | |
| 27 TOTAL EXPENDITURES & REQUEST | 78,102 |
| 28 EXCESS (OR DEFICIENCY) OF | |
| 29 FINANCING OVER EXPENDITURES | 0 |
| 30 AUTHORIZED FULL-TIME EQUIVALENTS: | |
| 31 Classified | |
| 32 Unclassified | |
| 33 TOTAL POSITIONS (Salaries Regular) | |
| 34 POSITIONS (Other Charges) | |

CONTINUATION BUDGET PACKAGE
FISCAL YEAR 2007-2008

PROGRAM LEVEL FORM - INFLATION ADJUSTMENTS

FORM CB-5 must be completed for each program, by object. CB-5 provides for the six (6) line items of expenditure eligible for the standard inflation adjustment factor listed in the OPB guidelines as well as inflation above guidelines. For the line items Travel, Operating Services, and Supplies, identify (at a minimum) the Existing Operating budgeted amount eligible for the inflation factor under the "EXPLANATIONS" heading. For the line items Professional Services, Other Charges, and Interagency Transfers, it will be necessary to separately list by function, activity, or object of expenditure, and identify (at a minimum) the Existing Operating budgeted amount eligible for the inflation factor under "EXPLANATIONS" heading.

IN THE EXPLANATION, DISTINGUISH BETWEEN ITEMS RECEIVING STANDARD INFLATION AND INFLATION ABOVE OPB GUIDELINES.

EXPLANATIONS:

This adjustment is to add the general inflation factor of 2.4% per OPB guidelines

| | Budgeted | x 2.4 % |
|---------------|------------------|---------------|
| Travel | 176,908 | 4,246 |
| Oper Services | 1,486,421 | 35,674 |
| Supplies | 305,000 | 7,320 |
| Prof Services | 1,285,923 | 30,862 |
| Total | 3,254,252 | 78,102 |



CB Form CB-6 Compulsory

CB-6 COMPULSORY
(9/99)
AFS AGY #: 678

CONTINUATION BUDGET PACKAGE
FISCAL YEAR 2007-2008

Department of Education
Department of Education State Activities
Program Name: Office of Management and Finance

| Annualization | |
|---------------------------------------|---------|
| MEANS OF FINANCING: | DOLLARS |
| 1 STATE GENERAL FUND (Direct) | 98,834 |
| 2 STATE GENERAL FUND BY: | |
| 3 INTERAGENCY TRANSFERS | 58,603 |
| 4 FEES & SELF-GENERATED | |
| 5 STATUTORY DEDICATIONS | |
| 6 INTERIM EMERGENCY BOARD | |
| 7 FEDERAL FUNDS | 17,913 |
| 8 TOTAL MEANS OF FINANCING | 175,350 |
| 9 EXPENDITURES & REQUEST: | |
| 10 Salaries Regular | 134,884 |
| 11 Other Compensation | |
| 12 Related Benefits | 40,466 |
| 13 TOTAL PERSONAL SERVICES | 175,350 |
| 14 Travel | |
| 15 Operating Services | |
| 16 Supplies | |
| 17 TOTAL OPERATING EXPENSES | 0 |
| 18 PROFESSIONAL SERVICES | |
| 19 Other Charges | |
| 20 Debt Service | |
| 21 Interagency Transfers | |
| 22 TOTAL OTHER CHARGES | 0 |
| 23 Acquisitions | |
| 24 Major Repairs | |
| 25 TOTAL ACQ. & MAJOR REPAIRS | 0 |
| 26 UNALLOTTED | |
| 27 TOTAL EXPENDITURES & REQUEST | 175,350 |
| 28 EXCESS (OR DEFICIENCY) OF | |
| 29 FINANCING OVER EXPENDITURES | 0 |
| 30 AUTHORIZED FULL-TIME EQUIVALENTS: | |
| 31 Classified | |
| 32 Unclassified | |
| 33 TOTAL POSITIONS (Salaries Regular) | 0 |
| 34 POSITIONS (Other Charges) | |

PROGRAM LEVEL FORM - COMPULSORY ADJUSTMENTS

FORM CB-6 is to be used for each adjustment listed in the OPB guidelines and each activity annualized by program, by object. Form CB-6 provides a format to identify two types of increases: (1) those adjustments common to all state agencies such as merit pay, group insurance, etc., as specified in the OPB guidelines; and, (2) the annualized cost of an activity that was funded by the legislature to be phased in by an agency during the course of the current fiscal year. That is, if an activity which will be on-going started on October 1 of the current fiscal year and the budget includes funding for this nine-month period of operation only, the increased cost to operate this activity for a full twelve-month period should be indicated on form CB-6. For those adjustments common to all agencies and specified in the OPB guidelines, the first line is to state "This adjustment is for (insert the item listed in guidelines)." In addition, all calculations must be shown. For adjustments considered annualizations, the first line is to state "This annualization is for (insert a descriptive name of the activity)." The explanation is to include (at a minimum) the following information:

- Existing Operating Budget;
- number of months funded in the Existing Operating Budget;
- calculation indicating the increase; and
- any other supporting documentation to justify the request.

ATTACH THE CB/zp116 RUN BY PROGRAM.

EXPLANATION:

Annualization of Merits per MOF prorations of the zp-116 as of 10/08/2006.

This adjustment is for the annualization of the 2006-2007 merit pay for the Office of Management and Finance. (See Total Merit Annualization for 2007-2008 on zp-116). Associated Benefits are Calculated at 30%.

Total Annualization: \$134,884

| | Merits | Related | Total |
|----------------|---------|---------|---------|
| State | 76,026 | 22,808 | 98,834 |
| IAT | 45,079 | 13,524 | 58,603 |
| Federal | 13,779 | 4,134 | 17,913 |
| | - | 0 | 0 |
| | 134,884 | 40,466 | 175,350 |



CB Form CB-7 Workload

| | | | |
|--|------------------------------------|------------------------------------|--|
| Department of Education | | CONTINUATION BUDGET PACKAGE | CB-7 WORKLOAD |
| Department of Education State Activities | | FISCAL YEAR 2007-2008 | (9/99) |
| Program Name: Office of Management and Finance | | | AFS AGY #: 678 |
| None | | | |
| | MEANS OF FINANCING: | DOLLARS | PROGRAM LEVEL FORM - WORKLOAD ADJUSTMENTS |
| 1 | STATE GENERAL FUND (Direct) | | <p>FORM CB-7 should be completed and fully explained for each workload adjustment requested, by object, within a program. No increase/decrease associated with a workload adjustment may be the product of agency initiative, but must be a quantifiable workload increase/decrease over which the agency has no control. Three examples of workload adjustments include: (1) an increase/decrease in the average annual Full Time Equivalent Enrollment in the Universities; (2) an increase/decrease in the number of prison inmates; and (3) an increase/decrease in the number of AFDC clients. The quality of service shall not be enhanced or decreased by a workload adjustment. Supporting documentation must be provided. For clarity, a separate Form CB-7 is to be completed for each workload increase/decrease for each activity within the program.</p> <p>EXPLANATION:</p> <p>A. Explain the need for this request.</p> <p>B. How does this item meet the definition of a workload adjustment?</p> <p>C. Cite performance indicators to explain the adjustment.</p> <p>D. Is the requested revenue a fixed amount or can it be adjusted based upon the recommended level of expenditures? Is the expenditure of these revenues restricted to certain line items and/or activities/programs? Explain.</p> <p>E. What would be the programmatic impact if this workload is not funded?</p> |
| 2 | STATE GENERAL FUND BY: | | |
| 3 | INTERAGENCY TRANSFERS | | |
| 4 | FEES & SELF-GENERATED | | |
| 5 | STATUTORY DEDICATIONS | | |
| 6 | INTERIM EMERGENCY BOARD | | |
| 7 | FEDERAL FUNDS | | |
| 8 | TOTAL MEANS OF FINANCING | 0 | |
| 9 | EXPENDITURES & REQUEST: | | |
| 10 | Salaries Regular | | |
| 11 | Other Compensation | | |
| 12 | Related Benefits | | |
| 13 | TOTAL PERSONAL SERVICES | 0 | |
| 14 | Travel | | |
| 15 | Operating Services | | |
| 16 | Supplies | | |
| 17 | TOTAL OPERATING EXPENSES | 0 | |
| 18 | PROFESSIONAL SERVICES | | |
| 19 | Other Charges | | |
| 20 | Debt Service | | |
| 21 | Interagency Transfers | | |
| 22 | TOTAL OTHER CHARGES | 0 | |
| 23 | Acquisitions | | |
| 24 | Major Repairs | | |
| 25 | TOTAL ACQ. & MAJOR REPAIRS | 0 | |
| 26 | UNALLOTTED | | |
| 27 | TOTAL EXPENDITURES & REQUEST | 0 | |
| 28 | EXCESS (OR DEFICIENCY) OF | | |
| 29 | FINANCING OVER EXPENDITURES | 0 | |
| 30 | AUTHORIZED FULL-TIME EQUIVALENTS: | | |
| 31 | Classified | | |
| 32 | Unclassified | | |
| 33 | TOTAL POSITIONS (Salaries Regular) | 0 | |
| 34 | POSITIONS (Other Charges) | | |



CB Form CB-8 Other Adjustment

Department of Education
 Department of Education State Activities
 Program Name: Office of School and Community Support
 Ohio Board of Regents Authority

CONTINUATION BUDGET PACKAGE FISCAL YEAR 2007-2008

CB-8 OTHER
 (9/99)
 AFS AGY #: 678

| MEANS OF FINANCING: | DOLLARS |
|---------------------------------------|---------|
| 1 STATE GENERAL FUND (Direct) | |
| 2 STATE GENERAL FUND BY: | |
| 3 INTERAGENCY TRANSFERS | 0 |
| 4 FEES & SELF-GENERATED | |
| 5 STATUTORY DEDICATIONS | |
| 6 INTERIM EMERGENCY BOARD | |
| 7 FEDERAL FUNDS | 125,000 |
| 8 TOTAL MEANS OF FINANCING | 125,000 |
| 9 EXPENDITURES & REQUEST: | |
| 10 Salaries Regular | |
| 11 Other Compensation | |
| 12 Related Benefits | |
| 13 TOTAL PERSONAL SERVICES | 0 |
| 14 Travel | |
| 15 Operating Services | |
| 16 Supplies | |
| 17 TOTAL OPERATING EXPENSES | 0 |
| 18 PROFESSIONAL SERVICES | |
| 19 Other Charges | 125,000 |
| 20 Debt Service | |
| 21 Interagency Transfers | |
| 22 TOTAL OTHER CHARGES | 125,000 |
| 23 Acquisitions | |
| 24 Major Repairs | |
| 25 TOTAL ACQ. & MAJOR REPAIRS | 0 |
| 26 UNALLOTTED | |
| 27 TOTAL EXPENDITURES & REQUEST | 125,000 |
| 28 EXCESS (OR DEFICIENCY) OF | |
| 29 FINANCING OVER EXPENDITURES | 0 |
| 30 AUTHORIZED FULL-TIME EQUIVALENTS: | |
| 31 Classified | |
| 32 Unclassified | |
| 33 TOTAL POSITIONS (Salaries Regular) | 0 |
| 34 POSITIONS (Other Charges) | |

PROGRAM LEVEL FORM - OTHER ADJUSTMENTS

FORM CB-8 should be completed and fully explained for each non-recurring line item of expenditure, by object, within a program. This form provides a format for costs or adjustments to budget items which have not been covered under any other heading, but are included in the definition of continuation level. A separate form CB-8 should be completed and fully explained for each adjustment. Adjustments appearing on this form are usually program or agency specific and are intended to include: (1) means of financing shifts - substitution of one means of financing for another that does not change the total amount of expenditures; (2) special purchasing needs - applies to acquisitions that cannot be repaired but must be replaced to continue the same level of service; and (3) any other adjustment not listed but clearly within the definition of Continuation Level, including instances which could be construed as workload adjustments by which agencies achieved a savings or reduced their budgets as a result of an efficiency of operation.

EXPLANATION:

- A. Explain the need for this request.
 The contract with the Ohio Board of Regents will provide incoming funds for the implementation of a research project/evaluation of the Jobs for America's Graduates Drop Out Recovery program. Louisiana has been selected as one of three states to participate in this project funded by the U.S. Department of Labor.
- B. Cite performance indicators to explain the adjustment.
 This request is for the receipt of incoming funds. It supports statewide efforts for recovering drop-outs and providing work readiness instruction or GED preparation. This aligns to other performance indicators reported to the Louisiana Legislature and those reported under Workforce Investment Act initiatives.
- C. Is the requested revenue a fixed amount or can it be adjusted based upon the recommended level of expenditure?
 The amount is fixed, based upon the grant award from the U.S. Department of Labor. Under this award, Louisiana will receive \$125,000 for 2006-2007 and \$125,000 for 2007-2008.
 Is the expenditure of these revenues restricted to certain line items and/or activities/programs? Explain.
 Yes. These incoming funds can only be used to support and implement the test of the Jobs for America's Graduates Drop Out Recovery program.
- D. What would be the programmatic impact if this workload is not funded?
 The state would not be able to participate in this national research/evaluation demonstration project and its efforts to recover drop outs and provide work readiness instruction or GED preparation.



TO-BE development Summary: CB Forms

| Legacy Form | Form Name | Web | BEx | Layout name | Planning Functions | Remarks for Data interfaces |
|-------------|---------------------------------|--|---------------|------------------------|---|---|
| CB-4 | Non-Recurring Adjustment | Layout for Agency | same for OPB? | Retain same as Legacy? | Check need for carry-over from prev year Non-recurring items | None |
| CB-5 | Inflation Adjustment | Layout for Agency | same for OPB? | Retain same as Legacy? | General Inflation factor, percent to be applied on some codes (Travel, Op.Svcs, Supplies & Prof Svcs) | None |
| CB-6 | Compulsory Adjustment | Layout for Agency | same for OPB? | Retain same as Legacy? | Personnel cost to be split by State, IAT and Federal) (Funds in SAP?) | ZP116 data |
| CB-7 | Workload Adjustments | Layout for Agency | same for OPB? | Retain same as Legacy? | Personnel cost to be split by State, IAT and Federal) (Funds in SAP?) | ZP116 data |
| CB-8 | Other Adjustments | Layout for Agency | same for OPB? | Retain same as Legacy? | None | None |
| CB-2 | Program Summary | Report for Agency, OPB, LEGIS (Note: All as authorized by OPB) | None | Report Name? | N. A. | E.O.B. data (as of date?) |



Enterprise Readiness Challenges

- Budget prep process will change from BRASS/Excel-based processes to the BI-based Budget Prep system, using Business Explorer and/or Web Tools. There will be the need for Training to all authorized end-users for the Operating and Capital Budget processes.
- In addition to the above process/tool Training, all Budget End-users need training to be familiar with the new ECC-based account code structure (e.g. Fund, Grant, Func. Area, etc) sufficiently in advance, to be able to prepare/use the new Budget module.
- Need for all Departments/Agencies to input 'detailed budget' for all Expense & Revenue accounts in the budget preparation process and submit budgets online to OPB.
- Master data in all ECC modules will need to be ready, together with multiple Cross-walks to SAP (from AFS, BRASS, DOTD, ISIS-HR and CORTS/BDS) prior to Budget Go-live. Similarly, sufficient test data will also be needed for DEV and QA environments.
- After creation of ECC Master data, the ISIS-HR data (Positions, Employee, etc) will need to be "transformed" (Note: Options being considered) to the new ECC-Finance account code structure, in the HR data extraction process for Salary-based budget preparation.



Next Steps

- Prepare and send out Minutes of this Meeting to all Invitees
- Commence incorporation of details into draft Design document (PDD)
- Follow-up on Action Items identified during this Workshop
- Schedule off-line meeting(s) to discuss areas of special concern, if any
- Plan follow-on Workshops, as required
- Review Overall design in the Validation Workshop
- Ensure all To-Do's are appropriately documented



Questions?





BRASS CB Entry Form

Form 01C -C/E (Org/DI in): 1328 - 678 08/09 Salaries

Insert Delete Move Audit Net Cost Apply Save Cancel

General Justification

| Seq | Org | Fund | DI | BSLT | DNEs | Object | | Change | Justify |
|-----|----------|------|------------|------|------|----------|--------------------------|--------|---------|
| 1 | 678_1000 | 000 | ANN_CLSTAT | 0 | DN | SALARIES | <input type="checkbox"/> | 27,380 | |
| 2 | 678_1000 | 003 | ANN_CLSTAT | 0 | DN | SALARIES | <input type="checkbox"/> | 9,406 | |
| 3 | 678_1000 | 006 | ANN_CLSTAT | 0 | DN | SALARIES | <input type="checkbox"/> | 6,186 | |
| 4 | 678_1000 | 000 | ANN_CLSTAT | 0 | DN | REL_BEN | <input type="checkbox"/> | 5,982 | |
| 5 | 678_1000 | 003 | ANN_CLSTAT | 0 | DN | REL_BEN | <input type="checkbox"/> | 2,055 | |
| 6 | 678_1000 | 006 | ANN_CLSTAT | 0 | DN | REL_BEN | <input type="checkbox"/> | 1,352 | |
| 7 | 678_1000 | 000 | MERIT_CLST | 0 | DN | SALARIES | <input type="checkbox"/> | 18,126 | |
| 8 | 678_1000 | 003 | MERIT_CLST | 0 | DN | SALARIES | <input type="checkbox"/> | 6,227 | |
| 9 | 678_1000 | 006 | MERIT_CLST | 0 | DN | SALARIES | <input type="checkbox"/> | 4,096 | |
| 10 | 678_1000 | 000 | MERIT_CLST | 0 | DN | REL_BEN | <input type="checkbox"/> | 3,961 | |
| 11 | 678_1000 | 003 | MERIT_CLST | 0 | DN | REL_BEN | <input type="checkbox"/> | 1,361 | |
| 12 | 678_1000 | 006 | MERIT_CLST | 0 | DN | REL_BEN | <input type="checkbox"/> | 895 | |
| 13 | 678_2000 | 000 | ANN_CLSTAT | 0 | DN | SALARIES | <input type="checkbox"/> | 72,401 | |
| 14 | 678_2000 | 003 | ANN_CLSTAT | 0 | DN | SALARIES | <input type="checkbox"/> | 39,379 | |
| 15 | 678_2000 | 006 | ANN_CLSTAT | 0 | DN | SALARIES | <input type="checkbox"/> | 25,601 | |
| 16 | 678_2000 | 000 | ANN_CLSTAT | 0 | DN | REL_BEN | <input type="checkbox"/> | 15,819 | |
| 17 | 678_2000 | 003 | ANN_CLSTAT | 0 | DN | REL_BEN | <input type="checkbox"/> | 8,604 | |
| 18 | 678_2000 | 006 | ANN_CLSTAT | 0 | DN | REL_BEN | <input type="checkbox"/> | 5,594 | |
| 19 | 678_2000 | 000 | MERIT_CLST | 0 | DN | SALARIES | <input type="checkbox"/> | 64,096 | |
| 20 | 678_2000 | 003 | MERIT_CLST | 0 | DN | SALARIES | <input type="checkbox"/> | 34,862 | |
| 21 | 678_2000 | 006 | MERIT_CLST | 0 | DN | SALARIES | <input type="checkbox"/> | 22,664 | |
| 22 | 678_2000 | 000 | MERIT_CLST | 0 | DN | REL_BEN | <input type="checkbox"/> | 14,004 | |
| 23 | 678_2000 | 003 | MERIT_CLST | 0 | DN | REL_BEN | <input type="checkbox"/> | 7,617 | |



BRASS DI Information Table

DI Information [X]

Add **Delete** **Save** **Cancel**

Info **Text**

DI: Type:

Name:

| | | | |
|---------|----------------------|---------|----------------------|
| Desc 1: | <input type="text"/> | Desc 5: | <input type="text"/> |
| Desc 2: | <input type="text"/> | Desc 6: | <input type="text"/> |
| Desc 3: | <input type="text"/> | Desc 7: | <input type="text"/> |
| Desc 4: | <input type="text"/> | Desc 8: | <input type="text"/> |

| | | | | | | | |
|-----------------|--|-------------|----------------------|---------------|----------------------------------|-----------|----------------------|
| Type: | <input type="text" value="STATEWIDE"/> | Exec Order: | <input type="text"/> | Big Book: | <input type="text"/> | Table 13: | <input type="text"/> |
| Policy: | <input type="text"/> | Local: | <input type="text"/> | Significant: | <input type="text" value="YES"/> | Table 14: | <input type="text"/> |
| 5-Year: | <input type="text"/> | Table 7: | <input type="text"/> | Double Count: | <input type="text"/> | Table 15: | <input type="text"/> |
| Gov Initiative: | <input type="text"/> | Table 8: | <input type="text"/> | Table 12: | <input type="text"/> | PC: | <input type="text"/> |

| | | | | | |
|----------|----------------------|-----------|----------------------|-----------|----------------------|
| Value 1: | <input type="text"/> | Value 6: | <input type="text"/> | Value 11: | <input type="text"/> |
| Value 2: | <input type="text"/> | Value 7: | <input type="text"/> | Value 12: | <input type="text"/> |
| Value 3: | <input type="text"/> | Value 8: | <input type="text"/> | Value 13: | <input type="text"/> |
| Value 4: | <input type="text"/> | Value 9: | <input type="text"/> | Value 14: | <input type="text"/> |
| Value 5: | <input type="text"/> | Value 10: | <input type="text"/> | Value 15: | <input type="text"/> |