

**Budget Prep Training Guide**  
**Governor's Office of Planning and**  
**Budget**  
**FY 2011-2012**

# Budget Prep Training Guide

## Introduction

This document serves as a “how-to” guide for creating, submitting, editing, and viewing budget information in the Budget Prep System.

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# Getting in and getting out of Budget Prep

## Logging into Budget Prep

**Scenario:** You need submit, view, or modify a budget. This is how you can login.

1. Go to this web address: <http://budgetprep.at.utah.gov> for training. The production system is located at <http://budgetprep.utah.gov>
2. You will be directed to the Utah Master Directory login screen. You will be prompted to login and use your network email address and password, then click the login button.

utah gov My Account Portal Google™ Custom Search Search

**budgetprep.at.utah.gov/budgetprep**

Please Login

Don't have a Utah-ID?  
[Register Here](#)

Forgot your password?  
[Recover Account](#)

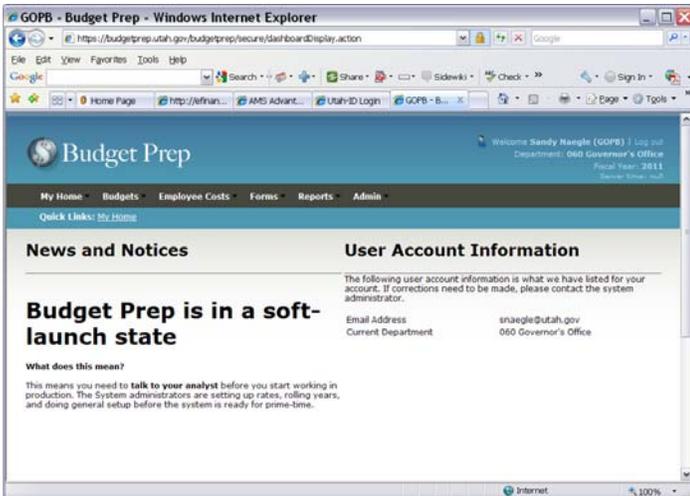
Email or Utah-ID:

Password:

Remember Me?

[Privacy Policy](#) | [Ask for Help](#)

3. You will be directed to the main page where you can see a dashboard and menu items.

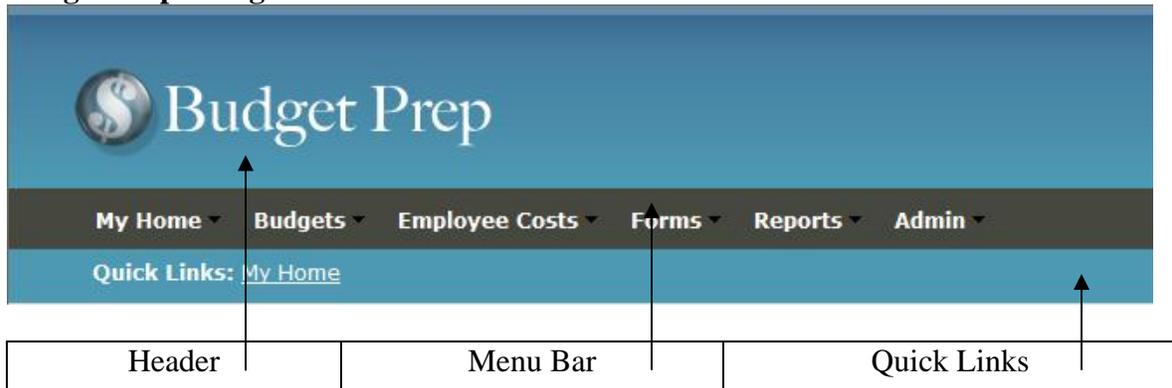


### Logging out of Budget Prep

**Scenario:** You need to get out of the application

1. There are two ways to logout of the application:
  - a. You can choose the logout link at the top right of the screen. This will log you out and send you to the employee gateway.
  - b. You can just close the browser.

### Budget Prep Navigation tour

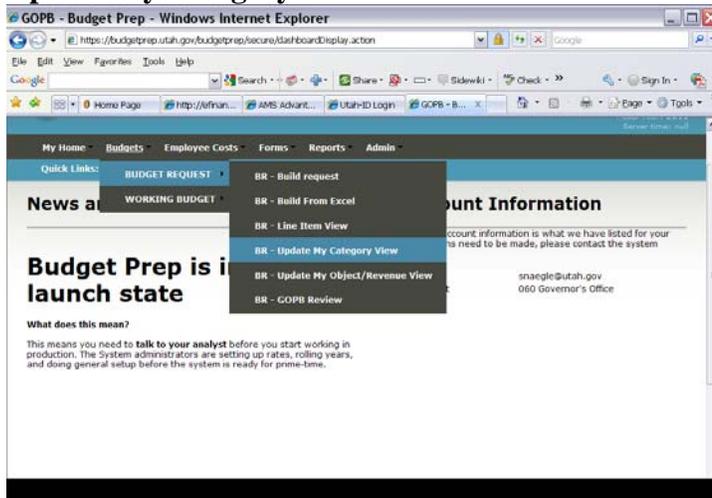


### Setting Up Your Budget Prep Views

**Scenario:** You can customize your view settings to eliminate things that you don't deal with like the Mineral Lease category. Additionally, you can set all of your revenue and expense defaults.

## Update Your Category View

1. Navigate to the **Budgets** menu item select **Budget Request** and then select **BR-Update My Category View** from the menu items.



2. All of the Revenue and Expense categories are selected, to remove a category, deselect the checkbox and the system will remove it from your 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](#)

3. To save your preferences, click on the Save My View button.
4. This step must be done the first time you try to go to Budget-Build Budget. If you do not go here first the system will default you to this sight.

## Update Your Object/Revenue View

1. Navigate to the **Budgets** menu item **Budget Request** and then select **BR-Update My Object/Revenue View** from the menu items. (See example above)
2. Add your Revenue and Expense defaults by selecting the corresponding buttons. This action will add any Revenue or Expense items that were used in your department for actuals.

### 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 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 to them will be added automatically. This will not remove any that you have added already, just append to.

[Add Revenue Defaults](#) [Add Expense Defaults](#)

#### Revenue & Object Selection

REVENUES	
	GF General Fund

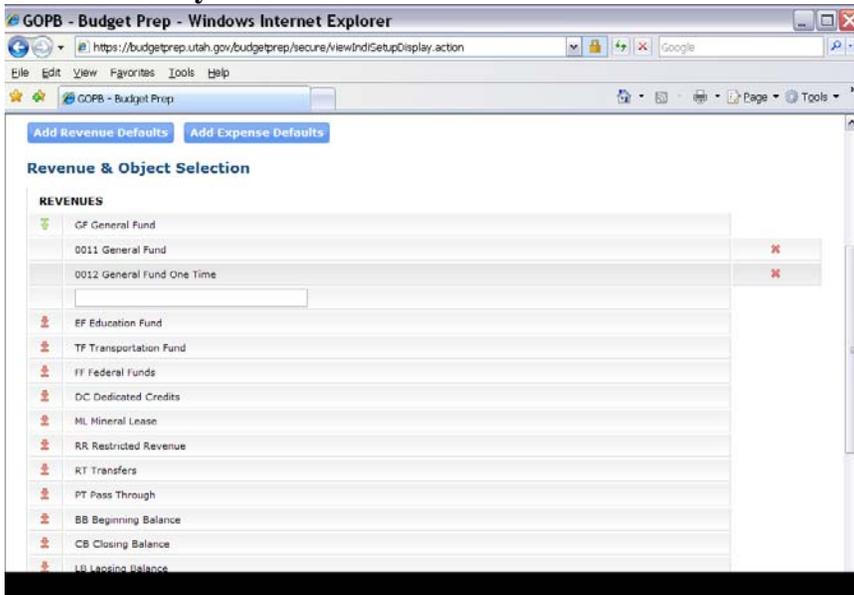
3. You can add other defaults as needed for budgeting purposes. First click on the Orange Arrow icon to expand the Expense bucket you want to add to.

EXPENSES	
	AA Personnel Services
	BB Travel / In State
	CC Travel / Out State
	DD Current Expense
	EE Data Proc Current Expense
	FF Data Proc Capital Expnd

Enter a value in the input field. The program will display the any matching value. Simply click on the corresponding checkbox for the revenue/expense to add it to the listing.

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

4. Delete a revenue/expense listing from your view by first, expanding the category by clicking on the corresponding Orange Arrow. Then click on the Orange X next to the revenue/expense. **There is no warning message to confirm this deletion, so be sure you want to do it.**

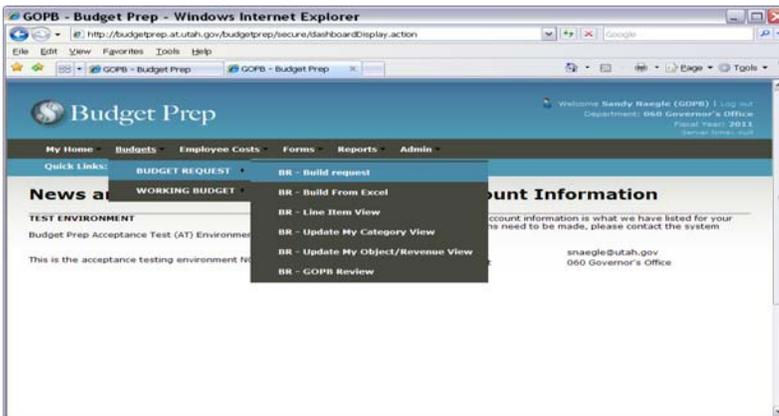


# Building your Budget

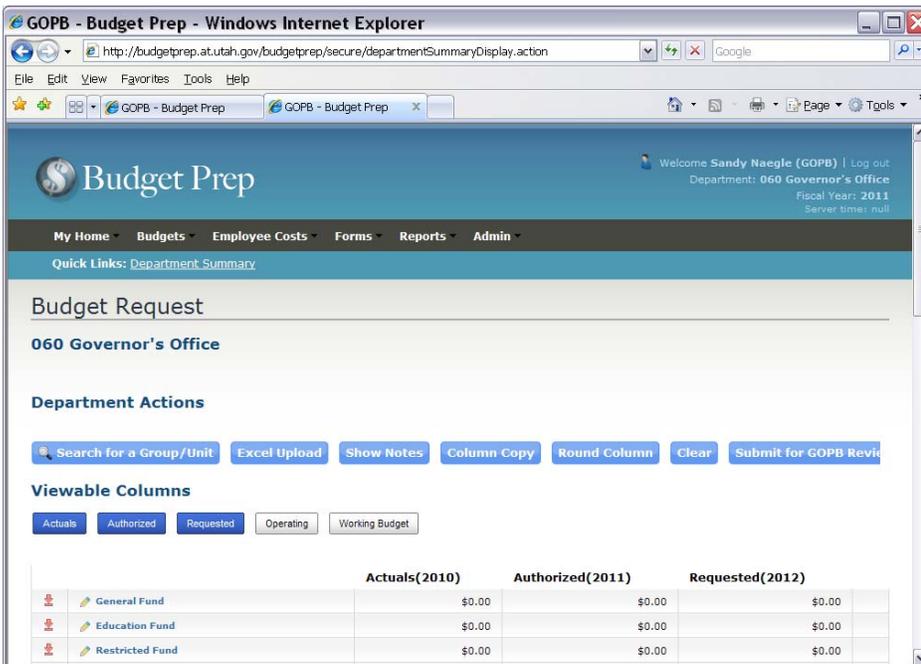
## Starting Your Budget

**Scenario:** The time has come that you have been waiting for! It's time to build your budget.

1. Navigate to the **Budgets** menu item and select **BR-Build Budget Request** from the menu items



2. The budget request screen has several options:



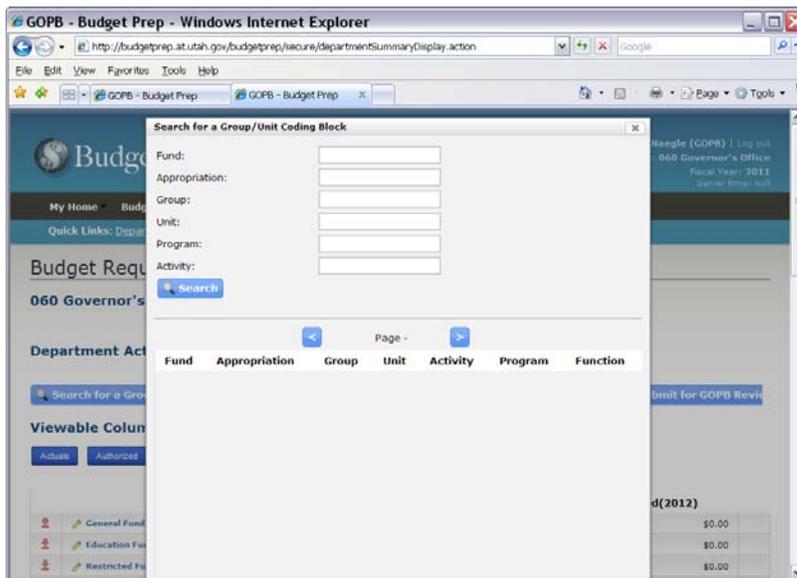
- This screen is a summary of your entire department and has no data entry capability.
- You can execute certain actions like Search for a Unit, Copy Columns, Clear Columns or Round Columns. Most of you will not see the Submit for GOPB review.
- You can determine your viewable columns
- You can see your totals for balancing purposes (Tables 1-15)

## Navigating to Budget Data Entry

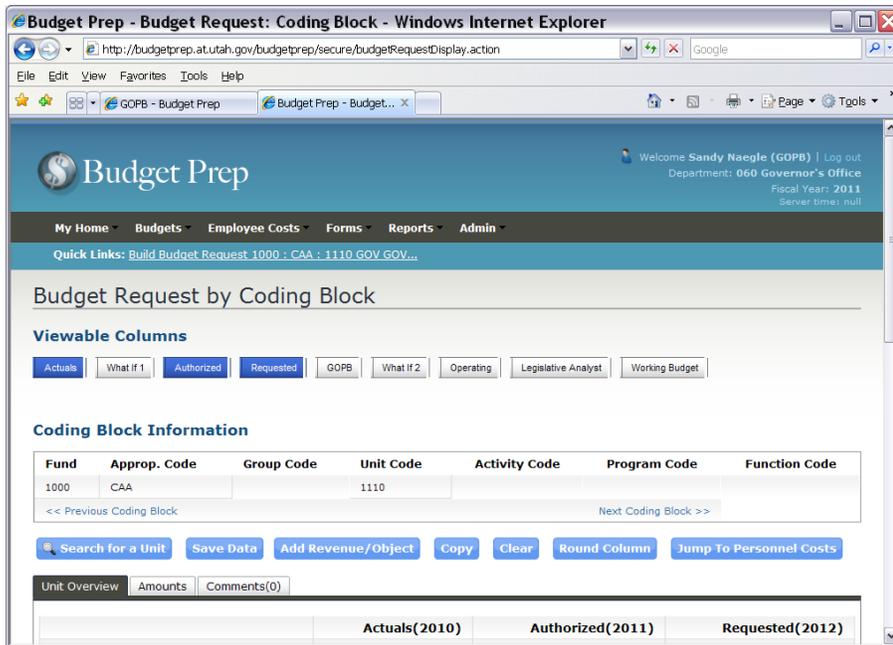
**Scenario:** Enter dollar amounts at the unit/group level to build your budget.

Navigate to the **Budgets** menu item and select **BR-Build Budget Request** from the menu items

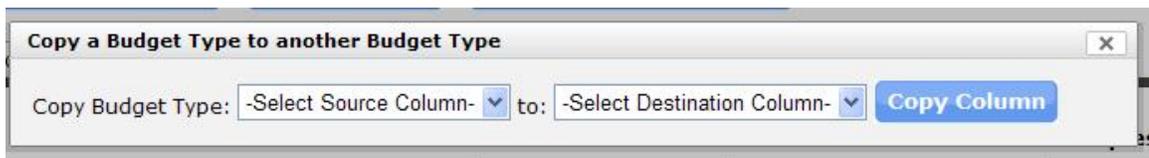
- From the Budget Request Category screen select the **Search for a Unit/Group** button (See screenshot under Starting Your Budget.).
- This will bring up a dialog box where you can search for a unit/group by Fund, Appropriation, Group, Unit, Program, or Activity. It is recommended that you do not filter by more than two choices.



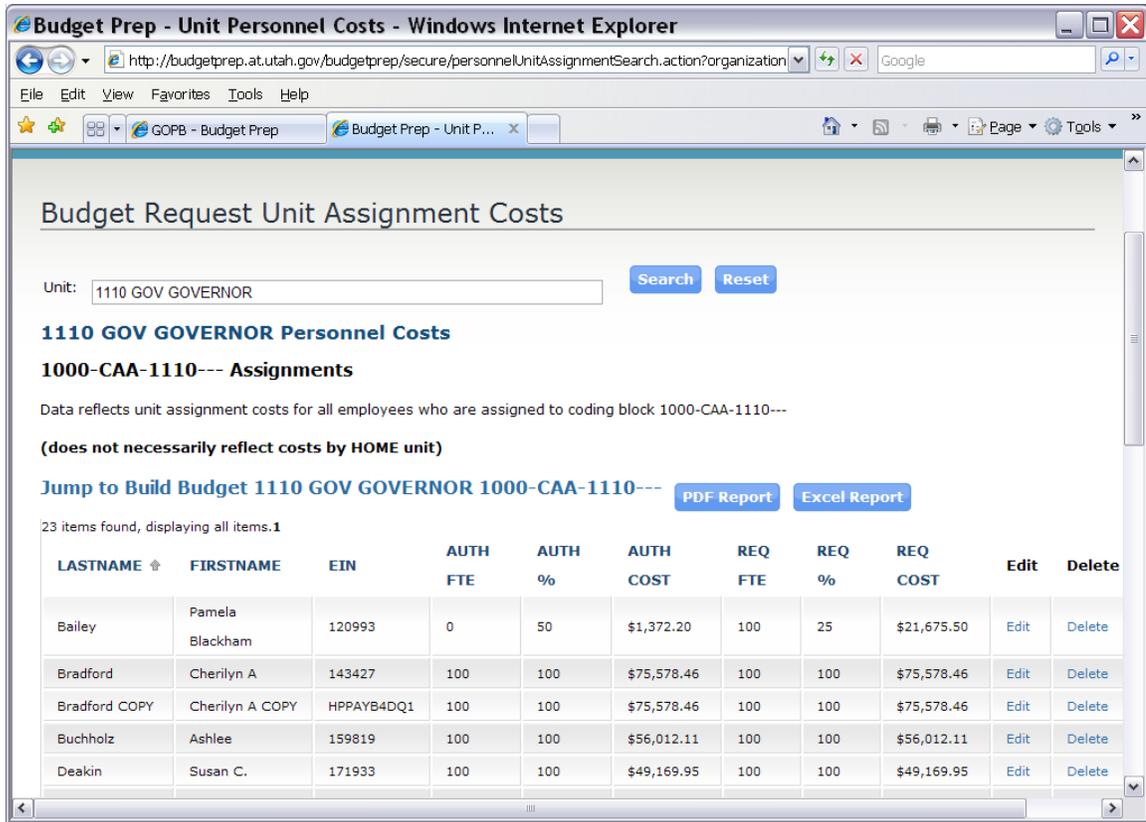
- Enter a value in the one or two of the fields and click on the Search button.
- From the generated list select the desired appropriation link. The smaller the granulation of the filter the fewer items will be returned from the search.
- This will bring you to the Coding Block page. At the top you have coding block information, with the ability to move to the next or previous coding block using the links provided << **Previous Coding Block** and **Next Coding Block** >>.



6. **Copy Columns** allows you to copy one column to another.



7. **Clear and Round** buttons act like the button on the main Department page, but only for the unit/group you are working in.
8. **Jump to Personnel Costs** will take you to the personnel costs for that unit.
9. Employee costs will be covered later in the training.



### Budget Request by Coding Block

**Scenario:** Data entries of amounts are ready to be entered into Budget Prep

This screen has three tabs under the blue buttons

1. **Unit Overview** – This gives you a full overview of the unit. Including totals and Category detail.

Unit Overview			
	Actuals	Authorized	Requested
<b>Revenue</b>			
GF General Fund	\$0.00	\$0.00	\$0.00
EF Education Fund	\$0.00	\$0.00	\$0.00
TF Transportation Fund	\$0.00	\$0.00	\$0.00

2. **Amount** – Is the screen where your actuals, authorized, and requested amounts are entered for revenue and expenditures.
3. **Additional Lines**- If more lines are needed for data entry, go to the last row and column and hit enter and a new line will be added with

Budget Prep - Budget Request: Coding Block - Windows Internet Explorer

http://budgetprep.at.utah.gov/budgetprep/secure/budgetRequestDisplay.action?selectedOrg.id=455418

File Edit View Favorites Tools Help

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 DD Current Expense

<< CC Travel/Out of State DD Current Expense EE Data Processing Current Expense >>

	Actuals	Authorized	Requested
6117 Alcoholic Beverage Control Package Agency Contract Payments	0	0	0
6119 Fingerprint/Background Check	0	0	0
6120 Client Support-In State Travel	0	0	0
6122 Client Support-Food	0	0	0
6123 Client Support-Other Services	0	0	0
6126 Wireless Communication Service	0	0	0
6127 Collection Costs	0	0	0
6128 Human Services Communication Services Reimbursements	0	0	0
6129 Electronic Funds Transfer Fees	0	0	0
6131 Advertising & Legal Publications	0	0	0
6132 Communication Services	0	0	0
6133 Freight & Drayage	0	0	0
6134 Investigations	0	0	0
6135 Other Contractual Services-Non-medical	0	0	0
6136 Postage & Mailing	0	0	0
6137 Professional & Technical Services-Non-medical	0	0	0

4. **Comments** – You can save a comment regarding your current work on this unit. This will stay with this unit and you have the ability to see the history of what comments have been made.

Unit Overview Amounts **Comments(0)**

### Comments

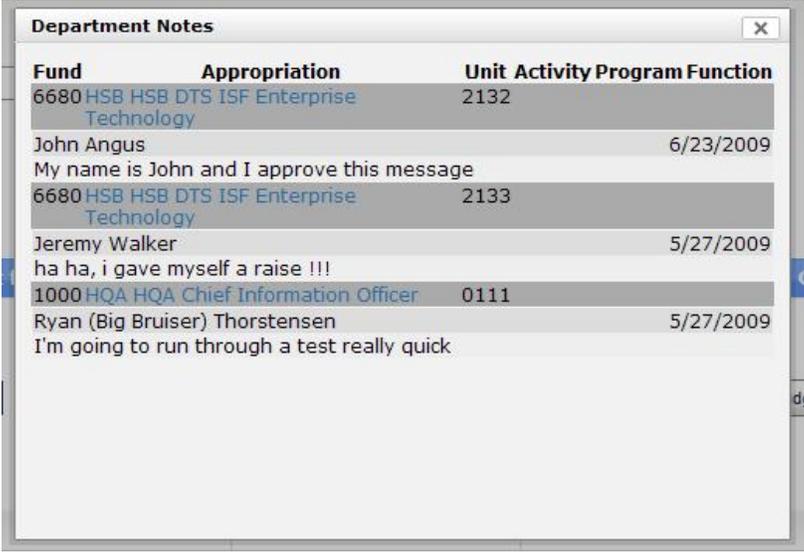
[Save Comment](#)

Comment	User	Date
---------	------	------

## See Notes Made in the Budget Request

**Scenario:** I want to see any notes made on my agencies budget.

1. Navigate to the **Budgets** menu item and select **BR-Build Budget Request** from the menu items. (See screen above)
2. From the **Build Budget Request** screen select the **Show Notes** button (See screenshot under Starting Your Budget.).
3. This will display any notes made in the comments fields of the units.
4. Jump to a unit that has comments on it by clicking the coding block line. This takes you to the Coding Block View for that Unit



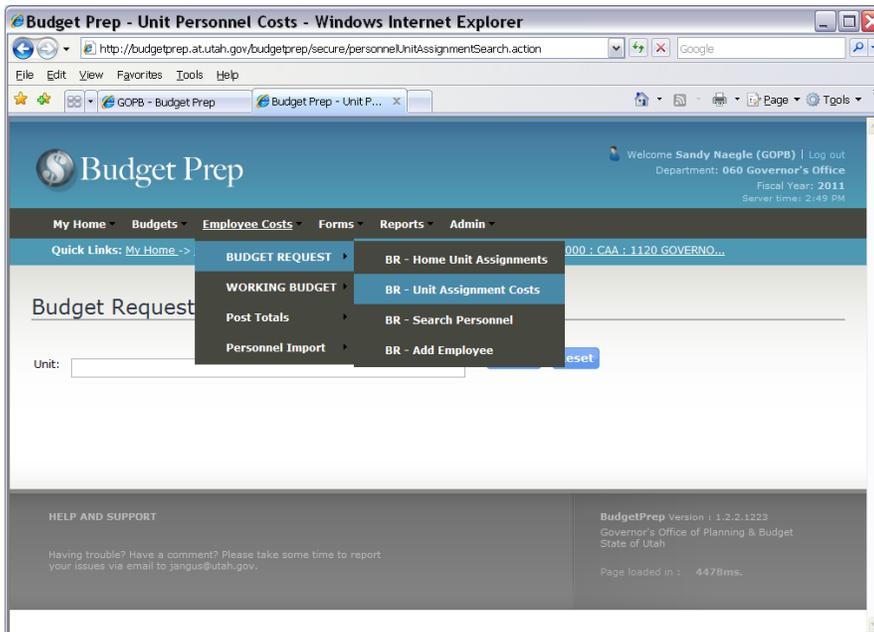
Fund	Appropriation	Unit	Activity	Program	Function
6680 HSB HSB DTS ISF Enterprise Technology		2132			
John Angus My name is John and I approve this message 6/23/2009					
6680 HSB HSB DTS ISF Enterprise Technology		2133			
Jeremy Walker ha ha, i gave myself a raise !!! 5/27/2009					
1000 HQA HQA Chief Information Officer		0111			
Ryan (Big Bruiser) Thorstensen I'm going to run through a test really quick 5/27/2009					

# Adjusting Your Employee Costs

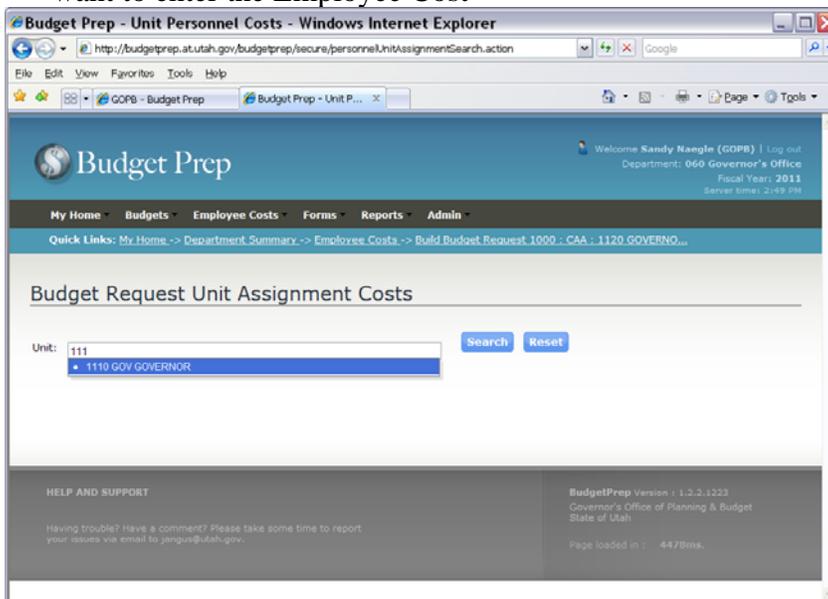
## View Unit Personnel Costs

**Scenario:** Show the personnel costs by Unit.

1. Navigate to the **Employee Costs** menu item and select **BR-Unit Personnel Costs** from the menu items



2. Budget Request Unit Assignment Costs are where you enter the unit number you want to enter the Employee Cost



3. This will display the individual personnel costs for that unit. There will also be a total cost at the bottom of the page.
4. BR-Home Unit will show the same thing minus the total. (Why I use Unit view)

**Budget Request Unit Assignment Costs**

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	FW81TSNMAM	100	100	\$60,324.01	100	100	\$13,979.42	Edit	Delete

5. Select **edit** next to one of the personnel to enter the Personnel Information screen.
6. Select **delete** to remove an employee. (there is not undo)

**Budget Prep - Personnel Info - Windows Internet Explorer**

http://budgetprep.at.utah.gov/budgetprep/secure/personnelEdit.action

Welcome Sandy Raagle (GOPB) | Log out  
 Department: 060 Governor's Office  
 Fiscal Year: 2011  
 Server Time: 9:12 PM

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

Quick Links: My Home -> Department Summary -> Employee Costs 1110 GOV GOVERNOR -> Build Budget Request 1000-CAA-1110 GOVERNOR...

**Budget Request Personnel Information**

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

**Pamela Blackham Bailey** Jump to Personnel:

\*EIN: 120993 Title: OFFICE ADMINISTRATOR, GOVR PCN: 06011035 [Jump to Build Budget](#)

Salary | Insurance | Salary Driven Benefits | Totals | Unit & Funding Assignments

Authorized (2011)		Requested (2012)	
*Full Time Equivalent:	<input type="text" value="0"/> %	*Full Time Equivalent:	<input type="text" value="100"/> %
*Step:	<input type="text" value="0"/>	*Step:	<input type="text" value="0"/>
Hours Per Year:	<input type="text" value="40"/>	Hours Per Year:	<input type="text" value="2088"/>
*Rate:	<input type="text" value="60.00"/>	*Rate:	<input type="text" value="27.63"/>

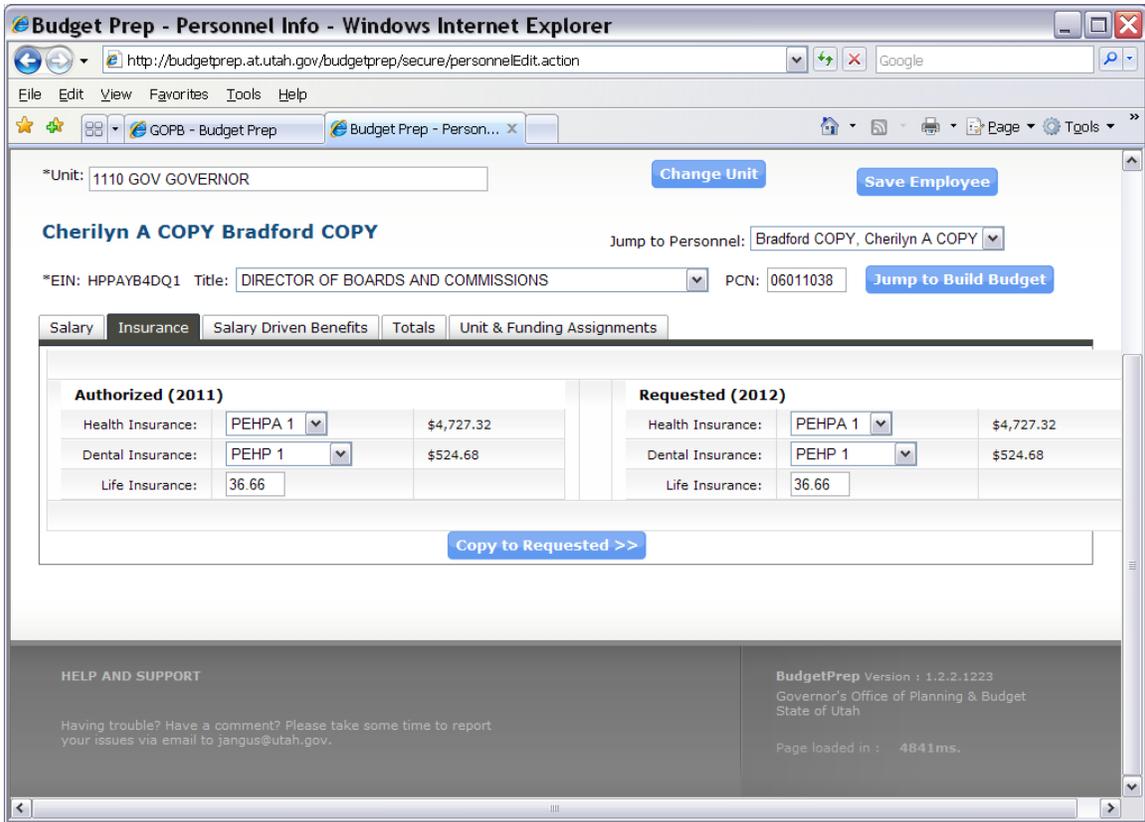
7. You can navigate to any of the selected employee's information by selecting one of the tabs (ie: Salary, Insurance, etc.). Make any modifications on the edit screen and click on the Save Employee button.

## Editing and Viewing Personnel Information

**Scenario:** Ready to work with personnel information.

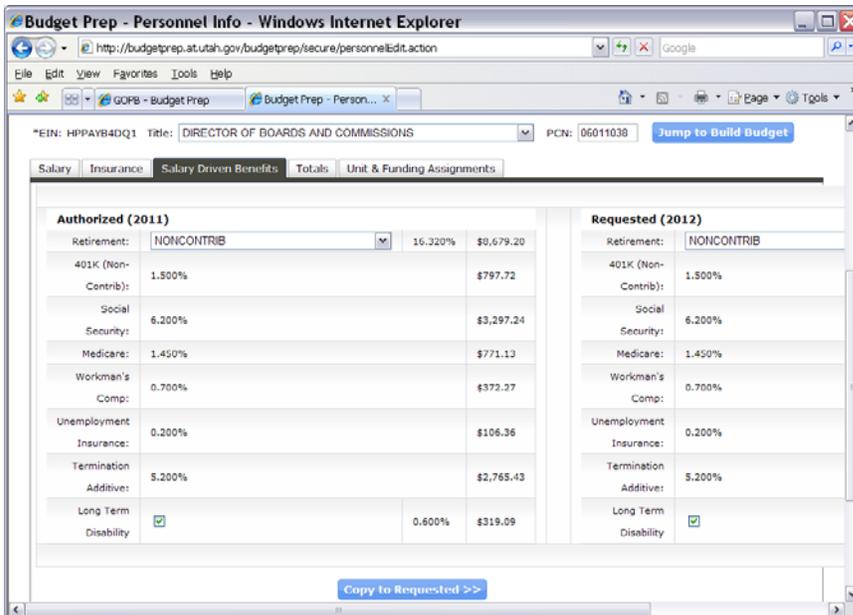
You can adjust salary, benefits and assignments using the personnel information screen.

1. The personnel information screen has the features to adjust employee costs:
  - a. Another person can be selected using the drop-down list titled Jump to Personnel
  - b. Title and PCN allow you to make some edits to the employees information.
  - c. Tabs are across the top of the detail employee information
    - i. **Salary** – displays the salary information for the employee. You can make adjustments and move them to the requested column or manually enter data in both.
    - ii. **Steps** – although steps are now eliminated you can still use steps to enter rate of pay or enter the rate directly
    - iii. **Insurance** – Update the authorized and requested insurance information.

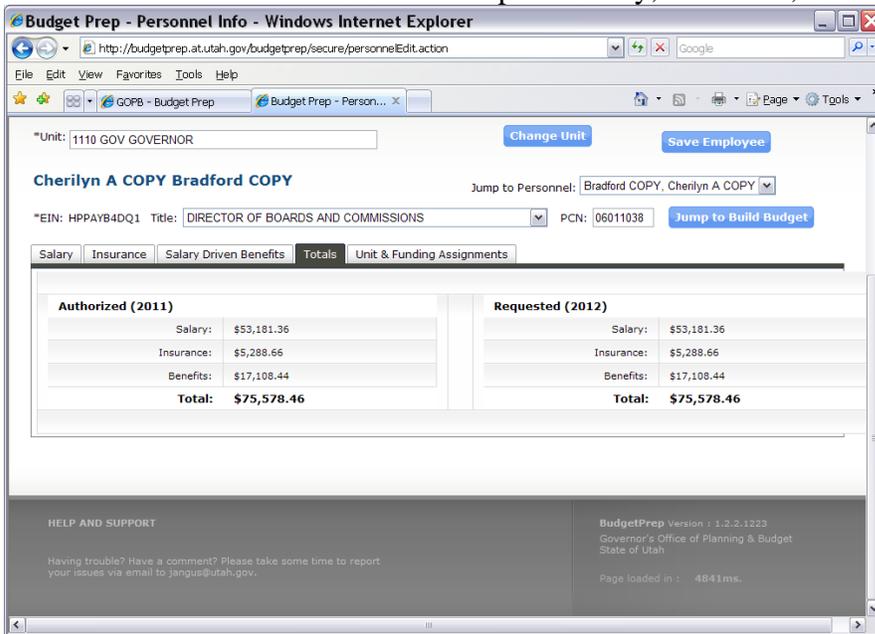


iv. **Salary Driven Benefits** – The displayed information is driven by the employee-selected Retirement plan. You can see other alternatives by selecting a different plan from the Retirement pull-down menu.

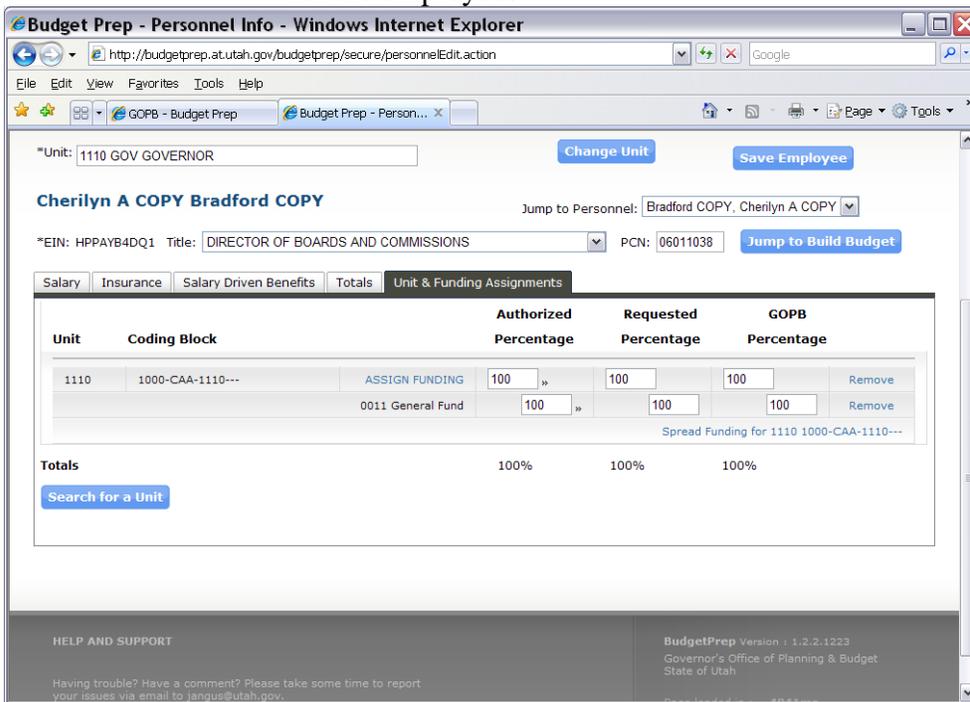
v. **Benefits costs** are based on the benefit rates entered by GOPB



vi. **Totals** – Adds up the Salary, Insurance, and Retirement benefits.



vii. **Unit & Funding Assignments** – Allows you to set the allocation of unit(s) assigned to that employee as well as the revenue code(s) for the employees.



2. Select **Save Employee** when you are done adjusting the employee costs.

## Search for a Person

**Scenario:** Search for a person's information by name, employee number, or PCN.

1. Navigate to the **Employee Costs** menu item, BR-Budget Request, and select **BR-Search Personnel** from the menu items
2. Search for a person by Last Name, First Name, Employee Number or PCN and select **Search**. The more information you provide the narrower your search results.



**Search Personnel**

Last Name:

First Name:

Employee Number:

Employee PCN:

3. This will display a list of users that meet the search criteria, find your person and select **Edit** next to their name to enter the Personnel Information screen.

## Employee List

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

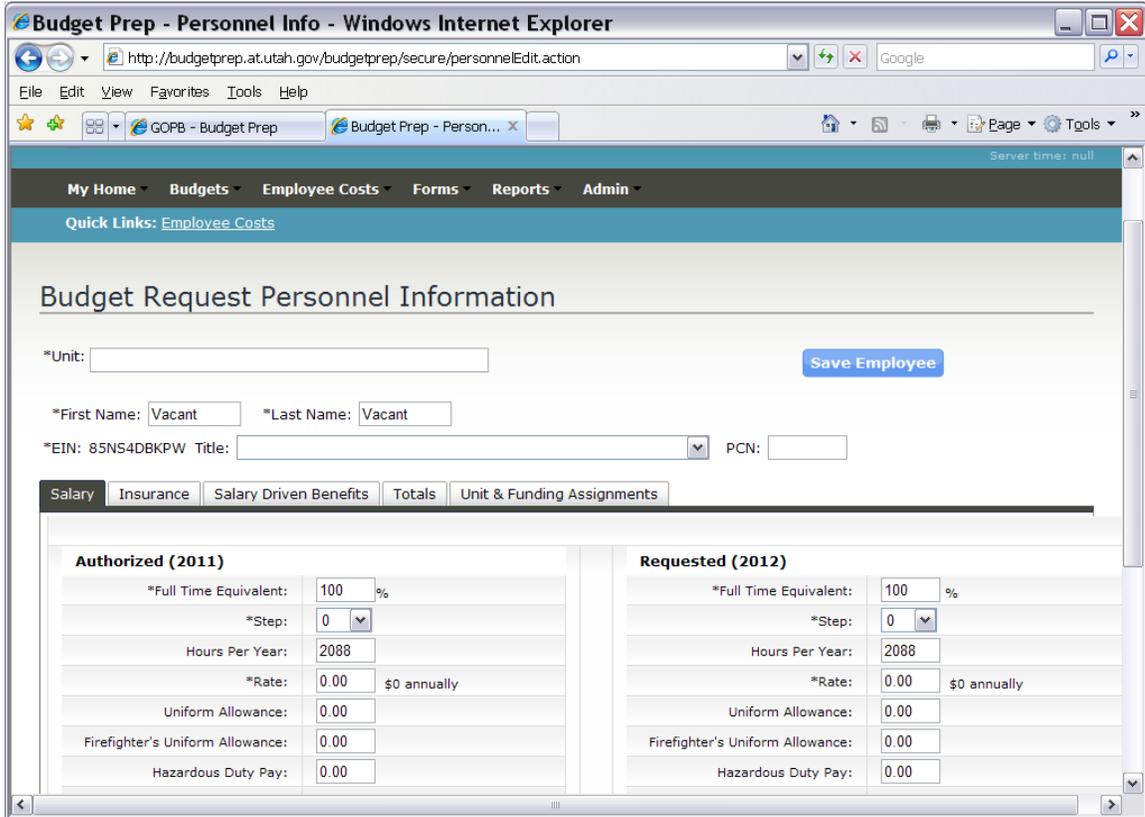
Lastname ↑	Firstname	Employee Number	PCN	Action
Person	Any	000000	ZZZZZ	Edit
Body	Some	111111	BBBBB	Edit
Body	No	222222	CCCCC	Edit

## Adding Employees

**Scenario:** In some cases you will need to add new employees or vacant positions.

1. Navigate to the **Employee Costs** menu item, **Budget Request**, and select **BR-Add Employee** from the menu items

2. Add positions much like the employee. The system default many of the fields.



**Budget Request Personnel Information**

\*Unit:  **Save Employee**

\*First Name:  \*Last Name:

\*EIN: 85NS4DBKPW Title:  PCN:

**Salary** | Insurance | Salary Driven Benefits | Totals | Unit & Funding Assignments

Authorized (2011)		Requested (2012)	
*Full Time Equivalent:	100 %	*Full Time Equivalent:	100 %
*Step:	0	*Step:	0
Hours Per Year:	2088	Hours Per Year:	2088
*Rate:	0.00 \$0 annually	*Rate:	0.00 \$0 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

3. You will need to add the title, PCN, hourly rate and unit & funding assignment.

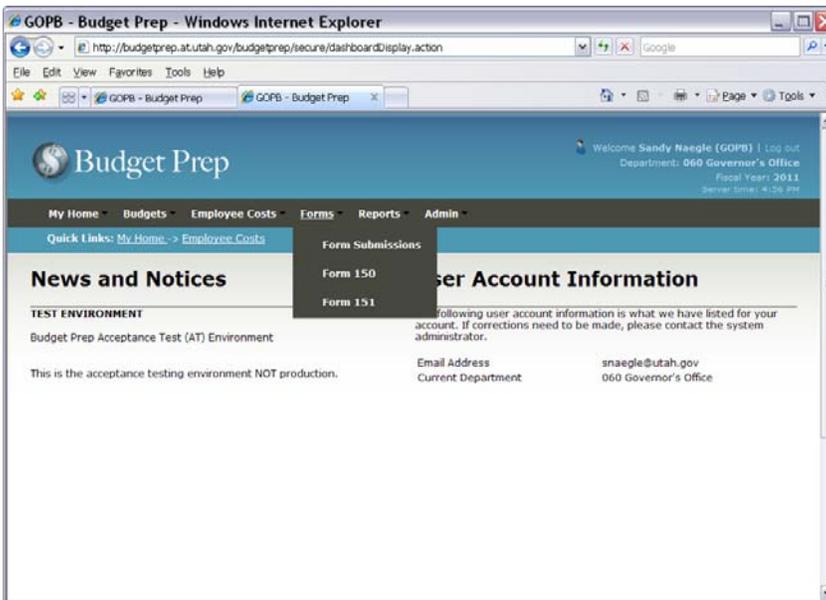
4. When you have finished Save the Employee.

# Submitting Forms

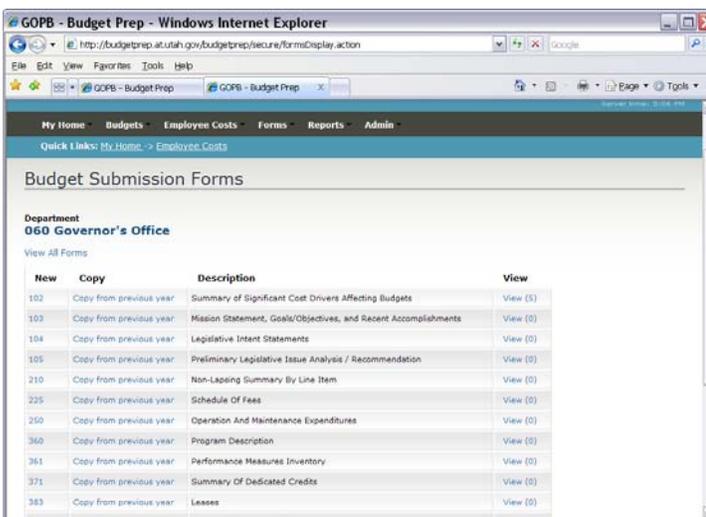
## Creating a New Form Submission

**Scenario:** Submit your budget request forms via the application.

1. Navigate to the **Forms** menu item and select **Form Submissions** from the menu items.



2. You will be brought to the Budget Submission Forms screen.



3. To create a new submission, select the form number link from the **New** column. (to the far left with the number of the form listed)

4. Enter the form information as requested and click on the Save button.
5. If you would like to print the form select **Generate PDF**.

### Copying a Form from a Previous Year

**Scenario:** I did this last year. Can I just bring the data over and have it populate the system?

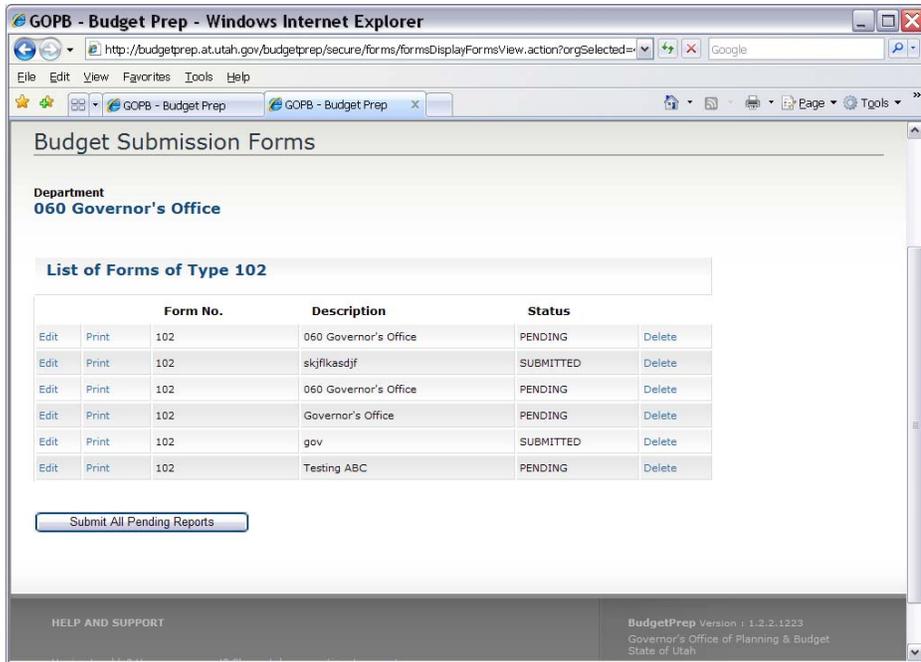
1. Navigate to the **Forms** menu item and select **Form Submissions** from the menu items.
2. Initially you will be brought to the Budget Submission Forms screen (See screenshot under Creating a New Form Submission.).
3. Copy an existing form by selecting **Copy from Previous Year** link.  
The system will allow you to pick the year and the form you want to copy
4. **NOTE:** There is no form data the first year of the system. You will have to wait till next year to copy from a previous year.



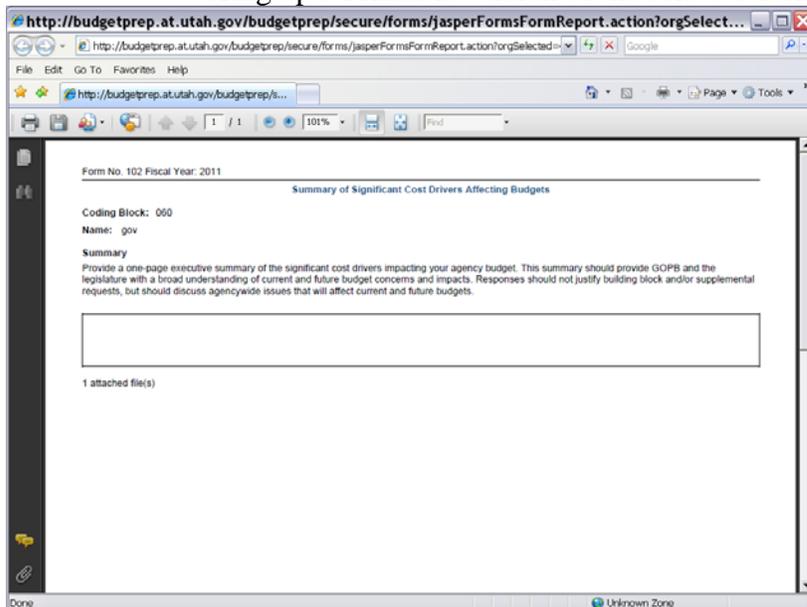
### Viewing Forms

**Scenario:** You may want to review your forms or go back and make adjustments to forms you have already created.

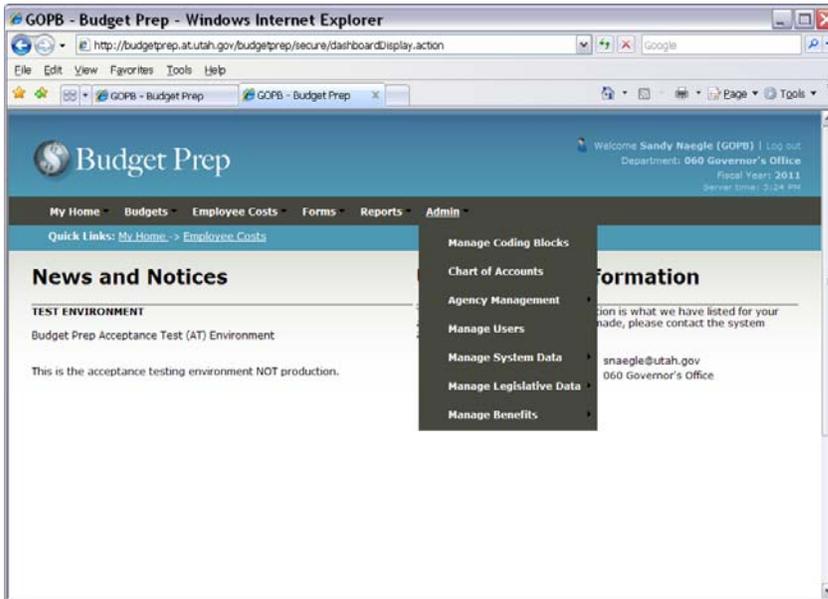
1. Navigate to the **Forms** menu item and select **Form Submissions** from the menu items.  
Initially you will be brought to the Budget Submission Forms screen (See screenshot under Creating a New Form Submission.).
2. View existing forms by selecting **View(1)** (the number may be different, it just shows you how many forms you have created)
3. This will generate a list of all forms of this type.



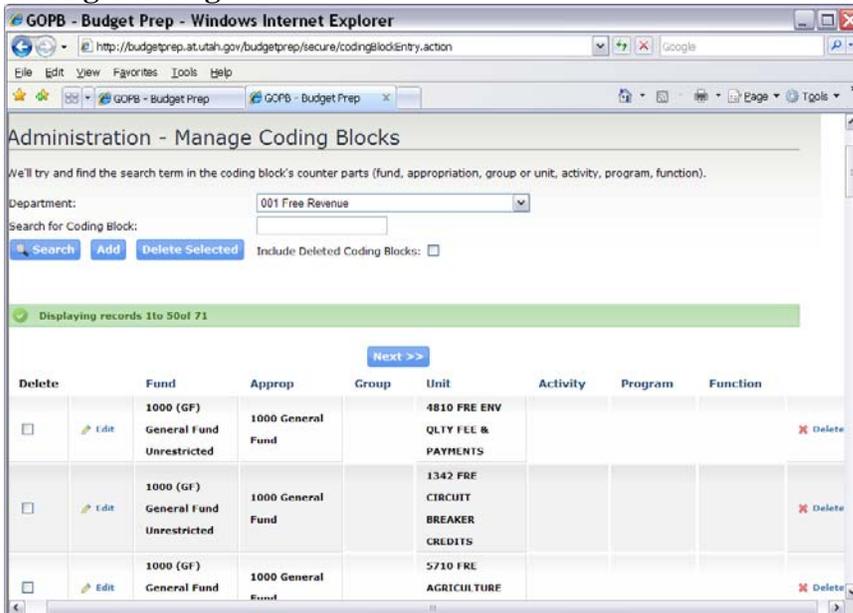
- a. You can edit the existing form by clicking on the corresponding edit link. This displays the details of that form.
- b. You can delete the existing form by clicking on the corresponding delete link.
- c. You can print the existing form by clicking on the Print link. This will bring up a Printable version of the selected form in a new window.



# Admin



## Manage Coding Block



1. This selection will allow entire coding blocks to be deleted by checking the check box on the right of the code blocks you would like to delete, or you can delete one line at a time with the **X Delete**. An undo is available on this screen. You search for a coding block and check the Include Deleted Coding Blocks. *Note: You need to put at least 3 characters in your search criteria. You may use wildcards (%) if you do not know specifics. (Wild Card)*
2. New coding block relationship can be created using the Add button. This function is usually used after a new unit is created in the Agency Management (to be discussed later)

3. *Note: You need to put at least 3 characters in your search criteria. You may use wildcards (%) if you do not know specifics.*
4. The more information you provide the narrower your search results. You can also leave the search string blank if you want the entire list. Search results are displayed below your search criteria.
5. A dialog box will display and you may edit the parts of the coding block as you see fit by clicking on Select link. To change the Unit, enter a filter of at least 3 characters. This will populate the pull-down menu. Choose a Unit from the pull-down menu and click on the Select button. To update the Unit, click on the Save button.

### Save A Coding Block

To search for an item, begin typing in the filter field (at least 3 characters)

**\*Fund:** 6680 (DTS) Enterprise Technology Fund  [select](#)  [clear](#)

**\*Appropriation:** HSB DTS ISF Enterprise Technology  [select](#)  [clear](#)

**\*Unit:** 2321 DESKTOP / LAN MANAGEMENT  [select](#)  [clear](#)

Filter

Units

[Select](#) [Cancel](#)

**Activity:**  [select](#)  [clear](#)

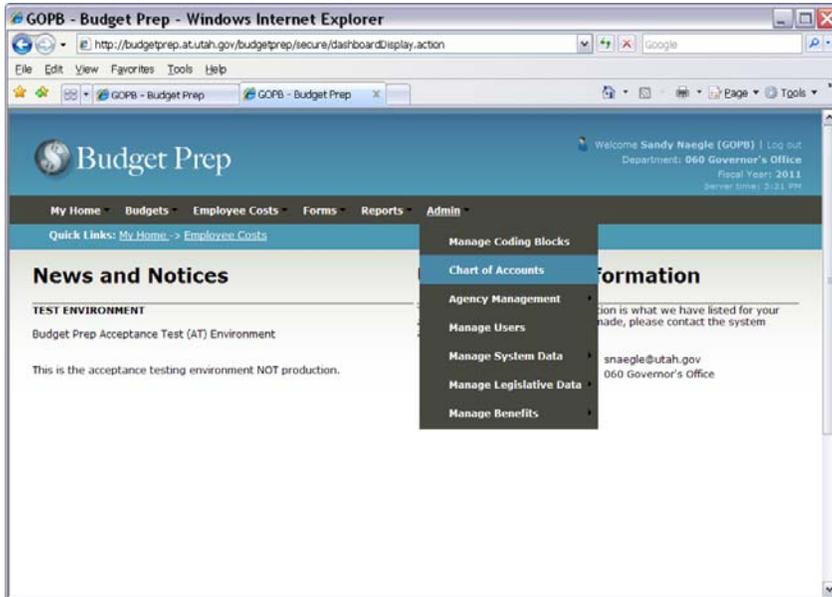
**Program:**  [select](#)  [clear](#)

**Function:**  [select](#)  [clear](#)

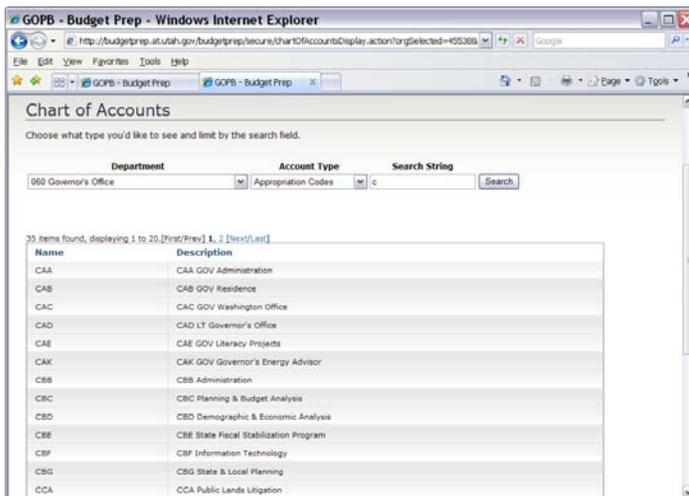
[Save](#)

## Chart of Accounts

1. Navigate to the **Admin** menu item and select **Chart of Accounts** from the menu items



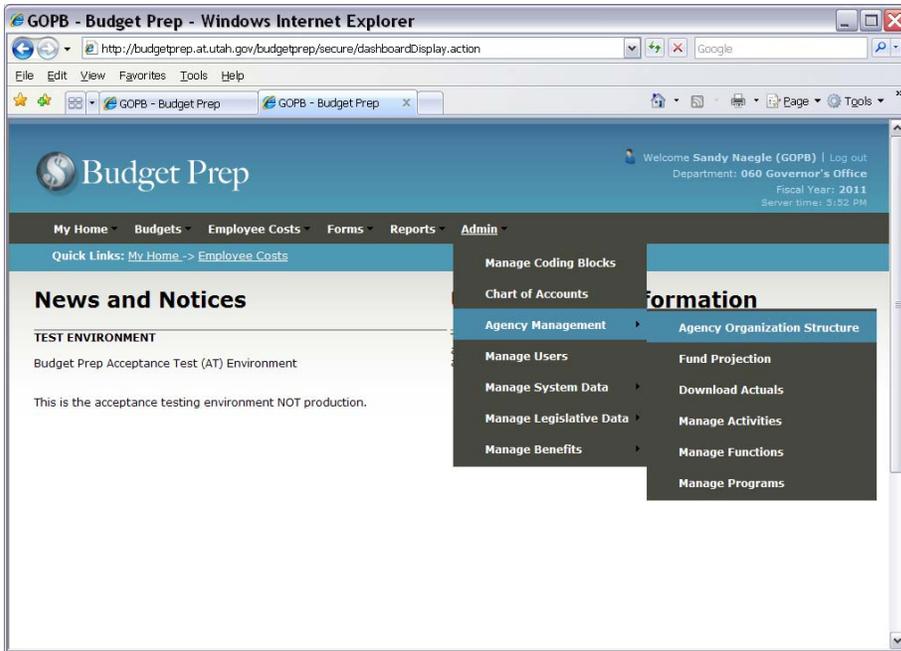
2. You can filter the results by one, or any of the following: department pull-down menu, account type pull-down menu (i.e. Fund, Appropriation, Unit) and search string input field (i.e. Unit number, Fund, Object).



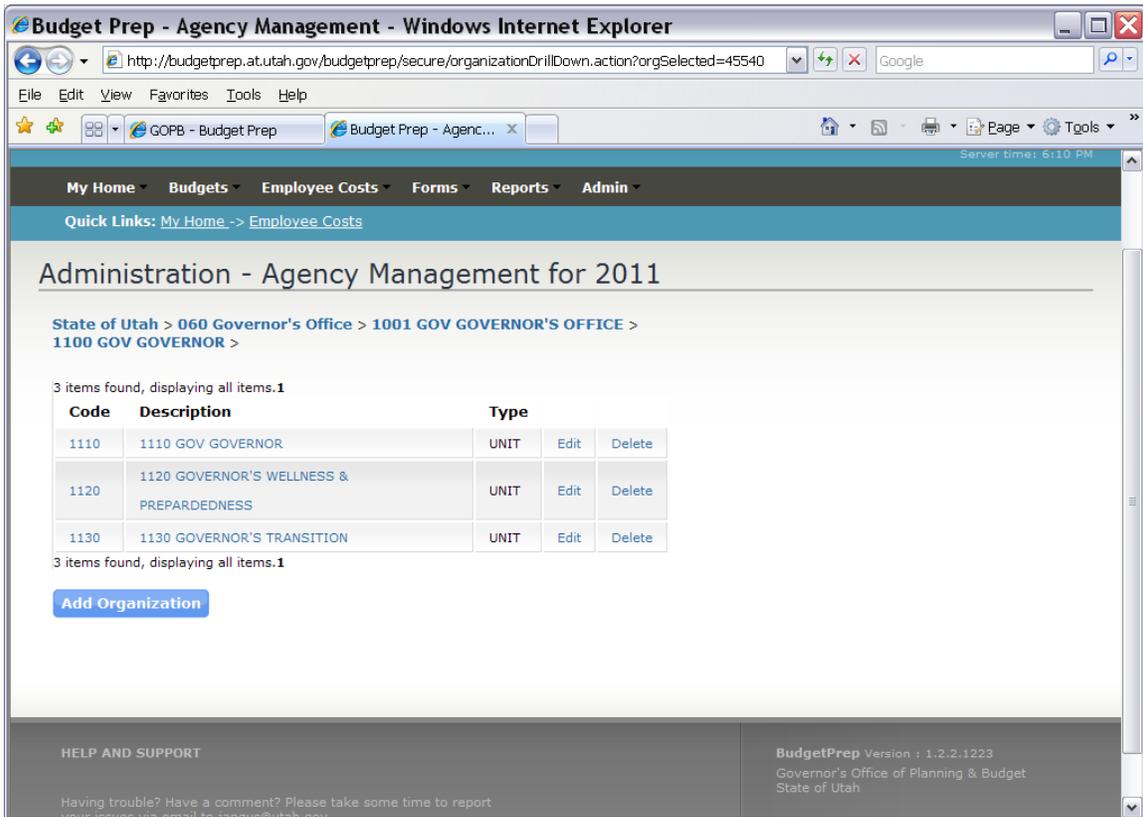
1. The selection is a view only. No changes can be made to the table

## Agency Management

This selection is use to create new agency org structure (add new units). Download Actuals and Manage Activities, Functions, and Programs.

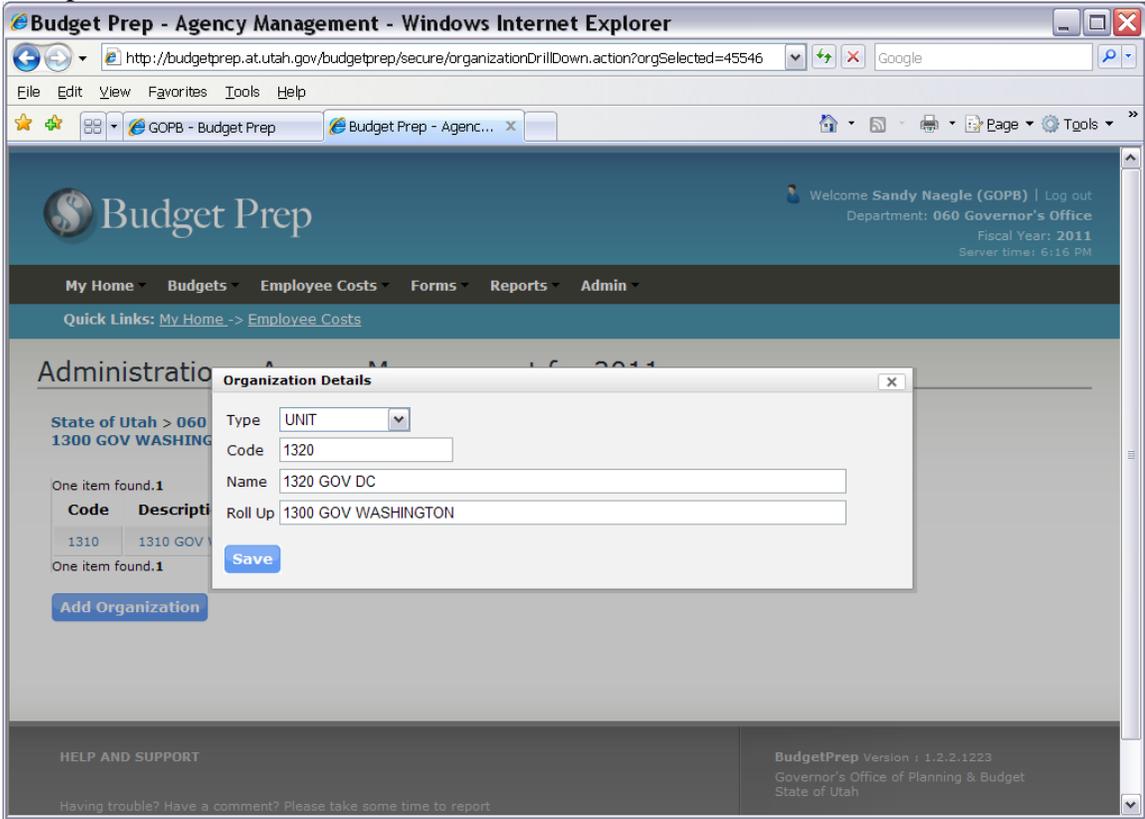


1. When Agency Management is selected you will see your department. You can now drill down to Division, Group, and Unit.

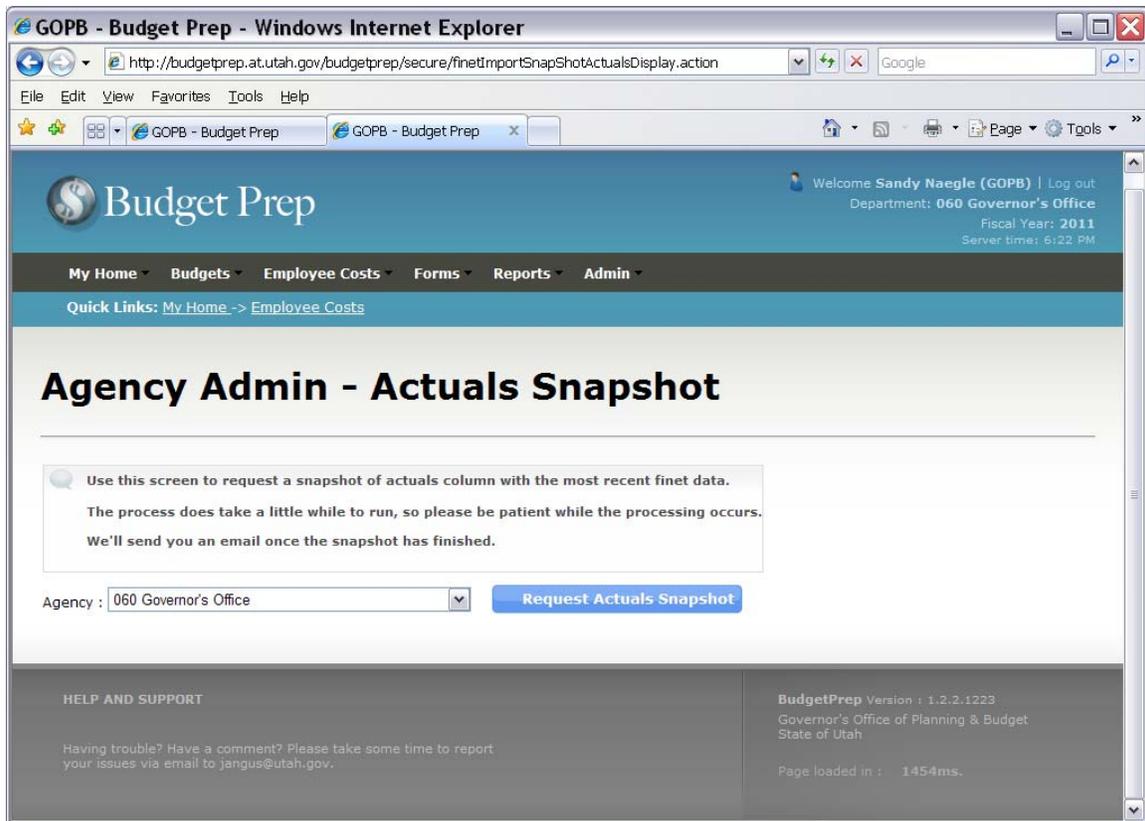


2. At every level you can Edit or Delete a code.

3. When you add a new coding insure that you are adding the code to the right roll-up and Save



## Download Actuals



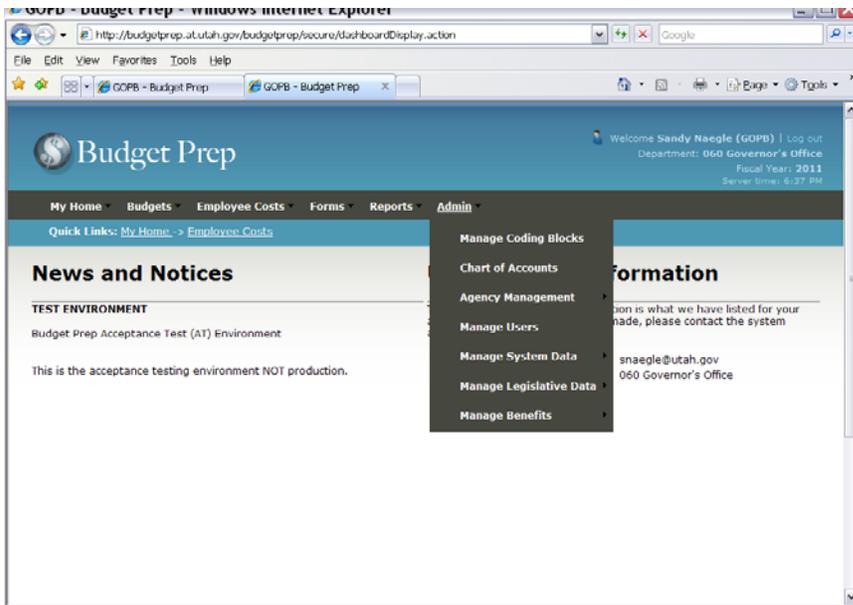
## Manage Codes

1. At this selection you can Add or Search Activities, Functions, and Programs.

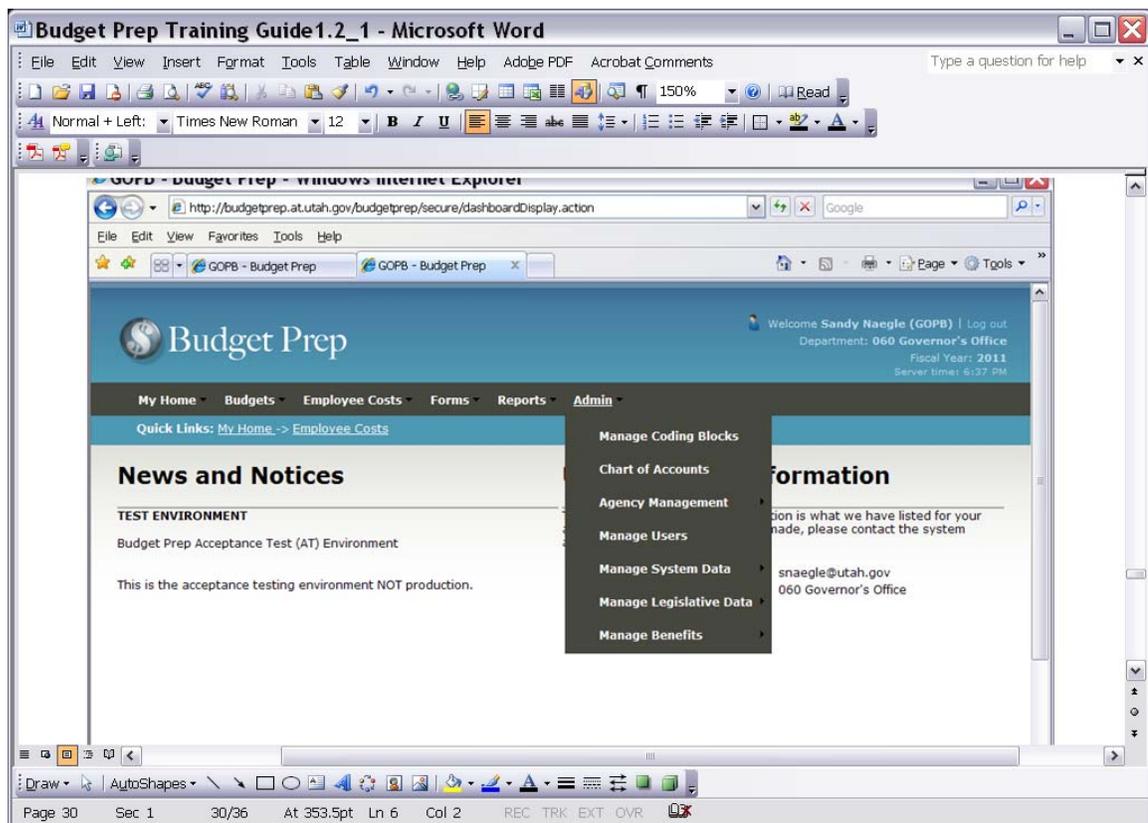
## Manage Appropriations

1. At this selection you Add or Delete Appropriations

## Managing Users



1. To add or delete users navigate to the **Admin** menu item and select **Manage Users** from the menu items



2. The search is now filtered by department. You can then filter your search or add new users.

Windows Internet Explorer window showing the "Administration - Manage User Properties 2011" page. The page includes a navigation menu, quick links, and a search section for state employees. Below the search section is a table listing users with their names, emails, agencies, security roles, and delete links.

**Administration - Manage User Properties 2011**

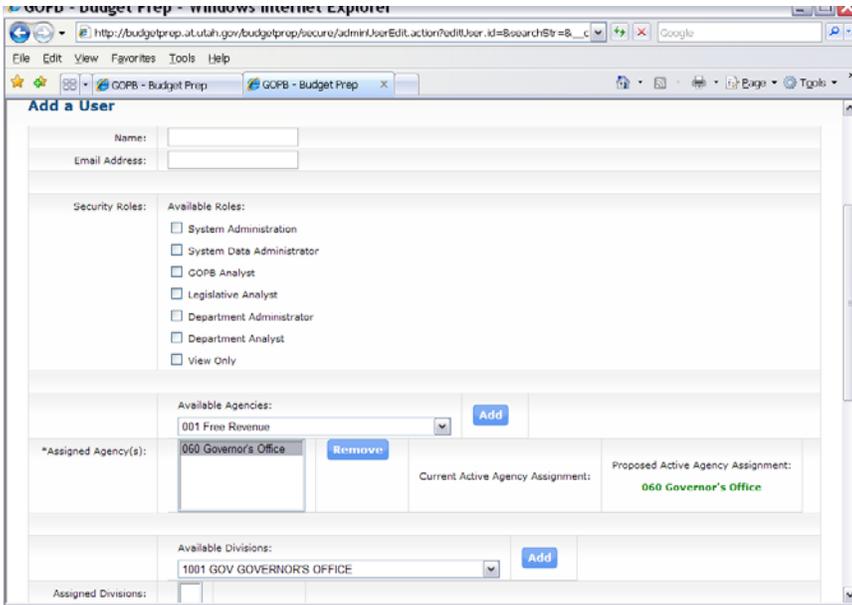
**Search for State Employees**

Budget Prep User Search:   Include Deleted Users:

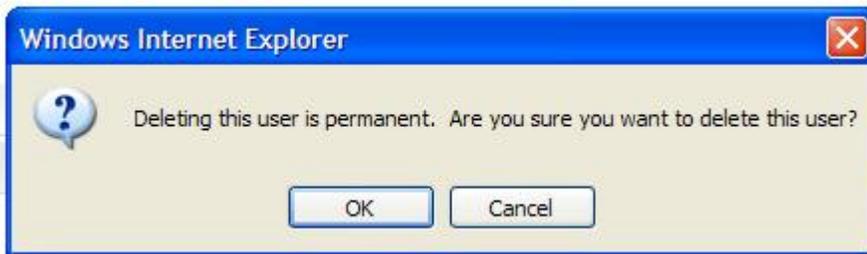
Filter by department: 060 Governor's Office

	Name	Email	Agency	Security Roles	
<a href="#">Edit</a>	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	<a href="#">Delete</a>
<a href="#">Edit</a>	Mike Kjar (GOPB)	rkjar@utah.gov	060 Governor's Office 400 Utah State Board of Education	System Administrator	<a href="#">Delete</a>
<a href="#">Edit</a>	Ryan (Big Bruiser) Thorstensen	ryant@utah.gov	110 Dept of Technology Services 270 Dept of Health 050 State Treasurer	System Administrator	<a href="#">Delete</a>

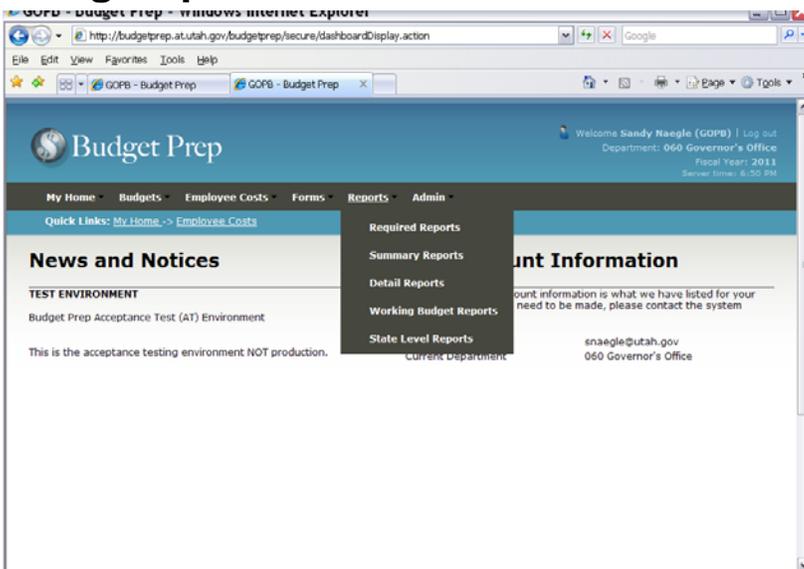
3. You can edit a person's information by clicking on the corresponding Edit link.
4. You can then make any modifications needed and click on the Save button.
5. To Add new user.
  - a. Enter their name
  - b. Enter their email address (make sure it is their official utah.gov email address.)
  - c. Assign appropriate roles. A user can have more than one role. In most cases they will only have one role.
  - d. You may assign by division, group, or unit range. If a user is only assigned one unit put the same unit in both (i.e. 1110 and 1110 in both boxes.)
  - e. When finished, click on the Save button.



6. Delete a user by selecting **Delete**. A warning dialog will appear to make sure you want to delete the user.

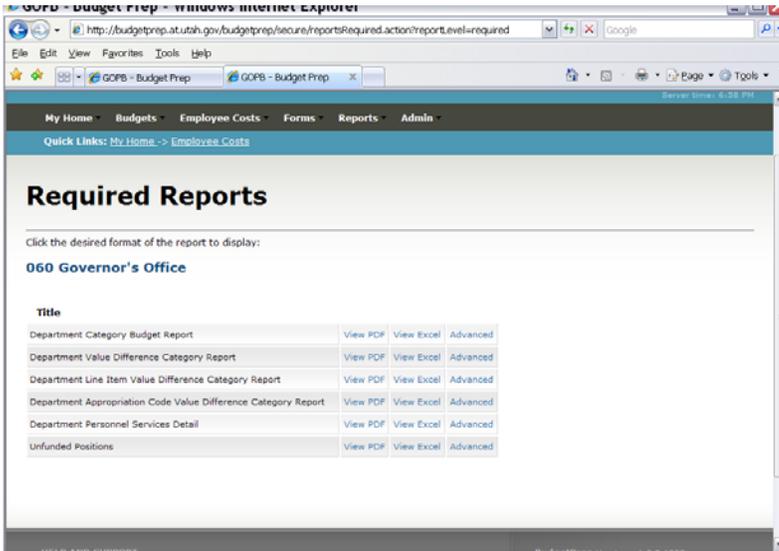


## Viewing Reports



## The Required Reports

1. These are the only reports that are required by GOPB. It is not necessary for the agency to do any printing of Reports or Forms.
2. These are reports at a department level
3. The reports can be printed PDF or Excel or a new feature Advanced
4. Advanced reporting options allows different line items to be excluded from the roll-up



## The Summary Reports

1. Are level requested, ie. select the type of report
2. Organization level
3. Select the Organizational entities, one, all, or a selected few

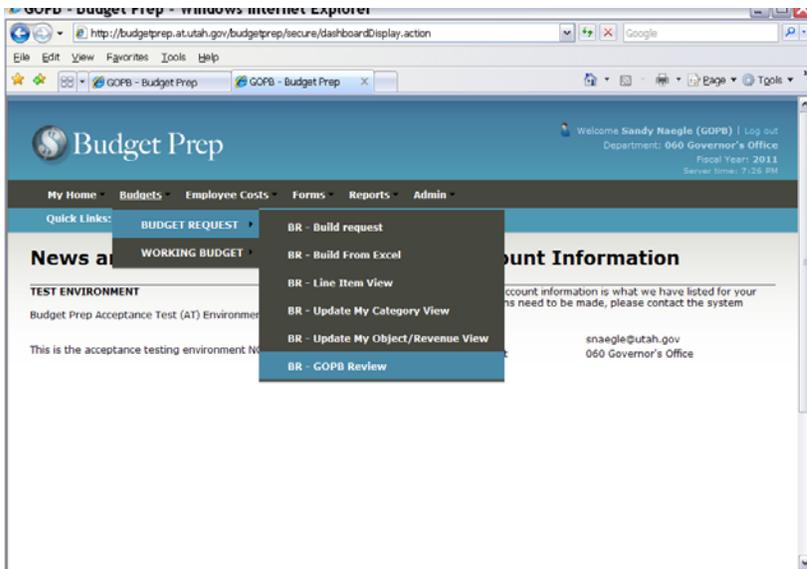
## The Detail Reports

1. Are level requested, ie. select the type of report
2. Organization level
3. Select the Organizational entities, one, all, or a selected few

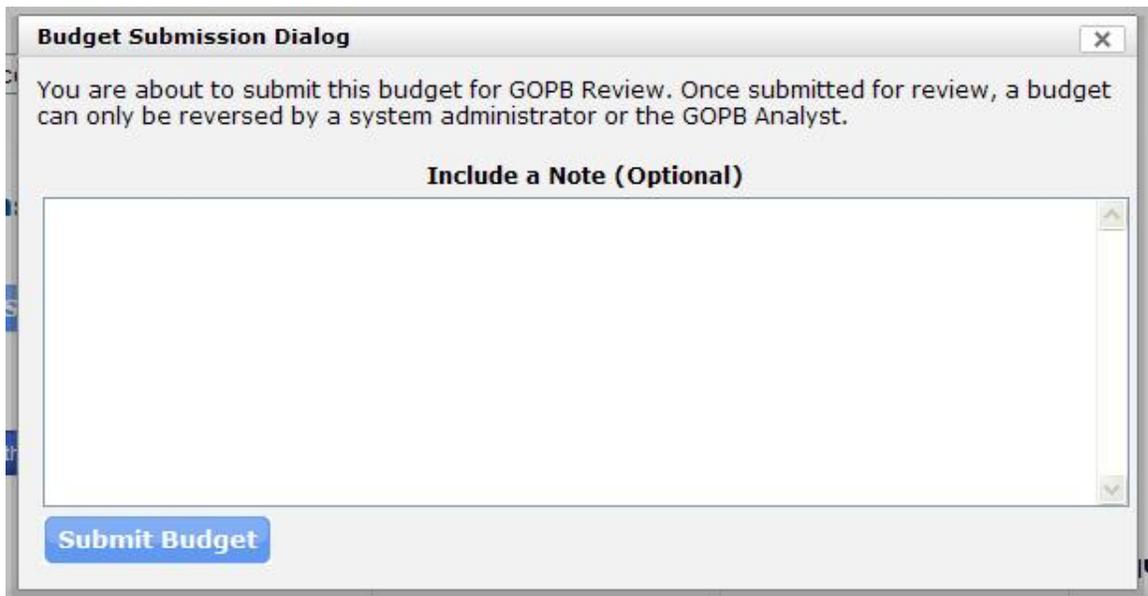
## Submit to GOPB for Review

**This function is a Department Administrator's Roll only**

1. Navigate to the **Budgets** menu item, select **BR-Build Budget Request**, and **BR-GOPB** from the menu items.



2. From the Budget Request Category screen select the **Submit to GOPB for Review** button.
3. You can include a note when you are ready to submit your budget.



4. NOTE: 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.

5. There will be one more warning until you press OK.

