



Governor's Office of Planning and Budget FY 2013

Budget Prep Training Manual



Budget Prep Training Manual

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Step 1: Basics

System Requirements

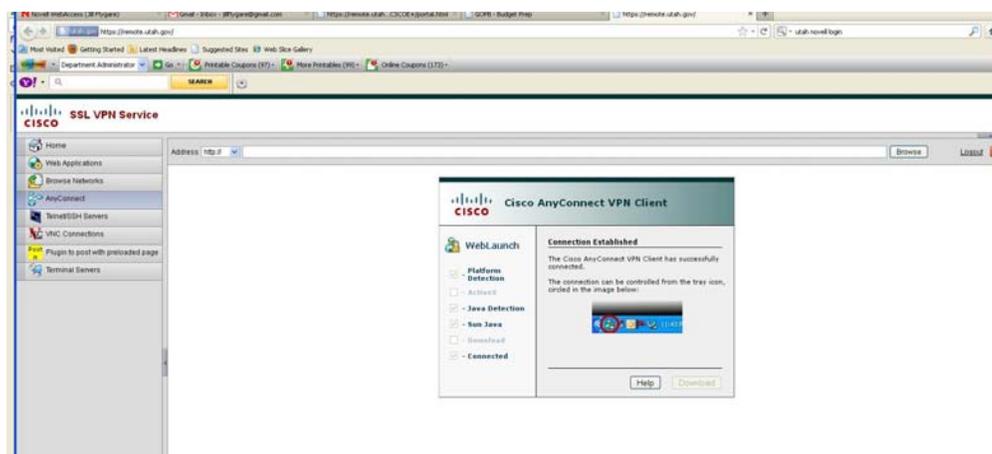
It is recommended that all users of Budget Prep use Mozilla Firefox. The system runs better using the Firefox browser. For reports to run properly you will need to enable pop-ups and you will need to have acrobat reader installed.

Logging into Budget Prep

1. To log into Budget Prep go to: <http://budgetprep.utah.gov>. This will take you to the login screen where you will use your network login and password.



2. To log into Budget Prep from home: go to <https://remote.utah.gov>. This will take you to a login screen where you will use the same network login and password you used above – once logged in you can access Budget Prep in a separate window just as though you were using it at the office.



**** If you are unfamiliar with Budget Prep you should begin by logging into the test system at <http://budgetprep.at.utah.gov> and familiarizing yourself with the system before entering any data into the production site.**

Logging out of Budget Prep

There are two options in logging out of the system:

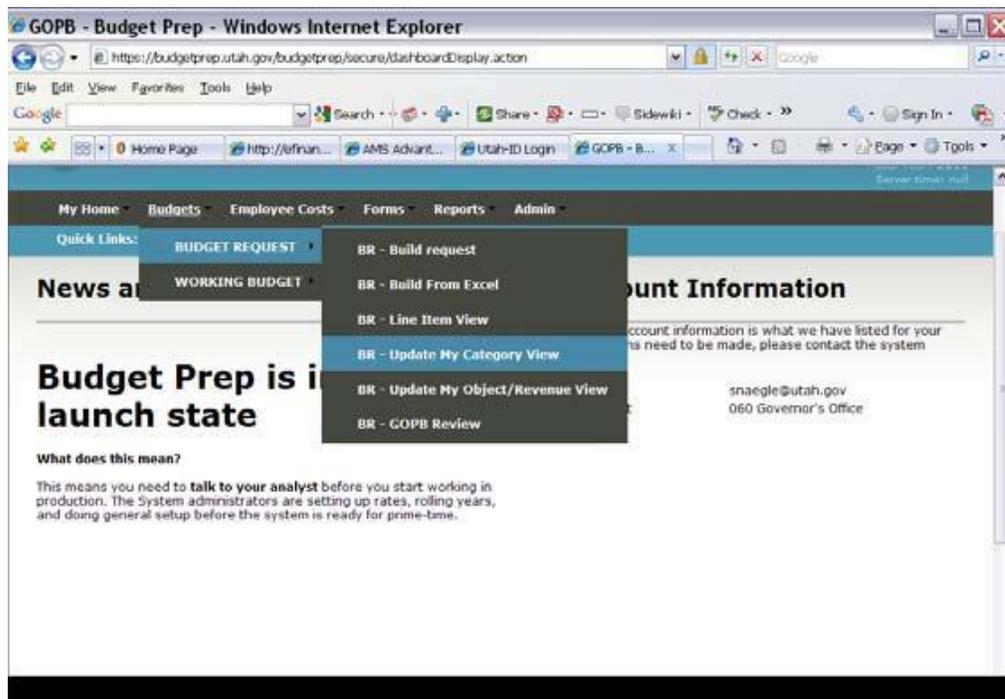
1. Click on the logout button at the top right of the screen
2. Close the browser



Step 2: Set-up

Setting up your Category View

1. From the menu bar select **Budgets, Budget Request, BR-Update my Category View**



2. The first time in Budget Prep, the screen will come up automatically.

3. Complete this step before building your budget.
4. The system default checks off all Revenue and Expense categories. To de-select a specific Revenue or Expense category that is not used by your agency, click on the box next to the appropriate category, then click save my view.

Budget Prep 'My View Setup'

We know that not everyone needs to work with all these categories and objects, so we've added a personalized view feature called 'My View'. You can add/remove categories with a click of the button.

Revenue Categories	Expense Categories
<input checked="" type="checkbox"/> BB Beginning Balance	<input checked="" type="checkbox"/> AA Personnel Services
<input checked="" type="checkbox"/> CB Closing Balance	<input checked="" type="checkbox"/> BB Travel / In State
<input checked="" type="checkbox"/> DC Dedicated Credits	<input checked="" type="checkbox"/> CC Travel / Out State
<input checked="" type="checkbox"/> EF Education Fund	<input checked="" type="checkbox"/> DD Current Expense
<input checked="" type="checkbox"/> FF Federal Funds	<input checked="" type="checkbox"/> EE Data Proc Current Expense
<input checked="" type="checkbox"/> GF General Fund	<input checked="" type="checkbox"/> FF Data Proc Capital Expend
<input checked="" type="checkbox"/> LB Lapsing Balance	<input checked="" type="checkbox"/> GG Capital Expend (Except DP)
<input checked="" type="checkbox"/> ML Mineral Lease	<input checked="" type="checkbox"/> HH Other Charges / Pass Through
<input checked="" type="checkbox"/> PT Pass Through	<input checked="" type="checkbox"/> LL Cost of Goods Sold
<input checked="" type="checkbox"/> RR Restricted and Trust Funds	<input checked="" type="checkbox"/> NN Cost Accounts
<input checked="" type="checkbox"/> RT Transfers	<input checked="" type="checkbox"/> TA Trust & Agency Disbursements
<input checked="" type="checkbox"/> TF Transportation Fund	<input checked="" type="checkbox"/> TR Transfers

[Save My View](#)

5. If you find that you need a Revenue or Expense category that you de-selected you may come back to this view, click on the box and save my view – your preferences will be restored.

Update your Object/Revenue View

1. From the menu bar select Budgets, Budget Request, BR-Update my Object/Revenue View

Budget Prep 'My View Setup for Objects and Revenues'

My View Setup

Expand each of the categories by pushing the down arrow button. You will see all of the revenue/objects that are in your view. You can remove them by pushing the 'x' button. You can add new ones by typing a code or description under the appropriate category.

Have too many to add? Click the 'Add Defaults' button and all expense/revenues under your department that are in the system will be added automatically. This will not remove any that you have added already, just append to the list.

[Add Revenue Defaults](#)

[Add Expense Defaults](#)

Revenue & Object Selection

REVENUES



GF General Fund

- All Revenue and Expense items used in your department for actual will be added. You can add additional Revenue and Expense items by clicking on the **Orange Arrow** to expand the bucket.

EXPENSES



AA Personnel Services



BB Travel / In State



CC Travel / Out State



DD Current Expense



EE Data Proc Current Expense



FF Data Proc Capital Expended

Once expanded, you can enter a value in the input field, the program will display any matching values. Click on the corresponding box for the Revenue/Expense you want added.

	6407 Energy Conservation Improvements-Current Expense
	<input type="text" value="6136"/>
	1 results found.
	<input type="checkbox"/> 6136 Postage & Mailing
	EE Data Proc Current Expense

3. You can also delete Revenue and Expense items from your list by clicking the **Orange Arrow** and then clicking the **Orange X** next the Revenue/Expense you want deleted. **Warning: There is no warning message to confirm that you really want to delete, be sure you want to continue.**



Step 3: Budget

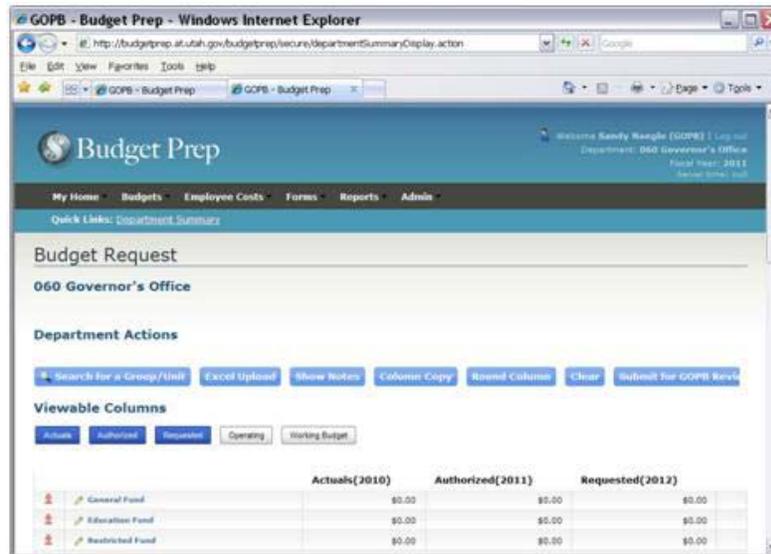
Building your Budget

1. From the menu bar select **Budgets, Budget Request, BR-Build Request**



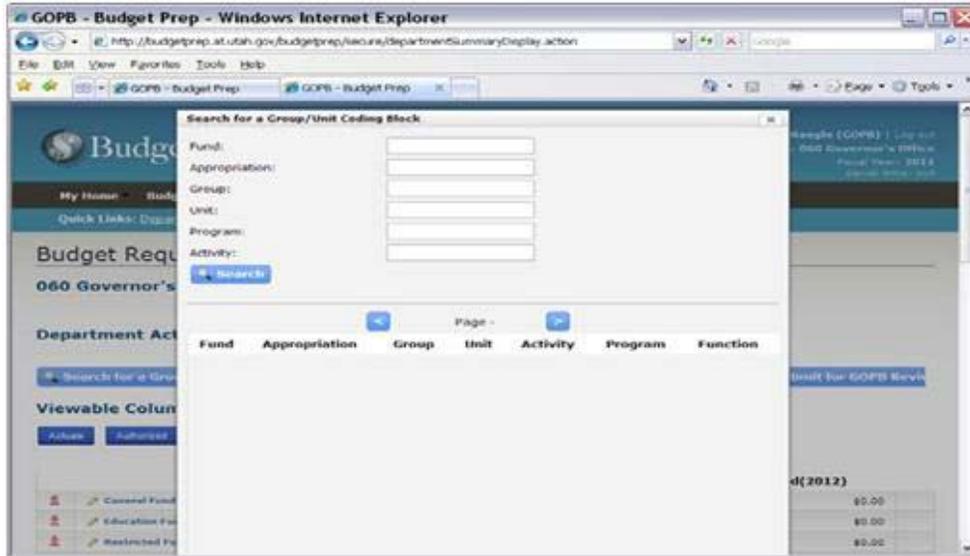
2. This screen is a summary of your entire department, there is no data entry capability here. However, you do have several options:
 - a. Search for Unit
 - b. Copy Columns
 - c. Round Columns

- d. Clear Columns
- e. Submit for GOPB review (Department Administrators only)
- f. Determine your viewable columns – do this by clicking on the buttons
 - i. If the button is blue it is viewable, if it is white it is not.

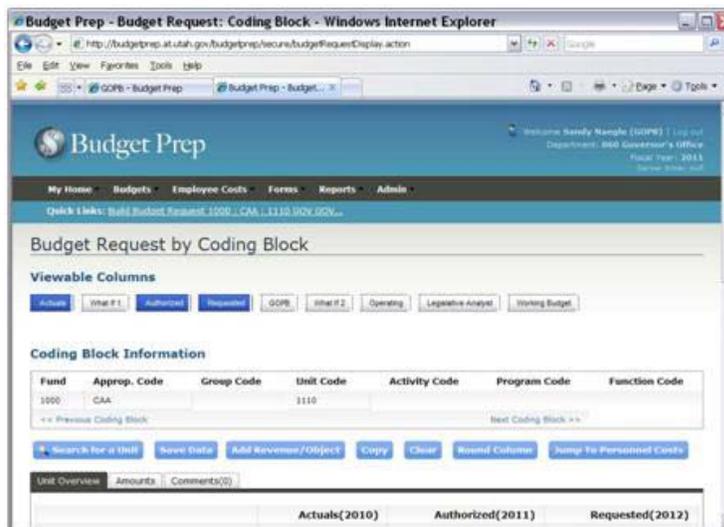


Entering Data in Budget Prep

1. From the menu bar select **Budgets, Budget Request, BR-Build Request**
2. From the Budget Request Category screen, select the **Search for a Unit/Group**
3. A dialog box will pop up allowing you to search for a unit by Fund, Appropriation, Group, Unit, Program, or Activity. It is recommended that you do not filter by more than two choices., click **Search**.
4. From the generated list, select the desired appropriation link. (The more narrow you make your filter, the smaller the return will be on your search).



5. This will bring you to the Coding Block page. At the top of the page you will see coding block information with the ability to move to the next or the previous coding block using the links provided.



6. You will also have access to **Search for additional units, Add Revenue/Object Codes, Copy, Clear, and Round Columns, Jump to Personnel** (identify personnel costs associated with each unit), and **save data**. *NOTE: There is no warning if you do not save your information before you leave this screen, remember to **SAVE your data**.
 - a. Click on the blue buttons to perform any of the above functions.
 - b. To copy a column, click copy – choose what column you want copied and where you want it copied to.

Search for a Unit Save Data Add Revenue/Object Copy Clear Round Column Jump To Personnel Costs

Unit Overview Amounts Comments(0)

Edit Budget for AA Personnel Services

<< LB Lapsing Balance AA Personnel Services BB Travel/In State >>

	Actuals	Authorized	Requested
5101 Regular Salaries & Wages	157112.85	172803	172803
5110 Leave Paid	9417.97	0	0
5120 Miscellaneous Earnings	37.83	0.00	0.00
5130 Overtime Paid (FLSA Exempt & Non-Exempt)	0.00	0.00	0.00
5135 Compensatory/Excess Time Used	16436.90	0	0
5140 Compensatory/Excess Time Earned (FLSA Exempt & Non-Exempt)	1437.89	0	0
5147 Personnel Services Cost Allocation	0.00	0.00	0.00
5150 Incentive Award		0.00	0.00
5160 State Retirement		31727	31727
5170 FICA/Medicare		5159	5159
5180 Health, Dental, Life & Long-Term Disability Insurance	18575.35	15741	15741
5190 Unemployment & Workers Compensation Insurance	2104.38	1555	1555
5196 Consolidated Fringe Benefits	0.00	0	0
5199 Compensatory/Excess Time Earned Benefits (FLSA Exempt)	503.83	0	0
5200 Compensatory/Excess Time Reporting Adjustments-Even Year	0.00	0	0
5300 State Leave Pool	9285.98	8986	8986
5399 Personnel Services Appropriation	0.00	0.00	0.00
Totals	263,837.81	235,971.00	235,971.00

Copy a Budget Type to another Budget Type

Copy Budget Type: -Select Source Column- to: -Select Destination Column- Copy Column

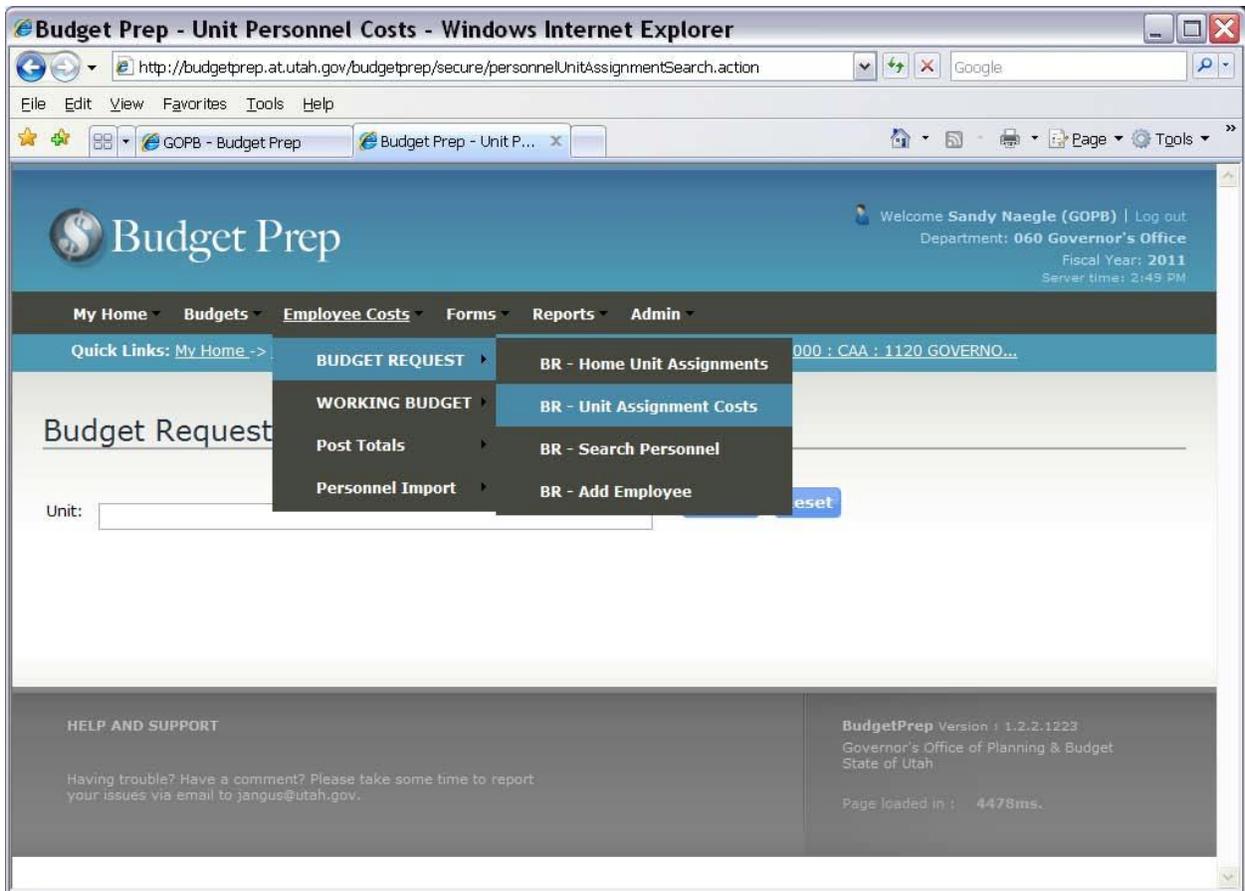
*NOTE: There is no warning if you do not save your information before you leave this screen, remember to **SAVE your data.**

7. To input data, click on the Revenue/Expense category (ie: General Fund) and input appropriate data.
 - a. If a data box does not exist under the Revenue/Expense category you are trying to input data under you will need to add a Revenue/Object code.

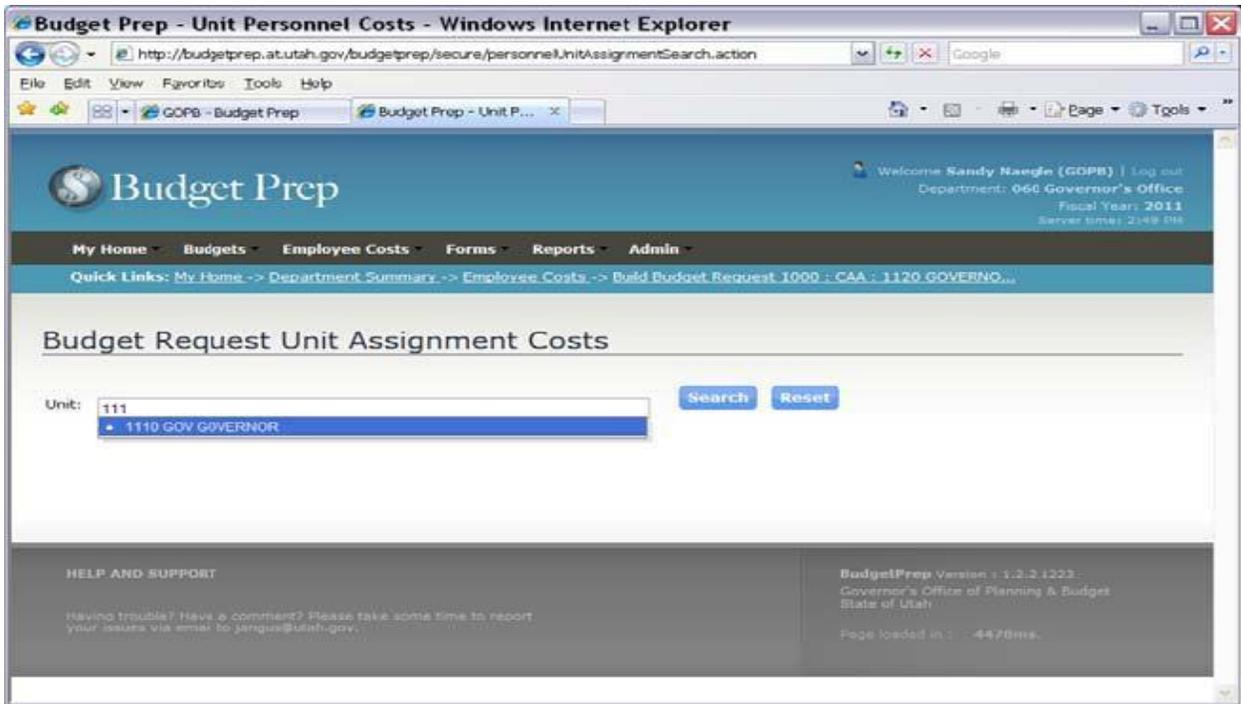
Step 4: Personnel

Adjusting Employee Costs

1. From the menu bar select **Employee Costs, Budget Request, BR-Unit Assignment Costs**



2. Enter the unit you want to enter personnel costs for.



3. You will see a screen that will display all of the personnel costs associated with that unit. There will be a total cost at the bottom of the page.
4. If you go to **Employee Costs, Budget Request, BR-Home Unit Assignment** you will get the same view minus the total at the bottom. NOTE: The only place to MOVE someone from their home unit is from the home unit assignment.
5. GOPB recommends that you use unit assignment costs for all personnel inputs other than MOVE.

Unit: [Search](#) [Reset](#)

1110 GOV GOVERNOR Personnel Costs
1000-CAA-1110--- Assignments

Data reflects unit assignment costs for all employees who are assigned to coding block 1000-CAA-1110---
 (does not necessarily reflect costs by HOME unit)

[Jump to Build Budget 1110 GOV GOVERNOR 1000-CAA-1110---](#) [PDF Report](#) [Excel Report](#)

23 items found, displaying all items.1

LASTNAME	FIRSTNAME	EIN	AUTH FTE	AUTH %	AUTH COST	REQ FTE	REQ %	REQ COST	Edit	Delete
Bailey	Pamela Blackham	120993	0	50	\$1,372.20	100	25	\$21,675.50	Edit	Delete
Bradford	Cherilyn A	143427	100	100	\$75,578.46	100	100	\$75,578.46	Edit	Delete
Bradford COPY	Cherilyn A COPY	HPPAYB4DQ1	100	100	\$75,578.46	100	100	\$75,578.46	Edit	Delete
Buchholz	Ashlee	159819	100	100	\$56,012.11	100	100	\$56,012.11	Edit	Delete
Deakin	Susan C.	171933	100	100	\$49,169.95	100	100	\$49,169.95	Edit	Delete
Doe	John	FWRTSNMAM	100	100	\$60,324.01	100	100	\$13,979.42	Edit	Delete

6. To make changes to individuals click **edit** next to the individual you want to change. This will take you to the Personnel Information screen.
7. If you want to remove an individual click **delete**, be careful, there is no undo.
8. You can make changes to an individual's salary, insurance, or benefits by selecting the tabs at the top. Click **Save Employee** at the top right when completed.

Budget Request Personnel Information

*Unit: [Change Unit](#) [Save Employee](#)

Pamela Blackham Bailey Jump to Personnel:

*EIN: 120993 Title: PCN: [Jump to Build Budget](#)

Salary Insurance Salary Driven Benefits Totals Unit & Funding Assignments

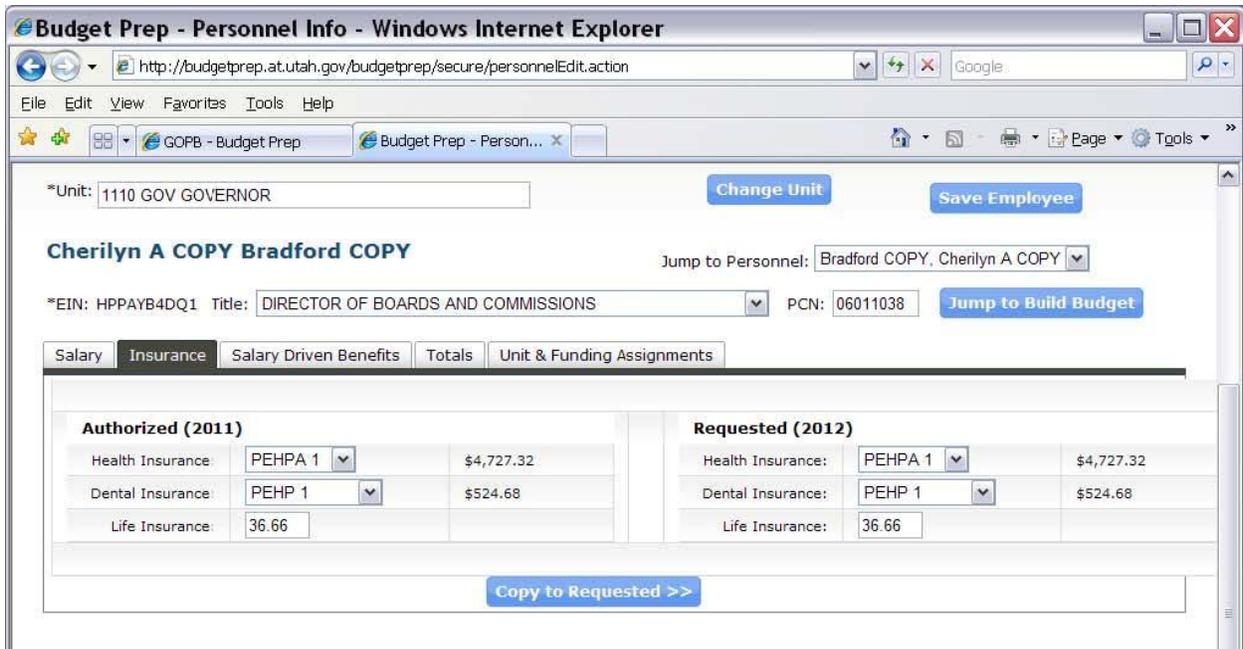
Authorized (2011)		Requested (2012)	
*Full Time Equivalent:	0 %	*Full Time Equivalent:	100 %
*Step:	0	*Step:	0
Hours Per Year:	40	Hours Per Year:	2088
*Rate:	60.00 \$2,400 annually	*Rate:	27.63 \$57,691.44 annually
Uniform Allowance:	0.00	Uniform Allowance:	0.00
Firefighter's Uniform Allowance:	0.00	Firefighter's Uniform Allowance:	0.00
Hazardous Duty Pay:	0.00	Hazardous Duty Pay:	0.00

Editing Personnel Information

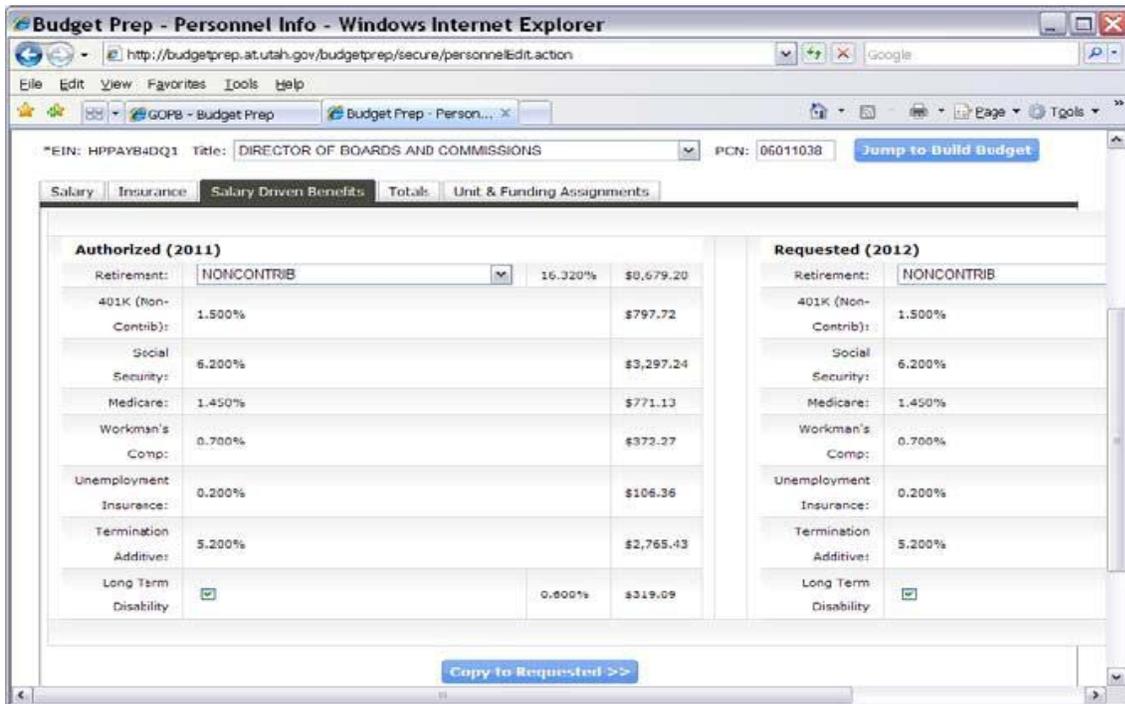
1. Salaries, insurance, other benefits and funding assignments can be adjusted for authorized and requested years using the personnel information screen.
2. **Salary** – Boxes to be filled in for the authorized year include:
 - a. FTE %
 - b. Step – although steps have been eliminated you can still use steps to enter rate of pay or enter the rate directly.
 - c. Hours per year – will be set at 2088
 - d. Rate
 - e. Uniform Allowance
 - f. Firefighter's Allowance
 - g. Hazardous Duty Pay
 - h. COLA – leave checked
 - i. Merit – leave checked (unless longevity is checked)
 - j. Longevity (if checked, merit must be unchecked)

Click **Copy to Requested** or manually fill in requested year.

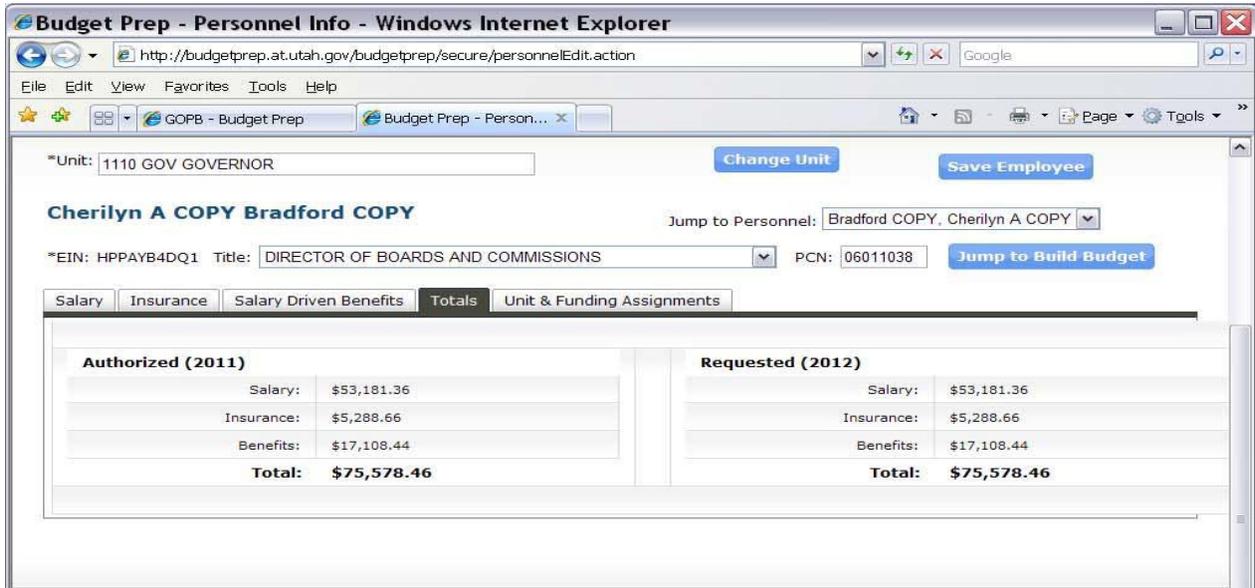
3. **Insurance** – The information for both the authorized and requested years has been downloaded for you.



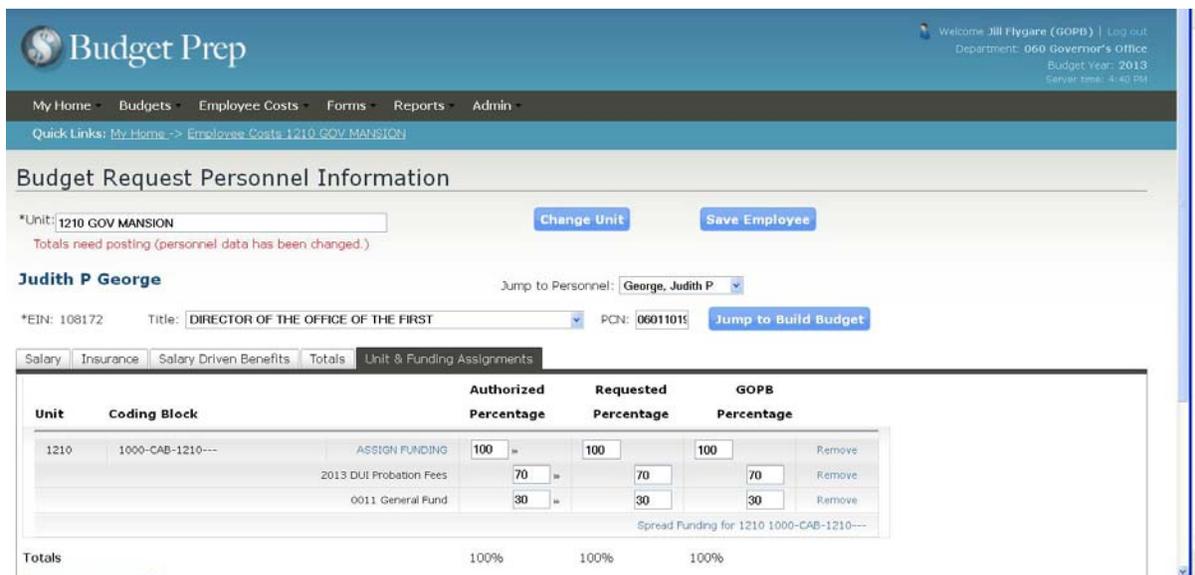
4. **Salary Driven Benefits** – The information on this screen is driven by employee-selected Retirement plans. Alternatives can be selected from the Retirement pull down menu. Remember that there are new options starting in FY 2012 (authorized). Costs are based on the rates entered by GOPB.



5. **Totals** - This screen adds the totals from the previous three screens (salary, insurance, salary driven benefits) for the authorized and requested years.



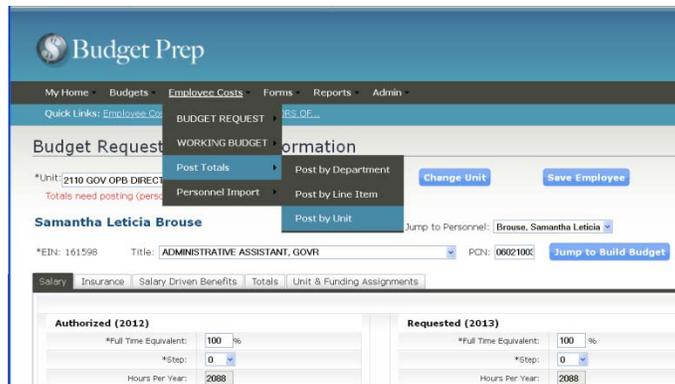
6. **Unit and Funding Assignment** – The final tab allows you to set the allocation of unit(s) assigned to each employee as well as the revenue code(s) for each employee. Remember that the total assigned funding must equal 100%.
 - a. **This step must be completed for every employee.**
 - b. Funding can be copied from one employee in a unit to another.
 - i. Assign funding for one employee in the unit
 - ii. Save the employee
 - iii. Click spread unit funding – this will assign the same funding to all employees within that unit



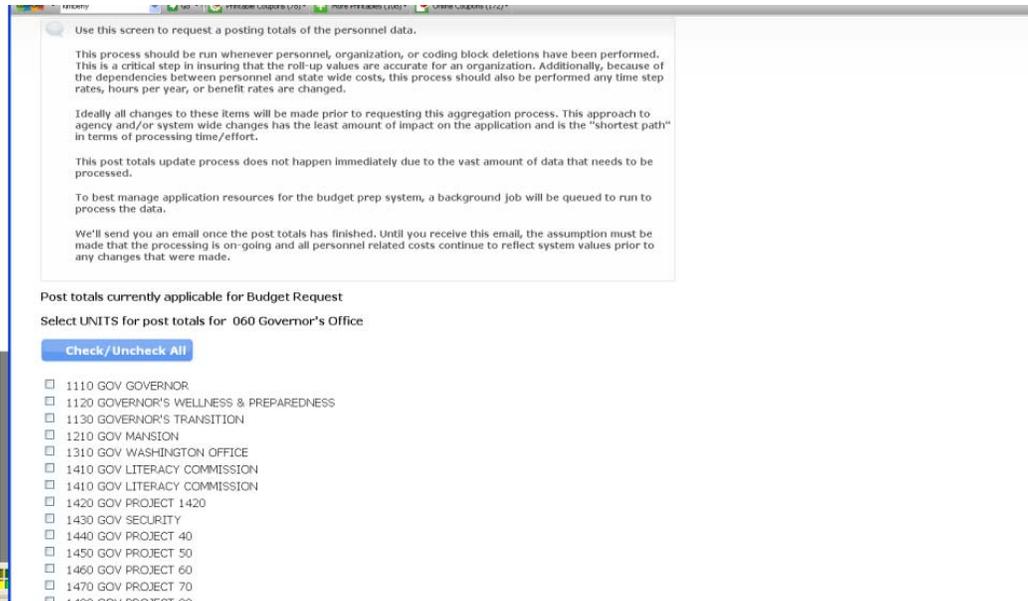
7. Click **Save Employee**
8. Once you save changes to personnel a notice will appear in red Totals need posting. Only do this for one unit at a time.



9. To post totals:
 - a. From menu bar select **Employee Costs, Post Total, Post by Unit**



- b. Uncheck all, only check the unit you were working on. Click Request Post Totals
- c. You will then wait for a confirmation email that your request was completed. This may take a few minutes or could take several hours depending on the size of the job and how many other jobs are in the queue. Be patient. **DO NOT** keep posting, this will only delay yours and other responses.
- d. Only a Department Administrator can post by line item or department. Remember; once you post totals you override everything so be very careful about what you are doing.



Search for a Person

1. Once you have inputted your personnel data you may need to make changes to a few individual employees. You can search for individuals through the search function.
2. From the menu bar select **Employee Costs, Budget Request, BR-Search Personnel**
3. You can search for an individual by *last name, first name*, employee number, or employee PCN*. The more information you provide the narrower your search will be. * First name is the best search to begin with.
4. A list of employees that meet your search criteria will be returned, find the person you want to make changes to and select **edit** next to their name. You will be sent to the Personnel Information screen described above.

Search Personnel

Last Name:

First Name:

Employee Number:

Employee PCN:

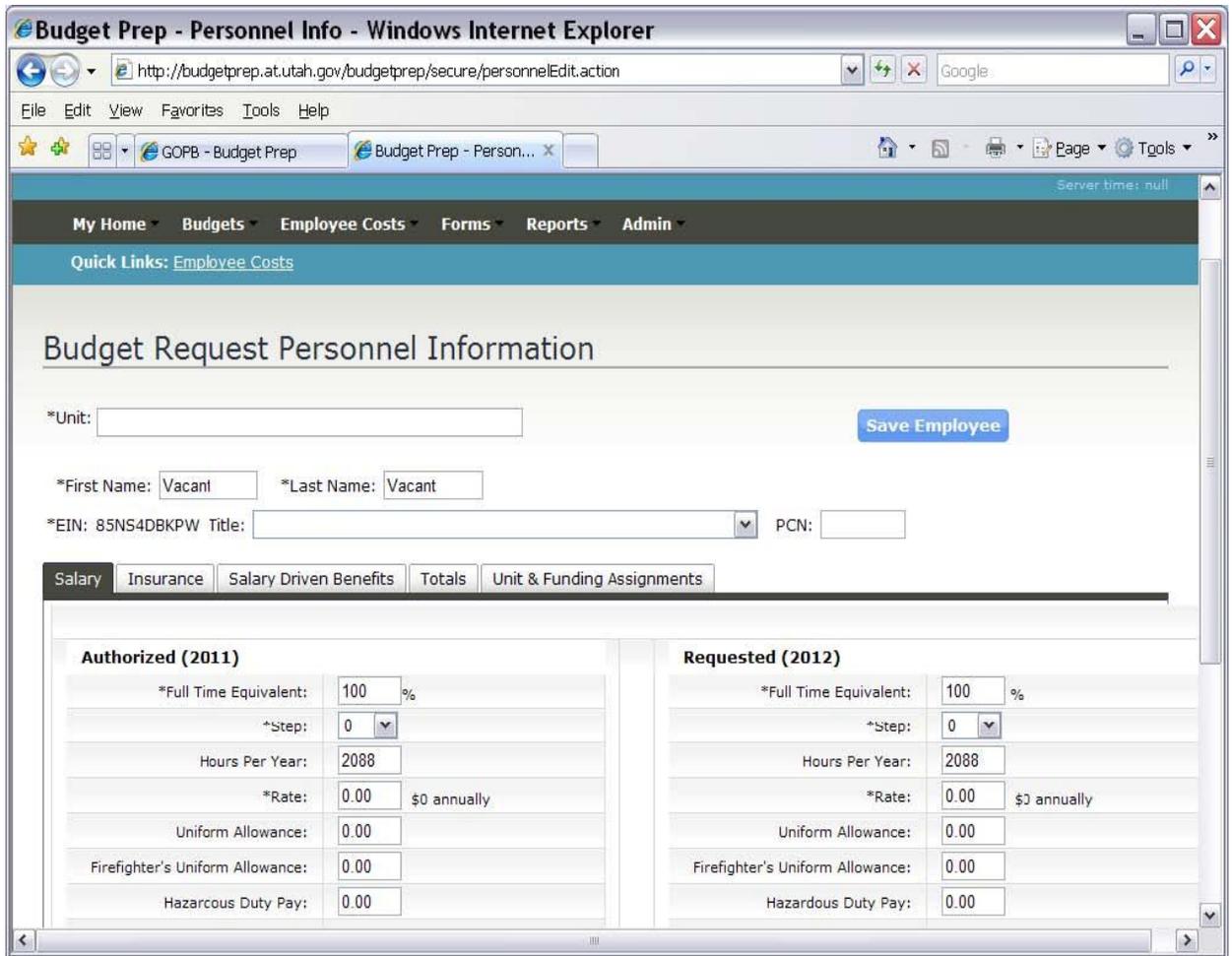
Employee List

128 items found, displaying 1 to 20. [First/Prev] 1, 2, 3, 4, 5, 6, 7 [Next/Last]

Lastname ↑	Firstname	Employee Number	PCN	Action
Person	Any	000000	ZZZZZ	Edit
Body	Some	111111	BBBBB	Edit
Body	No	222222	CCCCC	Edit

Adding Employees

1. From the menu bar select **Employee Costs, Budget Request, BR-Add Employee**
2. Fill in the following boxes:
 - a. Unit – every employee needs to be assigned to a unit. You can spread their funding among several units but they need have a home unit assignment
 - b. First Name
 - c. Last Name
 - d. Title – choose from the drop down menu
 - e. PCN
 - f. Salary – fill in FTE %, rate, uniform allowance if applicable (copy to requested year)
 - g. Insurance – Health, Dental, Life (copy to requested year)
 - h. Salary Driven Benefits – Retirement option chosen by employee (copy to requested)
 - i. Unit & Funding Assignment – assign funding for employee (must equal 100%)
3. Select **Save Employee**
4. NOTE: It is often easier to copy an old employee and make changes to their information than to add a new employee.



Step 5: Forms

Copy from Previous Years

Most of you have done this before. There is no reason to re-invent your forms each year. Unless something has changed, most forms can simply be copied over each year. To do that:

1. From the menu bar select **Forms, Budget Forms**

 Welcome Jill Flygare (GOPB) | Log out
 Department: 060 Governor's Office
 Budget Year: 2013
 Server time: 11:12 AM

My Home - Budgets - Employee Costs - **Forms** - Reports - Admin

Quick Links: My Home -> Employee Costs 2110 -> Budget Forms -> CF...

News and Notices

- Form 150
- Form 151

User Account Information

The following user account information is what we have listed for your account. If corrections need to be made, please contact the system administrator.

Email Address: jflygare@utah.gov
 Current Department: 060 Governor's Office
 Other Assignments

Welcome to Budget Prep Test

You are working in test mode.

Jobs you have queued for processing

 Welcome Jill Flygare (GOPB) | Log out
 Department: 060 Governor's Office
 Budget Year: 2013
 Server time: 3:10 PM

My Home - Budgets - Employee Costs - **Forms** - Reports - Admin

Quick Links: My Home -> Department Summary -> Employee Costs 2110 GOV OPB DIRECTORS OF... -> Build Budget Request 1000 : CBB : 2110 GOV OPB...

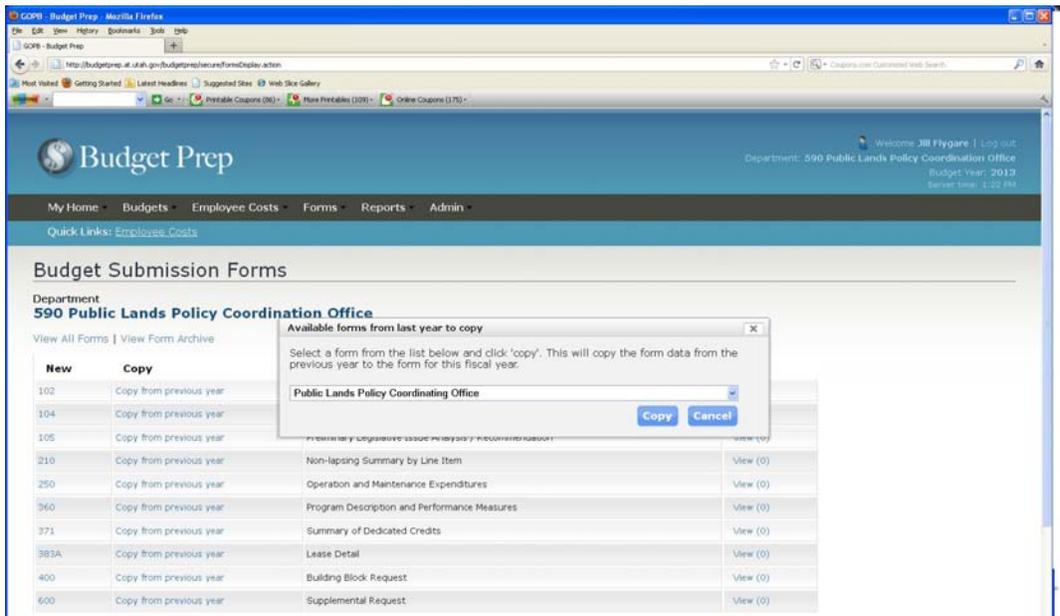
Budget Submission Forms

Department
060 Governor's Office

[View All Forms](#) | [View Form Archive](#)

New	Copy	Description	View
102	Copy from previous year	Summary of Cost Drivers	View (0)
104	Copy from previous year	Legislative Intent Statements	View (0)
105	Copy from previous year	Preliminary Legislative Issue Analysis / Recommendation	View (0)
210	Copy from previous year	Non-lapsing Summary by Line Item	View (0)
250	Copy from previous year	Operation and Maintenance Expenditures	View (0)
360	Copy from previous year	Program Description and Performance Measures	View (0)
371	Copy from previous year	Summary of Dedicated Credits	View (0)
383A	Copy from previous year	Lease Detail	View (0)
400	Copy from previous year	Building Block Request	View (0)
600	Copy from previous year	Supplemental Request	View (0)

- From the Budget Form screen select **Copy from previous year**, select the form you want to copy, click copy.



- If you have multiple forms you will need to do this for each form.

Creating New Forms

- From the menu bar select **Forms, Budget Forms**
- Select the form you want to create by clicking the corresponding form number under the **New** column on the left (see the Budget Form screen above).

Viewing Forms

- From the menu bar select **Forms, Budget Forms**
- You can view forms by clicking the far right column **View(#)**.
- A list of all forms of this type will be generated.
- Once you create this list you can do the following things:
 - Edit the forms
 - Print the forms
 - Delete the forms
 - Submit the forms

GOPB - Budget Prep - Windows Internet Explorer

http://budgetprep.at.utah.gov/budgetprep/secure/forms/formsDisplayFormsView.action?orgSelected=

File Edit View Favorites Tools Help

GOPB - Budget Prep

Budget Submission Forms

Department
060 Governor's Office

List of Forms of Type 102

		Form No.	Description	Status	
Edit	Print	102	060 Governor's Office	PENDING	Delete
Edit	Print	102	skjflkasdjf	SUBMITTED	Delete
Edit	Print	102	060 Governor's Office	PENDING	Delete
Edit	Print	102	Governor's Office	PENDING	Delete
Edit	Print	102	gov	SUBMITTED	Delete
Edit	Print	102	Testing ABC	PENDING	Delete

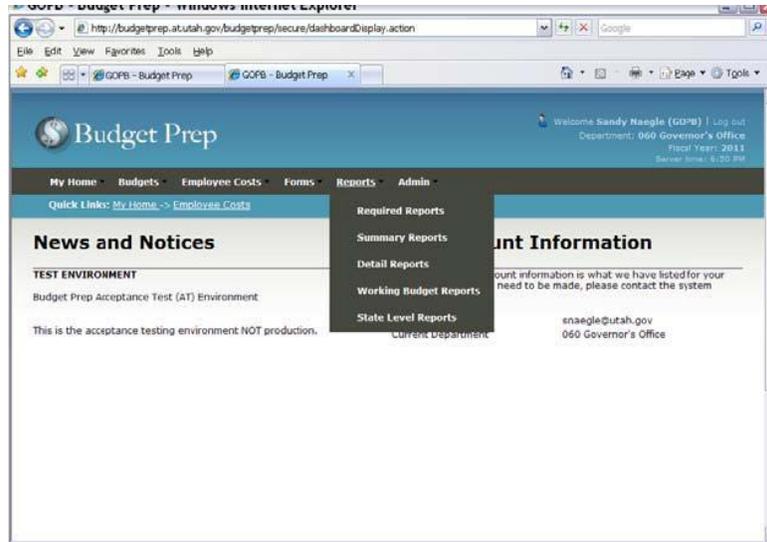
[Submit All Pending Reports](#)

HELP AND SUPPORT

BudgetPrep Version : 1.2.2.1223
Governor's Office of Planning & Budget
State of Utah

Step 6: Reports

There are several different types of reports that Budget Prep allows you to prepare to help both you and GOPB in the budget process.



Required Reports

1. From the menu bar select **Reports, Required Reports**
2. The required reports are the only reports that GOPB require. However, it is not necessary for the agency to print any reports or forms. **Please do not print books for your analysts.**
3. These reports are at the department level.
4. They can only be printed and viewed in PDF.
5. There is an advanced feature that allows you to exclude various line items from the roll up.

Click the desired format of the report to display:

590 Public Lands Policy Coordination Office

Run The Report For : 2013

Title	View PDF	Advanced
Department Category Budget Report	View PDF	Advanced
Department Value Difference Category Report	View PDF	Advanced
Department Line Item Value Difference Category Report	View PDF	Advanced
Department Appropriation Code Value Difference Category Report	View PDF	Advanced
Department Personnel Services Detail	View PDF	Advanced
Unfunded Positions	View PDF	Advanced

Summary Reports

1. From the menu bar select **Reports, Summary Reports**
2. Select the type of report you want from the drop down menu.
3. Select the level you want to view your report (department, line item, appropriation code, unit).
4. Select the entities you want to view (one, all, or a few).
5. Generate PDF (you no longer have the option to view excel reports).

The screenshot shows a web application interface for generating summary reports. At the top, there is a navigation menu with items: My Home, Budgets, Employee Costs, Forms, Reports, and Admin. Below the menu is a quick link for My Home. The main heading is "Summary Reports - Step 3: Select Organization Entities". The page is titled "590 Public Lands Policy Coordination Office".

The interface is divided into three sections:

- 1. Report Type & Year:** Report Type is set to "Value Difference Category Report (Summary)" and Year is set to "2013".
- 2. Organization Level:** Organization Level is set to "Appropriation Code".
- 3. Organization Entities:** This section contains a list of entities under the heading "Appropriation Codes". There are "Select All" and "Deselect All" buttons. The entities listed are:
 - RXA Public Lands Policy Coordination Office
 - ZAE Comp & Excess Pool

At the bottom left, there is a "Generate PDF Report" button.

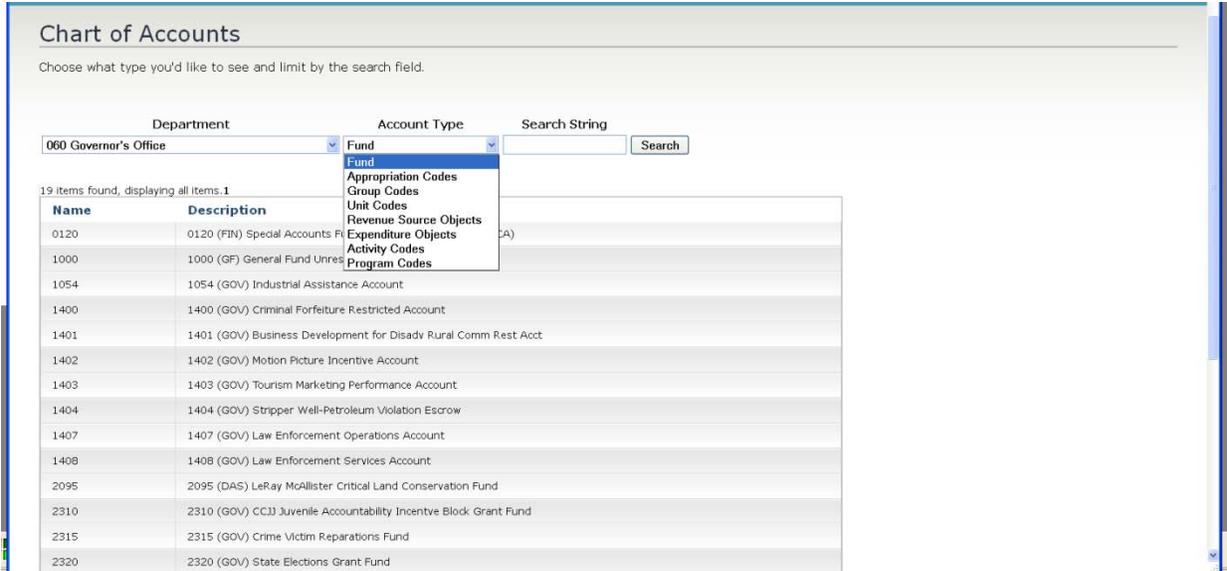
Detailed Reports

1. From the menu bar select **Reports, Detailed Reports**
2. Select the type of report you want from the drop down menu.
3. Select the level you want to view your report (department, line item, appropriation code, unit).
4. Select the entities you want to view (one, all, or a few).
5. Generate PDF (you no longer have the option to view excel reports).

Appendix 1: Administrative Tasks

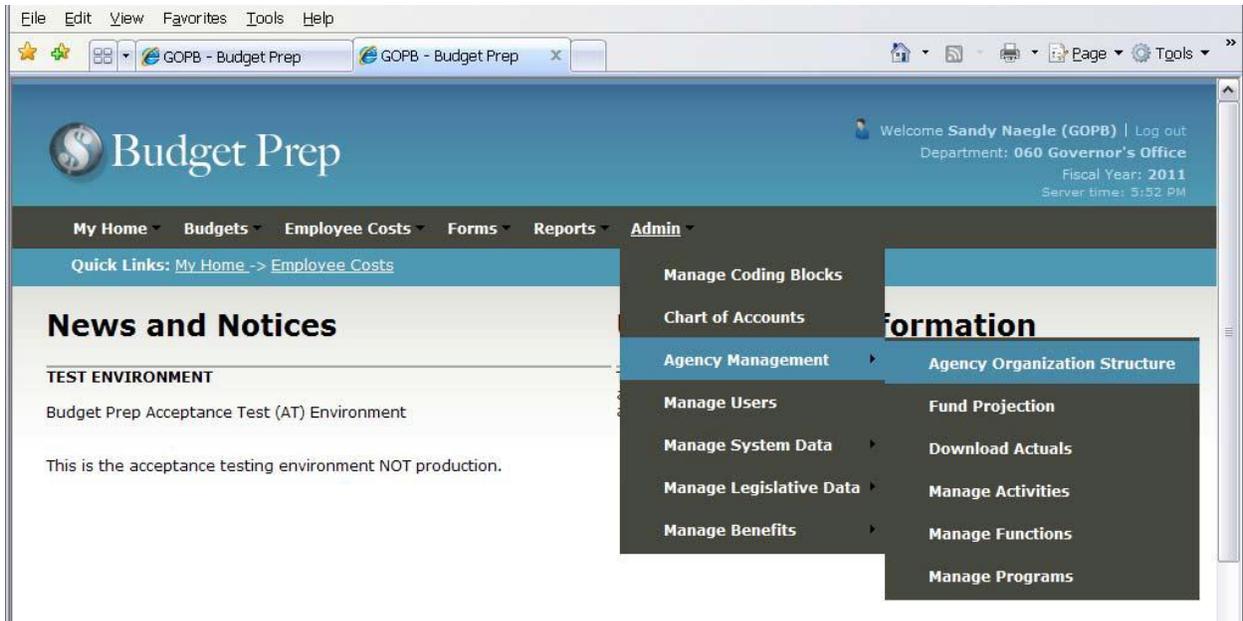
Chart of Accounts

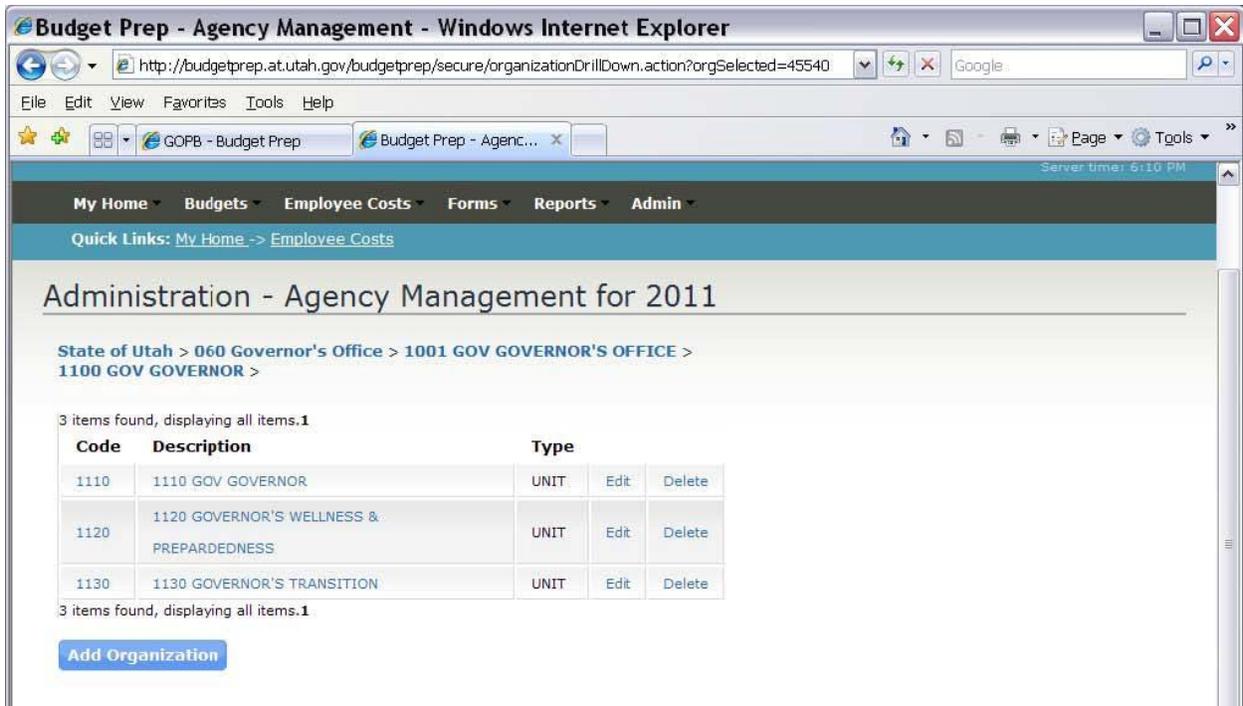
1. From menu bar select **Admin, Chart of Accounts**
2. You can filter your search results by one of the following: department pull down menu or account type pull down menu – allows you to search by Fund, Appropriation, Unit, and Revenue/Expense codes.
3. These screens are view only; you may not make any changes here.



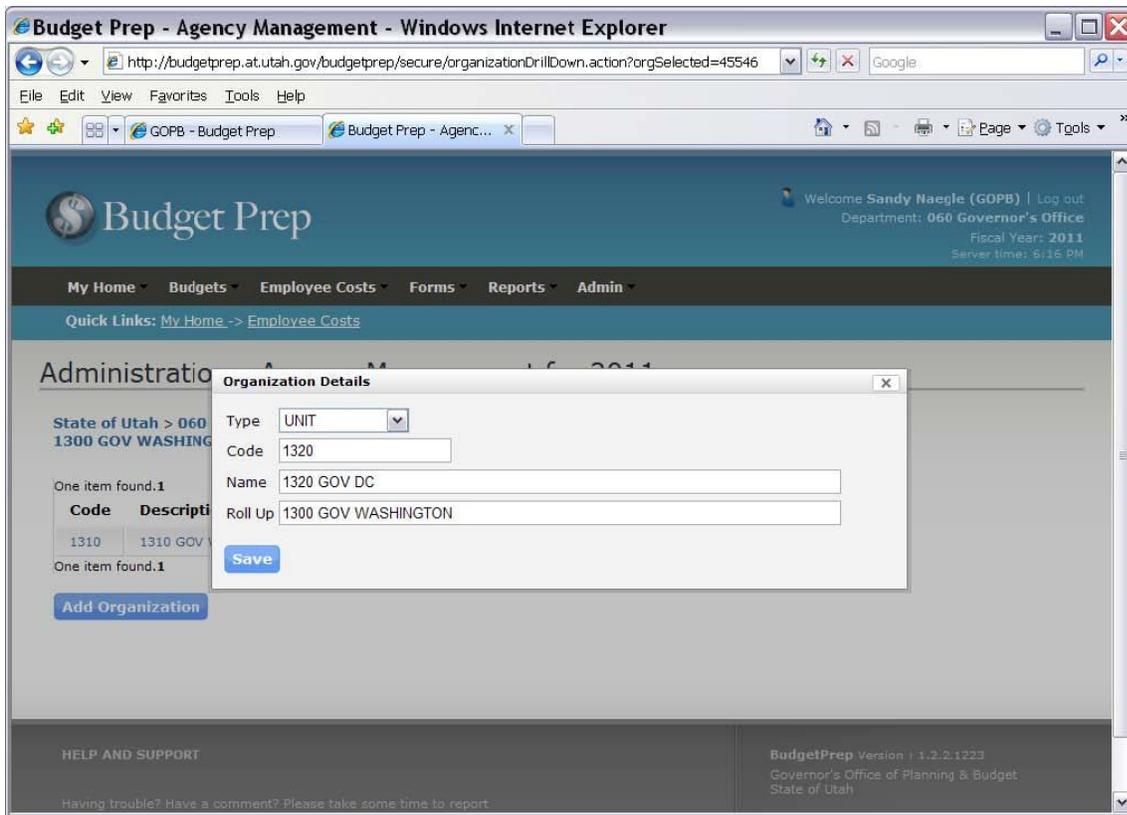
Agency Management

1. From the menu bar select, **Admin, Agency Management, Agency Organization Structure**



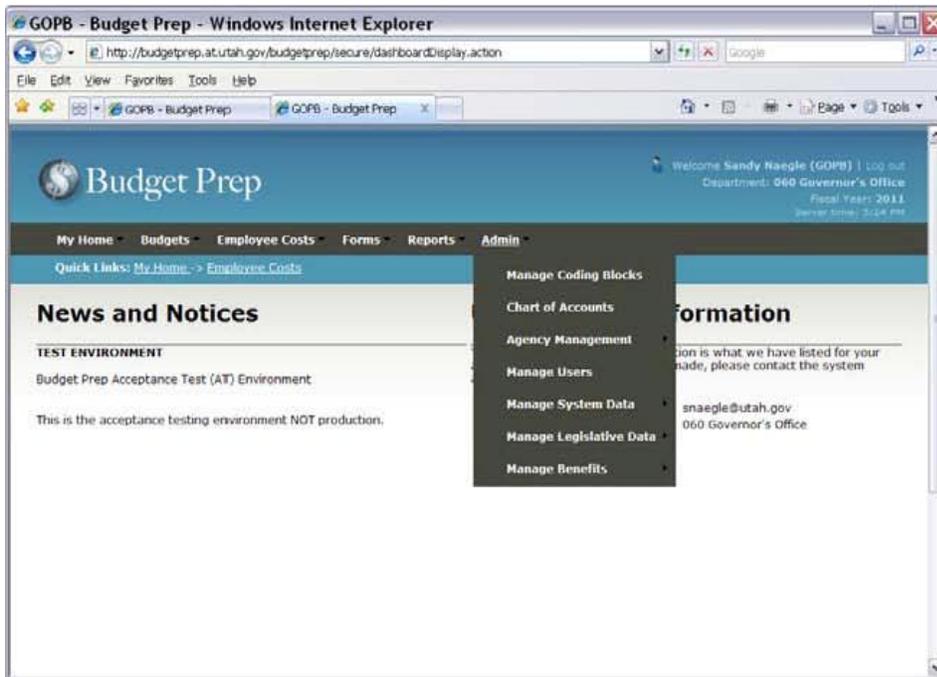


2. From here you are able to drill down from Department, to Division, to Group, to Unit.
3. At every level you can edit or delete a code
4. If you need to add a new coding block, make sure you are adding the code to the right roll up (the unit is rolling to the right appropriation) and **save**
5. To add – click add organization. A dialogue box will open
 - a. From the drop down menu you will most likely choose ‘unit’.
 - b. Type in the code associated with the new unit
 - c. Type in the Name of the new unit
 - d. Make sure you are rolling to the correct place
 - e. Click **save**

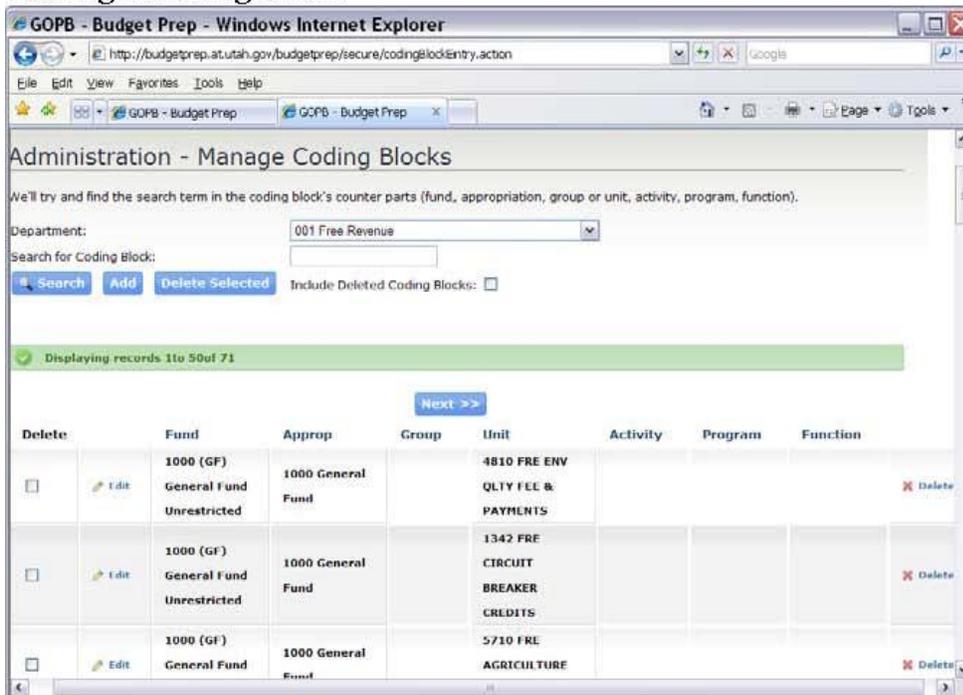


Manage Coding Blocks

1. From the menu bar select **Admin, Manage Coding Blocks**
2. From here you can delete multiple coding blocks by checking the box on the left and then clicking **delete selected** or you can delete one line at a time by clicking the **'X'** delete on the right.

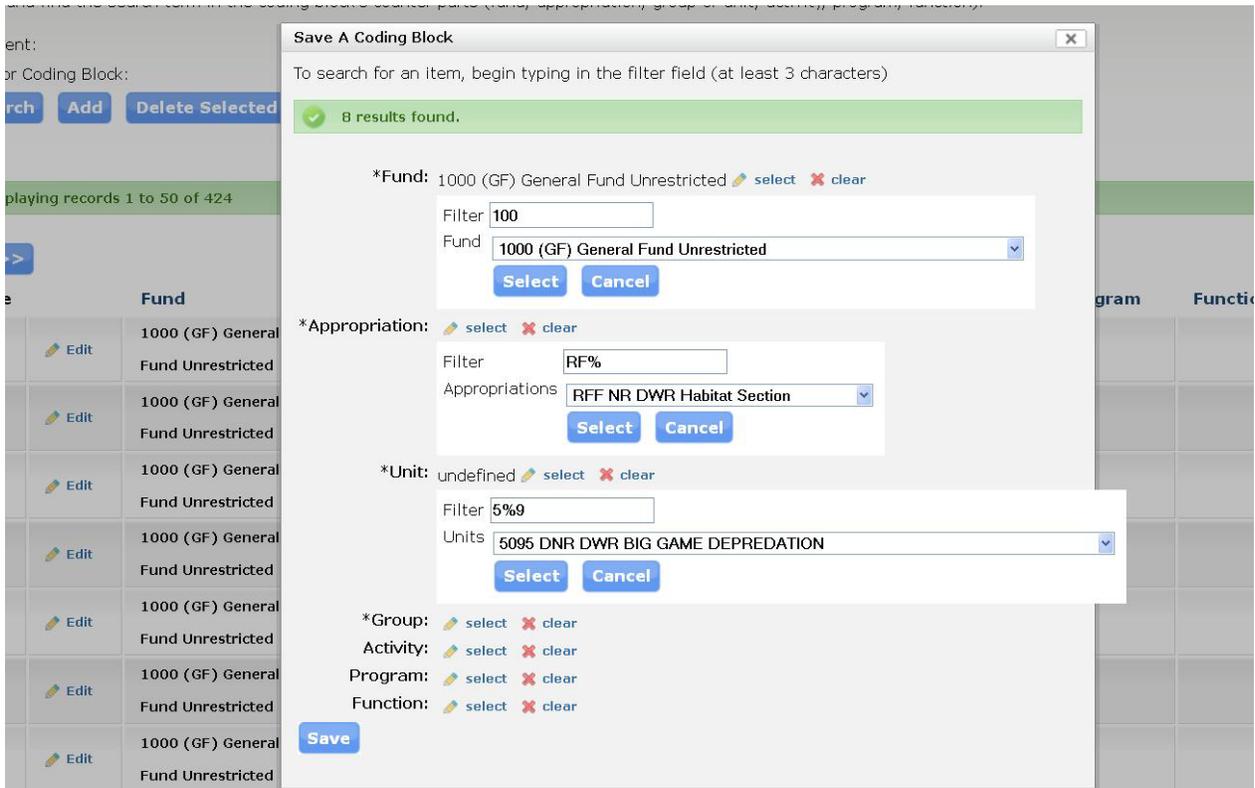


Manage Coding Block



3. There is an undo capability on this screen – click include deleted coding blocks, search. All deleted coding blocks will now appear in your list, in the 'edit' field it will say 'activate', click on it and that coding block will be available once again.
4. You can add a new coding block relationship by using the ADD button. This function is typically used if a new unit is created.

5. *Note: You must have at least 3 characters in your search criteria. The percent sign (%) is considered a wildcard and may be used if you are unsure of the specific characters.* For example:
 - a. Fund - You know it is General Fund, enter 100 – 1000 General Fund drops down, click select
 - b. Appropriation - You know it is in Habitat, but you aren't sure the appropriation code, enter R%%
 - c. Unit - Enter the unit, 5%9



6. The more information you provide the narrower your search results will be.
7. A dialog box will display your options and populate the pull-down menu. Click the select button after making the appropriate choice in each area, click save.

Manage Users

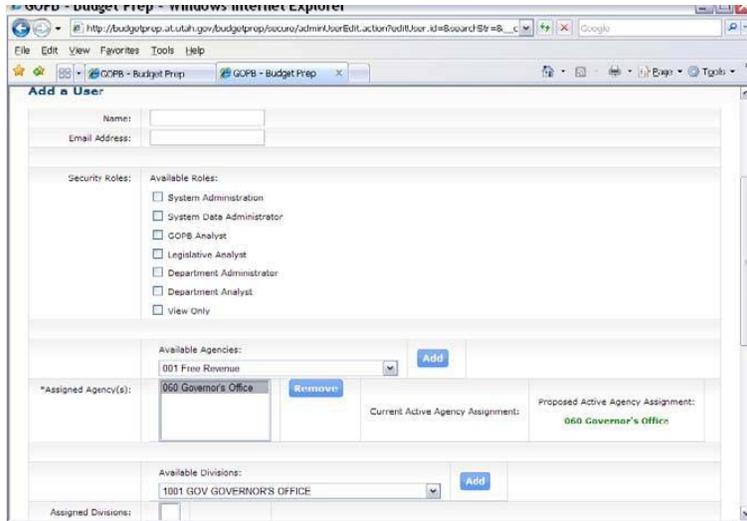
1. From the menu bar select **Admin, Manage Users**
2. Your search is filtered by department.
3. Review all department users for accuracy
 - a. Under 'Security Roles' look for those that say:
 - i. Department Administrator
 - ii. Department Analyst
 - iii. View Only
 - b. Are these accurate roles for these employees?
 - c. Delete any employees that no longer work for your agency – click delete

4. You can modify user roles by clicking 'edit' next to the individual you want to change. You can change their role (be careful who you give department administrative rights to), their assigned division, group, and/or unit, click **save**.

The screenshot shows a web application interface for managing user properties. At the top, there is a navigation menu with 'My Home', 'Budgets', 'Employee Costs', 'Forms', 'Reports', and 'Admin'. Below this is a 'Quick Links' section with 'My Home' and 'Employee Costs'. The main heading is 'Administration - Manage User Properties 2011'. There is a search section for state employees with a search box, a 'Search' button, an 'Include Deleted Users' checkbox, and an 'Add New User' button. A filter for department is set to '060 Governor's Office'. Below the search section is a table of users with the following data:

	Name	Email	Agency	Security Roles	
Edit	Jim "The Buddy" Grover (GOPB)	jgrover@utah.gov	710 Dept of Community & Culture 730 Utah Sports Authority 065 Utah Science Technology & Research Initiative 060 Governor's Office 120 Tax Commission	GOPB Analyst	Delete
Edit	Mike Kjar (GOPB)	rkjar@utah.gov	060 Governor's Office 400 Utah State Board of Education	System Administrator	Delete
Edit	Ryan (Big Bruiser) Thorstensen	ryant@utah.gov	110 Dept of Technology Services 270 Dept of Health 050 State Treasurer	System Administrator	Delete

5. To add a new user:
 - a. Click Add new user
 - b. Type their name
 - c. Enter their email (must be their official Utah.gov email)
 - d. Assign appropriate roles (Department Administrator, Department Analyst, View Only)
 - e. Assign division and group or unit range. If a user is only assigned one unit put the same unit in both the group and unit fields.
 - f. When finished, click **save**



Submit to GOPB

1. From the menu bar select **Budgets, Budget Request, Build Request**

	Actuals(2011)	Authorized(2012)	Requested(2013)
General Fund	\$0.00	\$0.00	\$0
Education Fund	\$0.00	\$0.00	\$0
Restricted Fund	\$0.00	\$0.00	\$0
Transportation Fund	\$0.00	\$0.00	\$0
Total Funds	\$0.00	\$0.00	\$0

2. Click on **Submit for GOPB Review**, you can include a note with your submission on any peculiar aspects of your budget in the dialogue box that pops up.

Welcome Jill Flygare
Department: 060

My Home - Budgets - Employee Costs - Forms - Reports - Admin

Quick Links: [Department Summary](#)

Budget Request

060 Governor's Office

Department Actions

[Search for a Group/Unit](#)
[Show Notes](#)
[Column Copy](#)
[Round Column](#)
[Clear](#)
[Submit for GOPB Review](#)
[Request Budget Correction](#)

Viewable Columns

[Actuals](#)
[What If 1](#)
[Authorized](#)
[Requested](#)
[Operating](#)
[Working Budget](#)

	Actuals(2011)	Authorized(2012)	Requested(2013)
General Fund	\$0.00	\$0.00	\$0.00
Education Fund	\$0.00	\$0.00	\$0.00
Restricted Fund	\$0.00	\$0.00	\$0.00
Transportation Fund	\$0.00	\$0.00	\$0.00
Total Funds	\$0.00	\$0.00	\$0.00
Revenue			

Budget Submission Dialog

You are about to submit this budget for GOPB Review. Once submitted for review, a budget can only be reversed by a system administrator or the GOPB Analyst.

Include a Note (Optional)

[Submit Budget](#)

- NOTE: Once you click Submit Budget it can only be reversed by a system administrator of your GOPB Analyst. Be sure you are ready to submit your budget.

Appendix 2: Contact Information

Questions?

For questions and concerns regarding Budget Prep – contact your GOPB Analyst. If necessary, your analyst will contact the appropriate people within our office to help resolve your concerns. **Do not contact Sandy Naegle or DTS directly.** GOPB will charge departments for any additional programming costs that may be incurred as a result of agencies going directly to the programmers. Please follow the appropriate protocol and allow your analysts to help you solve your problems.

GOPB Analysts

Ryan Starks:	rstarks@utah.gov	801-538-1567
Community and Culture GOED Tax Commission USTAR		
Nancy Grisel:	ngrisel@utah.gov	801-538-1543
Alcoholic Beverage Control Commerce Financial Institutions Insurance Labor Commission Public Service Commission National Guard Veterans' Affairs		
Dave Walsh:	dwalsh@utah.gov	801-538-1058
Corrections Courts Juvenile Justice Services (DHS) Board of Pardon and Parole		
Tenielle Young:	tenielleyoung@utah.gov	801-538-1570
Attorney General Auditor Governor Public Safety Treasurer		
Jim Grover:	jgrover@utah.gov	801-538-1839
Board of Regents Institutions of Higher Ed Medical Education Council Utah College of Applied Technology Utah Education Network		
Nicole Sherwood:	nsherwood@utah.gov	801-538-1540
Administrative Services Technology Services Career Services Review Office Human Resource Management PEHP URS		
Kimberlee Willette:	kawillette@utah.gov	801-538-1592
Capital Budget Debt Services Transportation		

Jill Flygare:	jflygare@utah.gov	801-538-1573
Natural Resources		
Environmental Quality		
Agriculture and Food		
State Fair Corporation		
School and Institutional Trust Lands		
Public Lands Policy Coordinating Office		
Mike Kjar:	rkjar@utah.gov	801-538-1521
Minimum School Program		
Schools for the Deaf and Blind		
State Office of Education		
Cliff Strachan:	cstrachan@utah.gov	801-538-1861
Health		
Kamron Dalton:	kdalton@utah.gov	801-538-1556
Human Services		
Scott Mecham:	smecham@utah.gov	801-538-1571
Workforce Services		
USOR		
Samantha Brouse:	sbrouse@utah.gov	801-538-1555
Capitol Preservation Board		
Legislature		