

BUDGET/REBUDGET PREPARATION WITHIN BUSINESS WAREHOUSE (BUDGETPREP)

USER'S GUIDE

UPDATED JULY 2024

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SECTION I

INTRODUCTION

This section provides budget related terminology and basic navigation of BudgetPrep.

GLOSSARY OF TERMS

The BudgetPrep system uses master data elements that are linked to SAP. Below is a list of phrases and terms that will be encountered when inputting budgets and rebudgets.

Analysis For Office (AO) – SAP reporting software that the Commonwealth uses for Business Warehouse reporting.

Budget Preparation (BudgetPrep) – Budgeting and planning software that the Commonwealth uses for budget preparation and rebudget.

Budget Type – A term used to describe the components of various funding sources and status of the funding sources that determine the total funds available for each Commonwealth appropriation or executive authorization. Budget types include:

- **9999 – Default type** – Represents the amounts, prior to distribution, that are budgeted in the Complement and CI Planning Input Forms. Users must “distribute” amounts shown in the 9999 columns based on how the costs are funded/paid.
- **1000 – Appropriation or Executive Authorization** – The amount provided in an enacted appropriation bill or executively authorized and issued in an approved expenditure symbol notification (ESN).
- **2000 – Estimated Augmentations** – The amount made available in an approved allocation or allocation amendment to supplement an appropriation or executive authorization from non-federal sources. Examples include interagency billings or fees which are credited to a specific appropriation.
- **3000 – Federal Transfers** – The amount of expenditures anticipated to occur in the state appropriation or executive authorization in the first instance and then transferred to a related federal appropriation or executive authorization via a 92-commitment item.
- **4000 – Non-Federal Transfers** – The amount of expenditures anticipated to occur in the state appropriation or executive authorization in the first instance and then transferred to another state appropriation or executive authorization, or other non-federal funds source within the same or a different Commonwealth fund via a 92-commitment item.

Budget Version – Alternate drafts used throughout the budget/rebudget process. Each budget version represents a complete submission. A budget version is a three-digit number.

- For Budget Request, agencies work in Budget Version 010. After all work is complete, it is copied to 040, which is the official agency submission to the Office of Budget Operations (OBO).
- Budget Version 040 is copied to 100 by OBO and is used as the OBO control version. OBO then copies to 110 and this is used as their working copy and eventually becomes the Governor’s Executive Budget.
- For Rebudget Request, agencies work in Budget Version 205. After all work is complete, it is copied to 300, which is the official agency submission to the Office of Budget Operations (OBO).
- Budget Version 300 is copied to 310 by OBO and is used as their working copy. After all work is complete, it is copied to 400 and used in the preparation of the budget retraction to SAP.

Budget Year/Fiscal Year – Reflects the ensuing fiscal year of enactment. Agencies will only have access to the applicable year. The budget year/fiscal year is a four-digit number.

Business Area – Commonwealth agency.

Commitment Item – Used to classify the type of budgeted revenues and expenditure and to detail the balances for each fund in the FM module with the SAP software. Certain budget preparation information is provided based on commitment items. A commitment item hierarchy is used to roll expenditure details up to higher level categories.

Commitment Item Hierarchy – High Level Examples

- 4XXXXXX – Revenue
- 61XXXXX – Personnel
- 63XXXXX – Operational
- 64XXXXX – Fixed Assets
- 66XXXXX – Grants
- 69XXXXX – Non-Expense Items
- 92XXXXX – Admin Transfers

Decision Package – A related set of proposed expenditures designed to fund current programs, projects, and activities, or new or substantially changed programs, activities, and projects. A decision package can include a single or multiple SAP funds depending on the related set of expenditures. Current decision package types include cost to carry packages (CTC), program revision request packages (PRR), and initiative packages (INIT). Program revision request packages and initiative packages are assigned unique numbers.

The CTC decision package number is 000000001 (that's 9 zeroes followed by the number 1). It is comprised of complement data as of specific date determined by OBO along with commitment item data from a recent version.

To create a PRR or INIT decision package, please follow guidance from OBO for that given cycle as instructions could change year over year.

Fund – Represents the lowest level source of funding required for budgeting and monitoring. It is generally equivalent to an appropriation when the last three digits of the ten-digit fund code are zeros. If the last three digits are other than all zeros, a lower level of detail is indicated. A fund is 10-digit number.

Funds are assigned to a ledger based on the type of activity and/or funding source.

• Types of Ledgers

- Ledger 1 – State Funds Appropriated by Legislation
- Ledger 2 – State Executive Authorizations
- Ledger 3 – Continuing Appropriation
- Ledger 4 – Restricted Receipt
- Ledger 5 – Non-Budget Disbursement Symbol
- Ledger 6 – Restricted Revenue
- Ledger 7 – Federal Appropriation by PA Legislature
- Ledger 8 – Federal Executive Authorization – Subgrants and Carry-Overs

• **Sending Fund** – (only relevant in the **Distributions** forms) Represents the source fund for distributions. Receiving funds and sending funds must match for appropriated distributions, augmented revenues, federal distributions, and state distributions. The one exception is direct charges where you can use a different receiving fund with a budget type 1000. A sending fund is a 10-digit number.

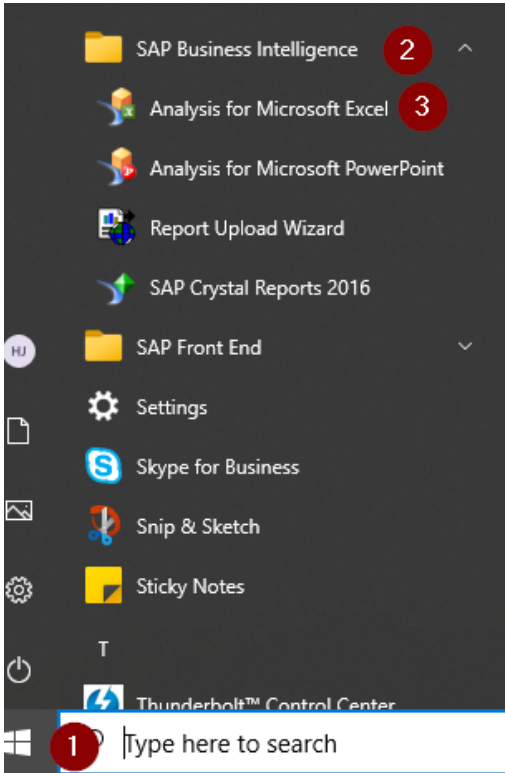
Funds Centers – Represents the organizational areas of responsibility for budgetary monitoring and reporting. Funds Centers are in a standard hierarchy and roll up to a business area (BA). Most input forms require a unique funds center for entry. A funds center is a 10-digit number.

• **Sending Funds Center** – (only relevant in the **Distributions** forms) Represents the source funds center for distributions. A sending funds center is a 10-digit number.

Fund Type – An independent fiscal and accounting entity comprising a source of money set aside by law for the purpose of carrying on specific activities in accordance with special regulations, restrictions, or limitations. A fund is created by legislation. The General Fund is the fund from which most state programs are financed.

NAVIGATING TO BUDGETPREP

BudgetPrep can be found within the Business Warehouse Platform within SAP. To use SAP functions users must be connected to the Commonwealth's network either by network cable or VPN. For Analysis for Microsoft Excel, also known as Analysis for Office (AO) to work, the Analysis Add-In must be enabled.



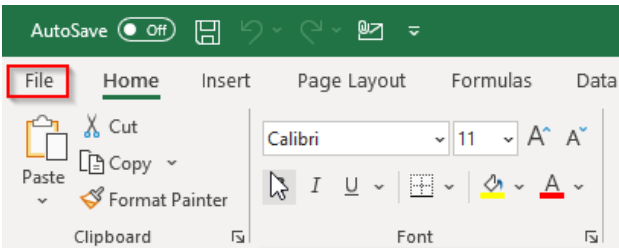
For users that are utilizing AO for the first time on their pc/laptop, AO must first be opened to load the Analysis Add-In to Excel.

This step can be completed by:

1. Clicking the Start icon.
2. Opening the SAP Business Intelligence Folder.
3. Selecting Analysis for Microsoft for Excel.

Once users have opened this application for the first time, every time thereafter, Excel can be opened directly to utilize BudgetPrep.

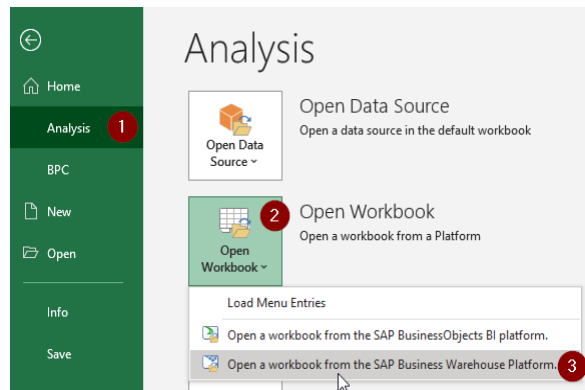
If the add-in ever gets disabled, please follow the tutorial at the following link to re-enable ([AO Enable AO Add In \(pa.gov\)](#)).

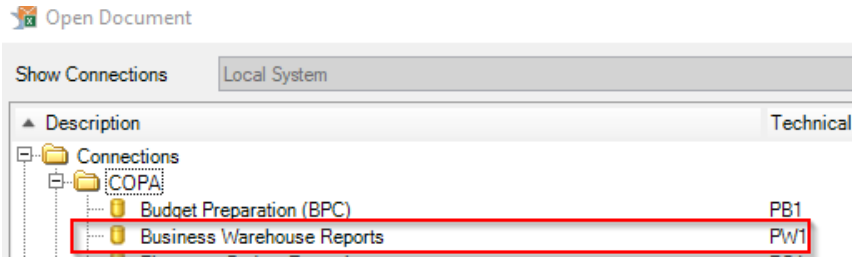


Once AO or Excel is opened, users must select File located at the top of the Excel spreadsheet.

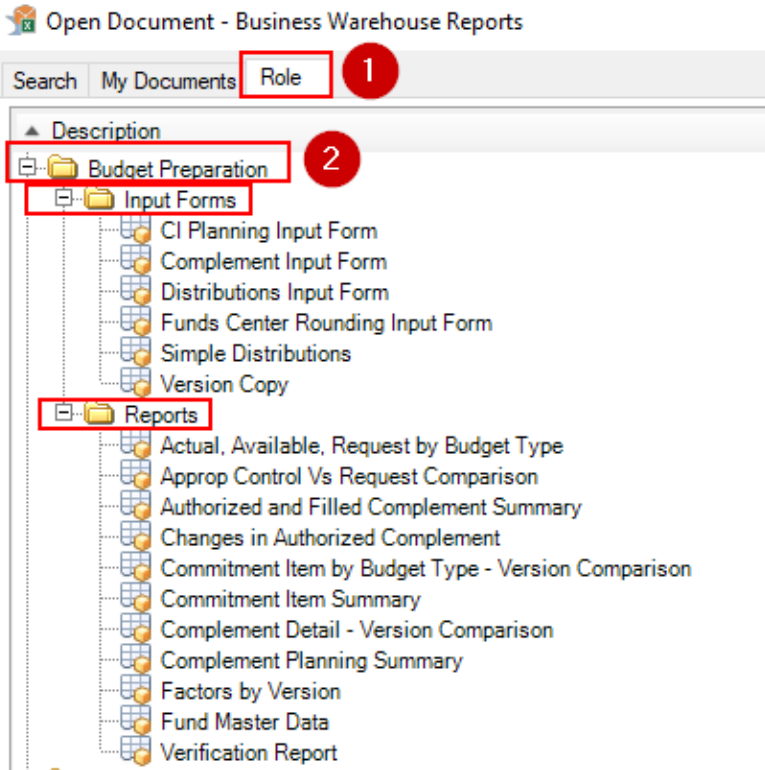
To access the Business Warehouse Platform please navigate using the below steps:

1. Select Analysis within the side panel.
2. Click the Open Workbook icon.
3. Then choose the Open a workbook from the SAP Business Warehouse Platform from the dropdown list.





After selecting Open a Workbook from the SAP Business Warehouse Platform, open the Connections folder, then the COPA folder before selecting Business Warehouse Reports.



To access the Input Forms and Reports within BudgetPrep, users need to:

1. Click on the Role tab.
2. Locate the Budget Preparation folder and open it.

Within this folder contains all the SAP related input forms and reports that are needed to complete the Budget and Rebudget Process within BudgetPrep.

As shown in the screen shot to the left, Input Forms and Reports have their own folders within the Budget Preparation Folder.

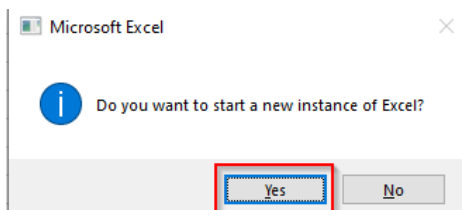
Input Forms – These items are used to update and distribute the Commitment Item and Complement data within the BudgetPrep system.

Reports – These items provide output of the data that is currently reflected in the BudgetPrep system. These are generic when first opened but can be filtered and adjusted to fit the needs of the end user. Some of these items need to remain in a specific format for submission.

OPENING MULTIPLE BUDGETPREP INPUT FORMS/REPORTS

While working through the Budget/Rebudget process, users will often experience the need to have multiple BudgetPrep items open at one time.

Each Input Form and Report should be opened in a different Excel session. This will prevent PC lockup and will also alleviate losing all data if for some reason one session times out. To do this, simply hold down the ALT button on the keyboard and select the windows icon at the bottom corner of your screen. While keeping the ALT button held down, scroll down with your mouse until you find Excel and then select it.



Keep holding in the ALT button until the Microsoft Excel box pops up on the screen with the message “Do you want to start a new instance of Excel?” Click yes. A new Excel session will open, and the process can be repeated to open another item

More in depth step by step guidance for a general login process for AO can be obtained at [AO Log In Open Workbook \(pa.gov\)](http://pa.gov).

SECTION II

BUDGETPREP INPUT FORMS

This section provides an overview along with detailed level guidance on how to use each input form within BudgetPrep.

OVERVIEW OF BUDGETPREP INPUT FORMS

There are currently 6 BudgetPrep Input Forms that are used for inputting, rounding, distributing, and copying budget data for both the annual Rebudget and Budget Process.

1. **CI Planning Input Form** – used to budget non-personnel costs. This form also allows for the budgeting of augmentations.

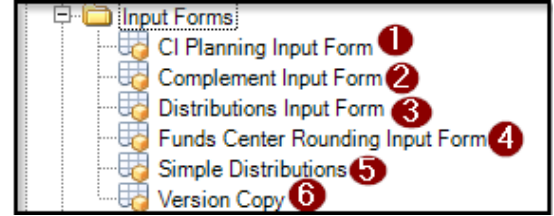
2. **Complement Input Form** – used to budget for all personnel costs.

3. **Distributions Input Form** – used to distribute budgeted costs (entered via the CI Planning and Complement Input Forms) across budget types and other appropriations within your business area.

4. **Funds Center Rounding Input Form** – used only by PennDot to round at the appropriate Funds Center level for individual counties, Districts, District Offices, and their Central Office.

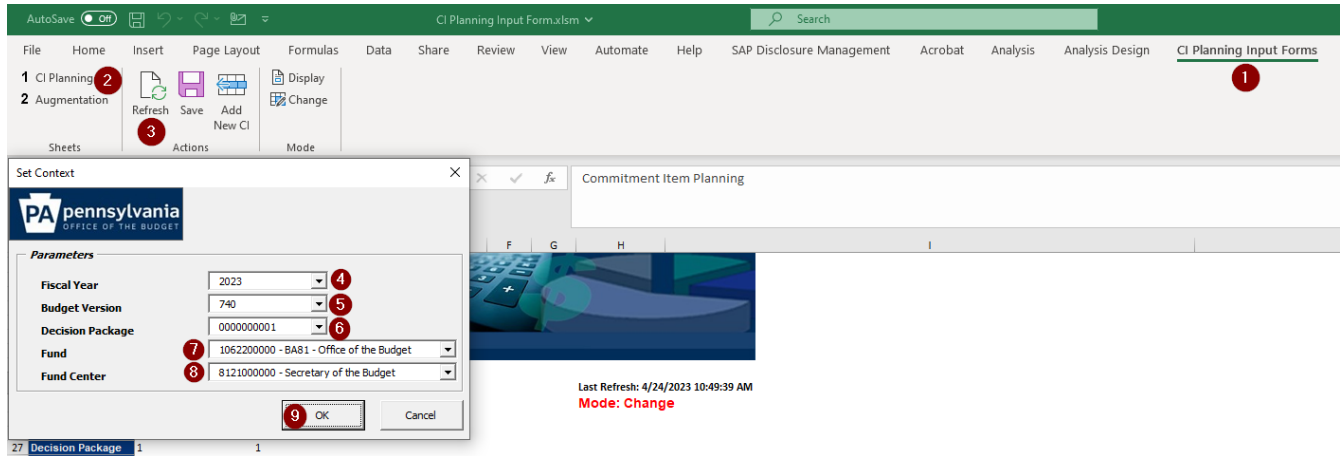
5. **Simple Distributions** – used to distribute budgeted costs (entered via the CI Planning and Complement Input Forms) across budget types just like in the Distributions Input Form. **This form will only be used for specific scenarios in specific business areas and is not usable by all agencies.**

6. **Version Copy** – used to copy a budget/rebudget version for a specific budget year and business area.



Detailed guidance on how to use each of the above forms is presented within this user's guide.

ACCESSING TABS WITHIN INPUT FORMS



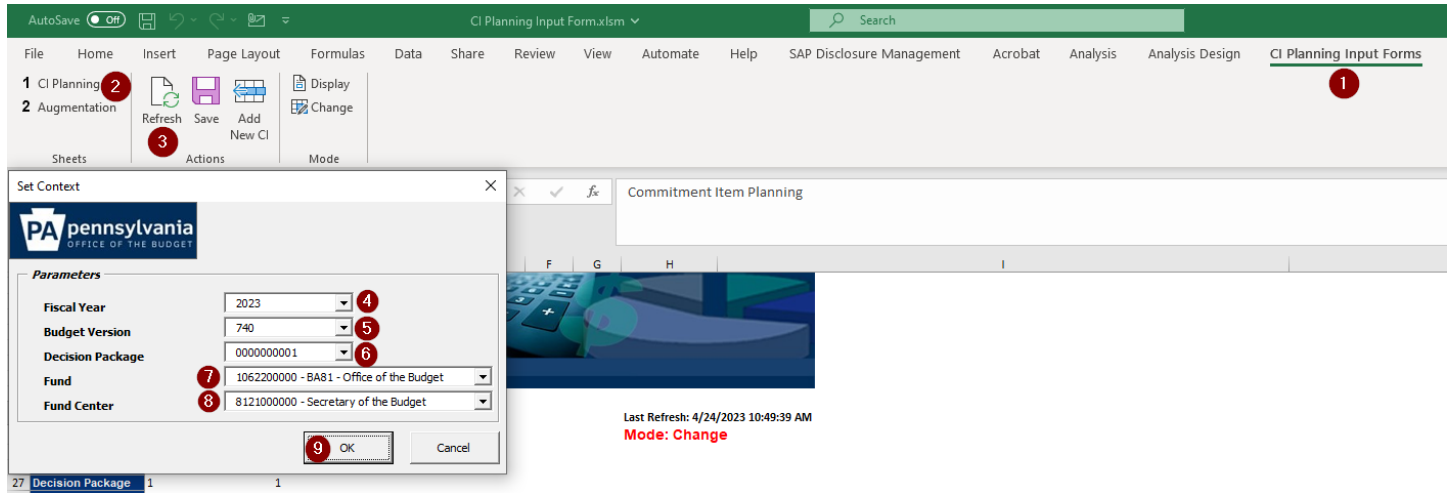
The following steps are generic instructions when accessing all input forms and their tabs:

1. Select the Input Form column header at the top right of the Excel Workbook.
2. Select the Input Form tab.
3. Click on the Refresh button, and upon doing so, a pop-up box will appear.
4. Enter the year for which the Budget/Rebudget is being prepared.
5. Select the appropriate Budget Version. Guidance on proper Budget Versions is provided in the Introductory of the user's guide.
6. Select the appropriate Decision Package.
7. Choose the Fund.
8. Select the appropriate Fund Center.
9. Click the OK button.

CI PLANNING INPUT FORM

The CI Planning Input Form is used to enter all non-personnel costs and augmentations for the budget year that is being worked on. It contains two separate tabs, CI Planning and Augmentation.

CI PLANNING TAB



To enter or adjust non-personnel budgeted costs in the CI Planning tab, please follow the steps listed below:

1. Select the CI Planning Input Forms column header at the top right of the form.
2. Choose the CI Planning tab.
3. Click on the Refresh button, and upon doing so, a pop-up box will appear.
4. Enter the year for which the Budget/Rebudget is being prepared.
5. Select the appropriate Budget Version. Guidance on proper Budget Versions is provided in the Introductory of the user's guide.
6. Select the appropriate Decision Package.
7. Choose the Fund.
8. Select the appropriate Fund Center.
9. Click the OK button.

After finishing these steps, the CI Planning tab will show the current estimates that are in the BudgetPrep system by commitment item. Adjustments can be made to the commitment items shown on this input tab. Only the 9999-column shaded in yellow can be adjusted on this form.

The 1000 through 4000 columns are displayed to show if/how budgets have been distributed. For guidance on how to distribute amounts, see the Distributions Input Form section of this guide.

If trying to zero out a 9999 amount, users must **FIRST** zero out any budget listed within budget types 1000 – 4000 on the Distributions Tab within the Distributions Input Form and then come back to this form to zero out the 9999-commitment item amount.

Make sure that the total is rounded to the nearest thousand for each CI level (for example 63, 64, 66, etc.).

To add a new commitment item, proceed with steps 1 through 4.

1. Choose the **Add New CI** button on the ribbon.

2. A Commitment Item box will appear. The CI's are sorted numerically, so scroll until the correct CI(s) is identified; or a search button is located at the top so if the CI is known, it can simply be typed in. Select the CI(s).

3. Click **Add**.

4. Select **Close**

Commitment Item Planning

Business Area 81 Executive Offices
 Fiscal Year 2023 2023
 Budget Version 740 GBO Budget Support
 Decision Package 1
 Fund 1062200000 Office of the Budget
 Funds Center 8121000000 Budget Secretary

Last Refresh: 6/24/2024 11:55:24 AM
 Mode: Change

Commitment item	Request Amount	Total \$ 599,764.00				
		DISTAMT	Starting Point/Distributed Amt			
		9999	1000	2000	3000	4000
6311000 Travel	\$ 4,000.00	\$ 4,000.00				
6331100 Telecomm-Rec	\$ 2,000.00	\$ 2,000.00				
6331230 TelecommSecrvcs	\$ 500.00	\$ 500.00				
6341100 ConsultnSvc-Non-EDP	\$ 150,000.00	\$ 150,000.00				
6342100 Legal Services/Fees	\$ 100,000.00	\$ 100,000.00				
6343100 Specialized Services	\$ 30,000.00	\$ 30,000.00				
6343117 Other Specialized Svc	\$ 251,764.00	\$ 251,764.00				
6343124 HR Shared Services	\$ 5,000.00	\$ 5,000.00				
6343400 IT Shared Services	\$ 15,000.00	\$ 15,000.00				
6361100 Office Supplies	\$ 500.00	\$ 500.00				
6391050 Membership Dues	\$ 38,000.00	\$ 38,000.00				
6391070 Conference Exp	\$ 2,500.00	\$ 2,500.00				
6391120 Insur/Suif/Flid Bonds	\$ 500.00	\$ 500.00				
6393999 Oth Op Exp	\$ 0.00	\$ 0.00				

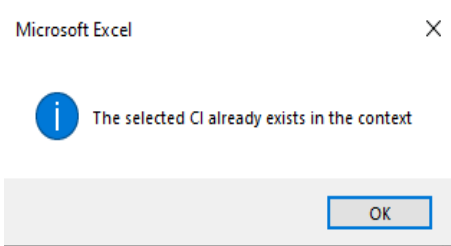
The form will generate the new CI line(s) where the amount can now be populated. Once the amount is entered in the yellow 9999 column, select the **Save** button.

Commitment Item Planning

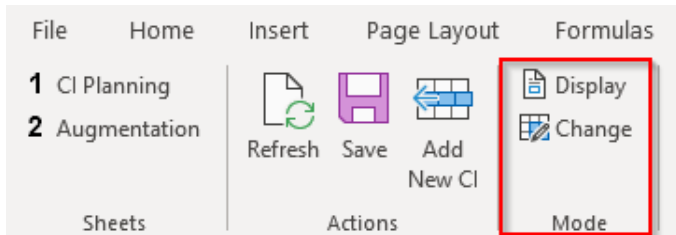
Business Area 81 Executive Offices
 Fiscal Year 2023 2023
 Budget Version 740 GBO Budget Support
 Decision Package 1
 Fund 1062200000 Office of the Budget
 Funds Center 8121000000 Budget Secretary

Last Refresh: 6/24/2020
 Mode: Change

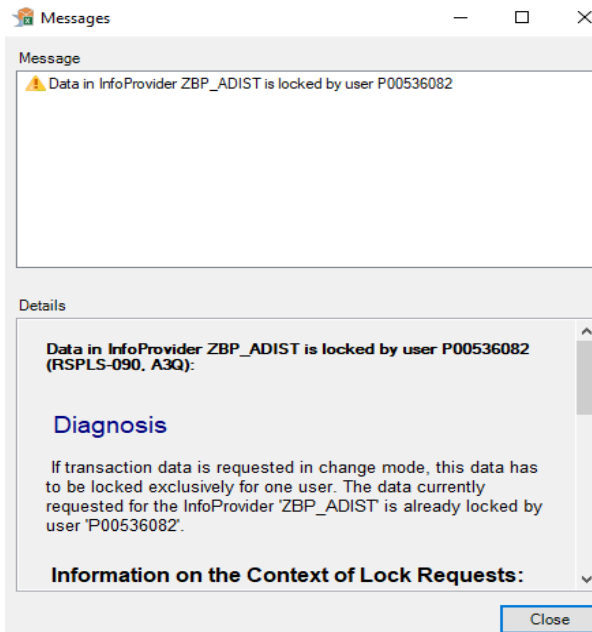
Commitment item	Request Amt	Total \$ 599,764.00				
		DISTAMT	Starting Point/Distributed Amt			
		9999	1000	2000	3000	4000
6311000 Travel	\$ 4,000.00	\$ 4,000.00				
6331100 Telecomm-Rec	\$ 2,000.00	\$ 2,000.00				
6331230 TelecommSecrvcs	\$ 500.00	\$ 500.00				
6341100 ConsultnSvc-Non-EDP	\$ 150,000.00	\$ 150,000.00				
6342100 Legal Services/Fees	\$ 100,000.00	\$ 100,000.00				
6343100 Specialized Services	\$ 30,000.00	\$ 30,000.00				
6343117 Other Specialized Svc	\$ 251,764.00	\$ 251,764.00				
6343124 HR Shared Services	\$ 5,000.00	\$ 5,000.00				
6343400 IT Shared Services	\$ 15,000.00	\$ 15,000.00				
6361100 Office Supplies	\$ 500.00	\$ 500.00				
6391050 Membership Dues	\$ 38,000.00	\$ 38,000.00				
6391070 Conference Exp	\$ 2,500.00	\$ 2,500.00				
6391120 Insur/Suif/Flid Bonds	\$ 500.00	\$ 500.00				
6393999 Oth Op Exp	\$ 0.00	\$ 0.00				
6331000 Communications						



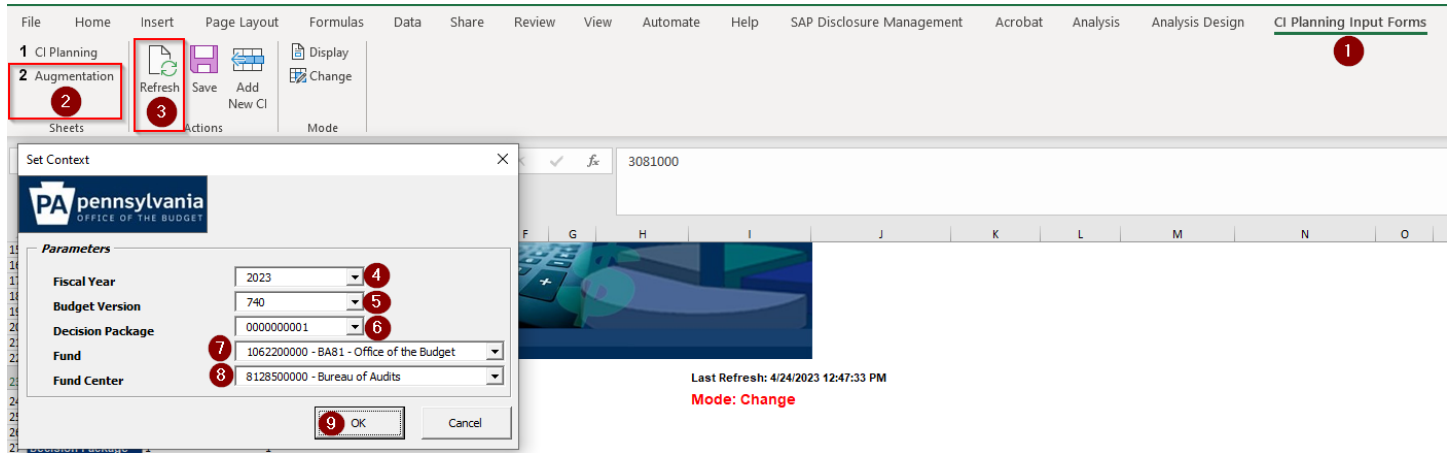
If when attempting to add a new CI, this error box appears, it means the CI has already been added. Changes to previously entered items can be adjusted simply by entering the adjusted amount in the prepopulated row in the DIST AMT 9999 column only.



Last, make sure when toggling between 2 input forms (the CI Planning Input Form vs the Distribution Input Form) that the form being worked on is selected as **Change**. The below error message will populate when trying to save data if these two input forms are opened at the same time using the same parameters and both forms are in change mode. When work is finished in one form, always remember to switch the mode back to **Display** so work being performed in another input form can be saved.



AUGMENTATION TAB



To enter estimated augmentations in the Augmentation tab, please follow the below steps:

1. Select the CI Planning Input Forms column header at the top right of the form.
2. Choose the Augmentation tab.
3. Click on the Refresh button, and upon doing so, a pop-up box will appear.
4. Enter the year for which the Budget/Rebudget is being prepared.
5. Select the appropriate Budget Version. Guidance on proper Budget Versions is provided in the Introductory of the user's guide.
6. Select the appropriate Decision Package.
7. Choose the Fund.
8. Select the appropriate Fund Center.
9. Click the OK button.

After finishing these steps, the Augmentation tab will show the current estimates that are in the BudgetPrep system by commitment item. Adjustments can be made to the commitment items shown on this input tab. Only the 9999-column shaded in yellow can be adjusted on this form.

Most augmentations should be distributed as budget type 2000. For guidance on how to distribute amounts, see the Distributions Input Form section of this guide.

If trying to zero out a 9999 amount, users must **FIRST** zero out any budget listed within budget type 2000 on the Distributions Tab within the Distributions Input Form and then come back to this form to zero out the 9999-commitment item amount.

Make sure that the total is rounded to the nearest thousand for the 44 CI level.

Augmentations should be entered as positive values within BudgetPrep. However, when augmentations appear on the BudgetPrep reports they will appear within parentheses () as a negative value.

To add a new commitment item, proceed with steps 1 through 4.

1. Choose the **Add New CI** button on the ribbon.
2. A Commitment Item box will appear. The CI's are sorted numerically, so scroll until the correct CI(s) is identified; or a search button is located at the top so if the CI is known, it can simply be typed in. Select the CI(s).
3. Click **Add**.
4. Select **Close**.

File Home Insert Page Layout Formulas Data Share Review View Automate Help SAP Disclosure Management Acrobat Analysis Analysis Design **CI Planning Input Forms**

1 CI Planning
2 Augmentation

Refresh Save **Add New CI** Display Change

Sheets Actions Mode

3081000

Office of the Budget

Augmentations

Business Area 81 Executive Offices
Fiscal Year 2023 2023
Budget Version 740 GBO Budget Support
Decision Package 1 1
Fund 1062200000 Office of the Budget
Funds Center 8128500000 Bureau of Audits

Last Refresh: 6/24/2024 12:02:39 PM
Mode: Change

Commitment item	Request Amount	Total	\$ 3,081,000.00		
	DIST AMT	Starting Point/Distributed Amt			
	9999	1000	2000	3000	4000
4436432 Comptroller Services	\$ 3,081,000.00	\$ 3,081,000.00			

Commitment Item

Enter a Commitment Item to search

- 4411279 - Farmer's Fishing Lic
- 4411280 - Savings Assoc. Merge
- 4411281 - Savings Assoc. Disso
- 4411282 - Savings Assoc. New C
- 4411283 - Interstate Savings A
- 4411284 - Credit Union App Fee
- 4411285 - Misc-Licensing,1&C
- 4411286 - Continuing Education
- 4411287 - TIIP Fees
- 4411288 - Prof Occ Affairs-Trn
- 4411289 - UCC Certifications
- 4411290 - CRE CertificationFee
- 4411291 - Txc Chm Rgn Fee L&I
- 4411292 - Act 90-Wst Dsp Fee

3 Add 4 Close

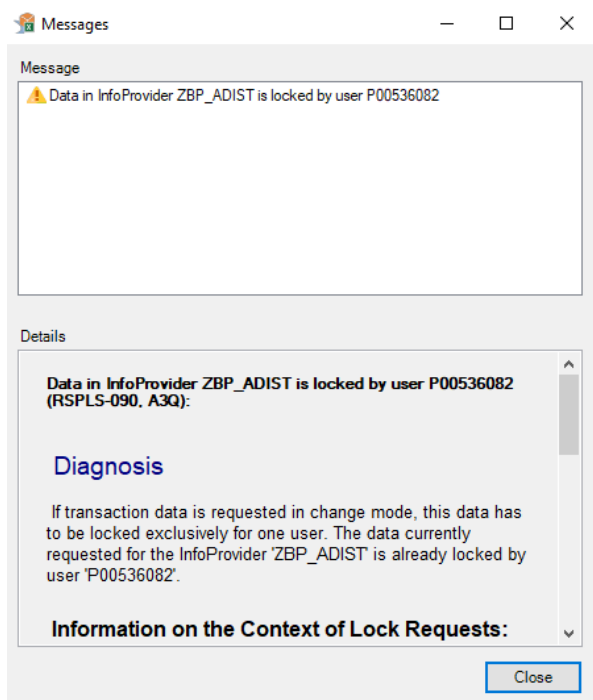
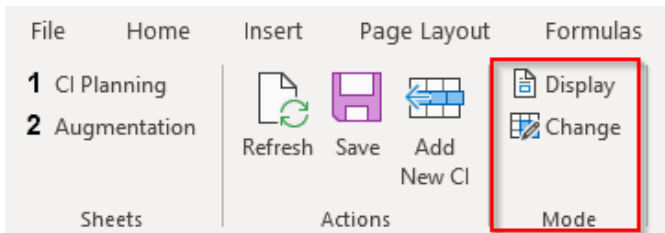
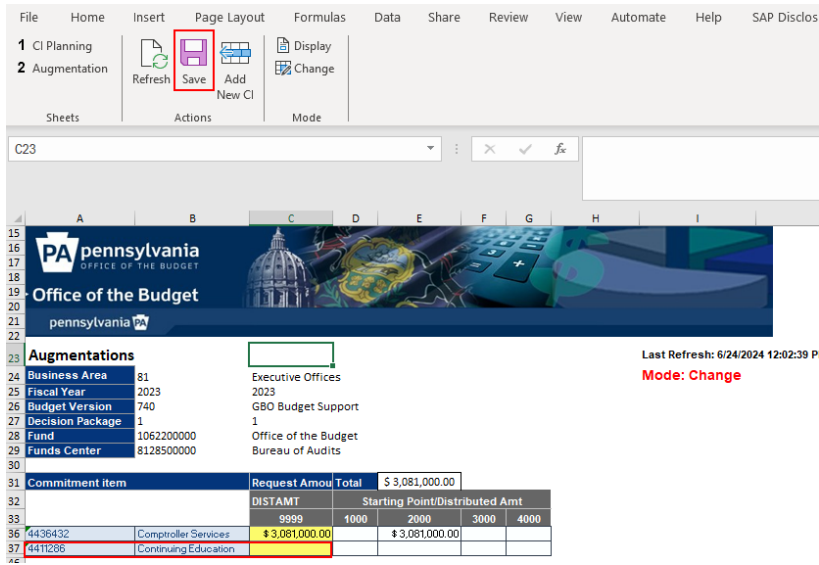
Microsoft Excel

The selected CI already exists in the context

OK

If when attempting to add a new CI, this error box appears, it means the CI has already been added. Changes to previously entered items can be adjusted simply by entering the adjusted amount in the prepopulated row in the DIST AMT 9999 column only.

The form will generate the new CI line(s) where the amount can now be populated. Once the amount is entered in the yellow 9999 column, select the **Save** button



Last, make sure when toggling between 2 input forms (the CI Planning Input Form vs the Distribution Input Form) that the form being worked on is selected as Change. The below error message will populate when trying to save data if these two input forms are opened at the same time using the same parameters and both forms are in change mode. When work is finished in one form, always remember to switch the mode back to Display so work being performed in another input form can be saved

COMPLEMENT INPUT FORM

The Complement Input Form is used for the budgeting of all personnel-related costs. It contains five tabs that allow the user to adjust personnel costs and one that allows for rounding of all the previously adjusted data. All Full-Time Equivalent (FTE) positions are captured as of the date of the complement pull, which can be found in the instructions for the Budget/Rebudget you are preparing. Below is a short summary of each tab. The rest of this section provides additional details about each tab along with step-by-step instructions and guidance on how to use each input tab.

Vacant LWOP Positions Tab (V or L)

This tab displays all the positions that were listed as Vacant or as a Filled but on Leave Without Pay (LWOP) at the time of the complement pull. On this form you can adjust the Pay Scale, Pay Periods, and Pay Scale Bi-Weekly Hours on a per position basis.

If there are any vacancies that are listed with no biweekly salary and the intention is to fund any portion of that position(s), users would need to:

- Enter a complement adjustment to account for your estimated vacancy funding for any position that is authorized but not accounted for on this tab.

—OR—

- Contact the [RA-OB BudgetPrep](#) resource account and ask for the amount to be updated by providing the position number and the Biweekly amount; once changed, the user can make adjustments on this tab.

New Positions Tab (N)

This tab is used to input any positions that will increase your current authorized complement (not due to a transfer of FTE(s) and/or transfer of program with authorized FTEs). New positions could require additional documentation when submitted to OBO.

Complement Adjustments Tab (CAJ)

This tab is utilized to enter an adjustment to salary/wage using the input of the FTE, Pay Periods, and (Salary) Adjustment Amount entered for the adjustment. Benefit calculations occur for all adjustments entered on this input tab. This input tab should be used to adjust total positions to account for part-time personnel in full-time positions or for new positions approved that were not included in the HR load.

Federal Direct and Non-Federal Direct adjustments should NOT be entered on this tab

Other Personnel Costs Tab (OPC)

These are specific commitment items related to Overtime, Unemployment Comp, Non-Standard Salaries, Rewards/Bonuses, Allowances, and Litigation/Arbitration/Payouts. This form automatically calculates the benefits (if applicable) for the items entered.

Other Adjustments Tab (OAJ)

A user would use this tab to enter an adjustment without the need/want to factor benefits. These adjustments are commonly used to make a specific amount adjustment. Just like with the CAJ, there are reason codes to assist in justification and categorization of adjustments made to a fund. **These should not be made for significant amounts or any adjustment that is described within another section.**

There is no longer an automatic rounding feature within BudgetPrep to align personnel to the closest thousand. Once all adjustments have been made in Complement for a particular fund, close all excel workbooks so there are no active connections to Business Warehouse including any connections to the input forms. Run the Complement Detail report and determine the amount of the adjustment to finalize the personnel amount. **Enter an OAJ using the “Reason Code 00020 Ending Adjustment.”** The agency has the flexibility to enter this adjustment anywhere that can sustain that adjustment. Usually, the first fund center and commitment that has adequate budget is used.

VACANT LWOP POSITIONS TAB

This tab displays all the positions that were listed as Vacant or as a Filled but on Leave Without Pay (LWOP) at the time of the complement pull. On this form you can adjust the Pay Scale, Pay Periods, and Pay Scale Bi-Weekly Hours on a per position basis.

If there are vacancies listed and no corresponding biweekly salary and the user intends to fund any portion of those positions, users would need to:

- Enter a complement adjustment to account for the estimated vacancy funding for any position that is authorized but not accounted for on this tab.

—OR—

- Contact the [RA-OB BudgetPrep](#) and ask for the amount to be updated by providing the position number and the Biweekly amount; once changed, the user can make adjustments on this tab.

The screenshot displays the Microsoft Excel interface for the 'Vacant & LWOP Positions' tab. The ribbon includes the 'Complement' tab (marked with a red circle 1) and the 'Vacant LWOP' group (marked with a red circle 3). The 'Set Context' dialog box is open, showing the following parameters:

Parameter	Value	Red Circle
Fiscal Year	2023	4
Budget Version	740	5
Decision Package	0000000001	6
Fund BA: 81	1062200000 - Office of the Budget - BA81	7
Work Contract	SS	8
Funds Center	BA81	9

The OK button is circled in red with a 10.

To adjust Vacant and LWOP Positions, follow the below steps:

1. Select the Complement Input Form column header at the top right of the form.
2. Choose the Vacant LWOP Positions tab.
3. Click on the Refresh button, and upon doing so, a pop-up box will appear.
4. Choose the year for which the Budget/Rebudget is being prepared.
5. Select the appropriate Budget Version. Guidance on proper Budget Versions is provided in the Introductory of the user's guide.
6. Select the appropriate Decision Package.
7. Choose the Fund.
8. Choose the Work Contract where SS is Salary and WW is Wage.
9. Select the appropriate Fund Center or the entire BA. The Vacant LWOP Positions tab is the **ONLY** complement tab that will accept the higher-level funds center. By selecting BAXX for fund center (where XX is your business area), all vacancies/LWOP for the fund will be returned.
10. Click the OK button.

This form displays all vacant and LWOP positions for the input parameters. The pay periods (1), bi-weekly hours (2), and pay scale level (3) can be changed for these positions. Any changes will cause a recalculation of the benefits for the position. Generally, LWOP positions are budgeted at 26.0, 26.1, or 26.2 pay periods (only benefits; not salary) and vacant positions are budgeted at 13 pay periods. Typically, an agency has several people on LWOP every year. If the amount of LWOPs is higher than the average of the previous years, you may fund the LWOPs with salary and benefits. If salary should be funded, the hours column would need to be updated from 0 hours to 75/80 depending on the position. If the number of LWOPs are lower than your average, then fund for benefits only and leave the hours at 0.

All changes to pay periods or bi-weekly hours should be made in the yellow shaded cells (1 & 2). To save changes, click on the **Save Data** button located in the top ribbon

To change a pay scale level, users should place the cursor in the applicable pay scale level cell (3) and then select the **Change PSLVL** button (4). Select the new pay scale level from the list provided and click **OK**.

A note will populate at the bottom left of the screen that states Data was Saved. The updated information should appear immediately.

Please note that once the change is made the updated row will appear with the new pay scale level, however the old data will still show but will reflect zeros in the data columns.

Funds center	Pos Fil, Vac, New	Position	Job	Wage Type	Bargaining Unit Grp	Pay scale level	Pay Scale Area	Pay Scale Group	Pay Scale Type	Full-time equivalent	Pay Periods	Pay Scale Bi-wk Hrs	Bi-weekly Amt	Request Amount
\$121000000	Budget Secretary	V	2036	3000502	101100	97	1010HCW/1010H66000	101CW	1010HCW/1010H66	101XH	1.00	13,000	75,000	\$ 0.00
\$121000000	Budget Secretary	V	63037	3000502	101100	97	1010HCW/1010H66000	101CW	1010HCW/1010H66	101XH	1.00	13,000	75,000	\$ 0.00
\$122000000	Dep Sec of Budget	L	37414	79400	101100	97	101STCW/101ST02N	101CW	ST1CW/101ST10	101ST	1.00	13,000	75,000	\$ 3,677.25
\$122000000	Dep Sec of Budget	V	71979	71301	101100	97	101ATCW/101AT0301	101CW	AT1CW/101AT03	101AT	1.00	13,000	75,000	\$ 3,089.25
\$122000000	Dep Sec of Budget	V	50384675	62303	101100	97	101STCW/101ST0801	101CW	ST1CW/101ST08	101ST	0.00	0.000	0.000	\$ 0.00
\$122000000	Dep Sec of Budget	V	50384675	62303	101100	97	101STCW/101ST0803	101CW	ST1CW/101ST08	101ST	1.00	13,000	75,000	\$ 2,481.00

Vacant and LWOP positions can be filtered using the **Vacant** or **LWOP** ribbon buttons (5). Use the ribbon buttons to switch between the two forms. If you select either **Vacant** or **LWOP** and want to see both again, click on the **Reset Filters** button (5). The "Pos Fil, Vac, New" parameter will reflect which indicator option is being used.

NEW POSITIONS TAB

This tab is used to input any positions that will increase your current authorized complement (not due to a transfer of FTE(s) and/or transfer of program with authorized FTEs). New positions could require additional documentation when submitted to OBO.

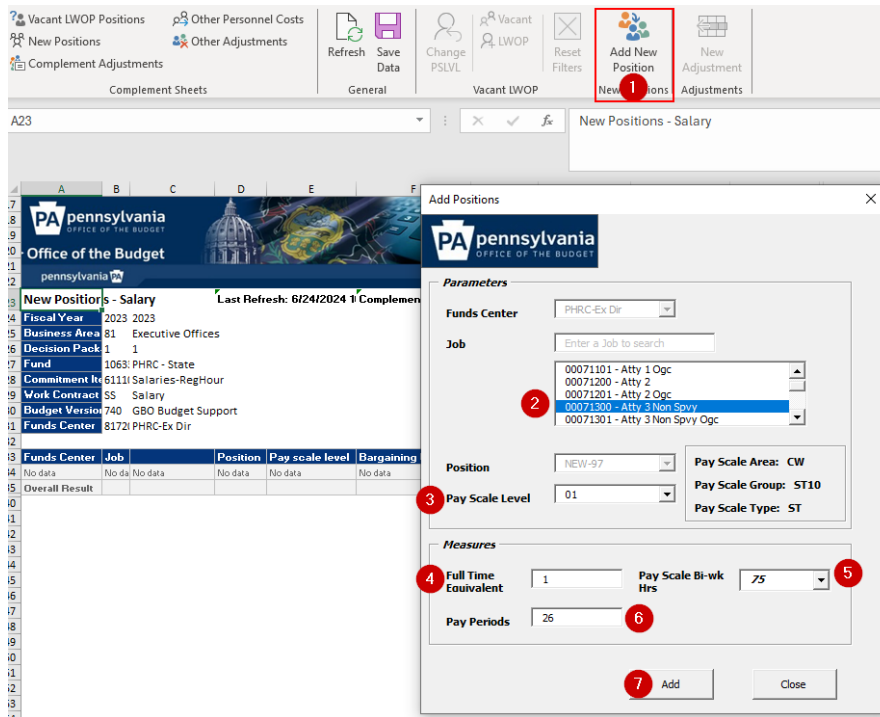
The screenshot displays the Microsoft Excel interface for the 'New Positions - Salary' worksheet. The ribbon at the top includes 'Complement' (1), 'New Positions' (2), and 'Refresh' (3). A 'Set Context' dialog box is open, showing the following parameters: Fiscal Year (2023, 4), Budget Version (740, 5), Decision Package (0000000001, 6), Fund BA: 81 (1063300000 - PHRC - State - BAB1, 7), Funds Center (8172000000 - Executive Director, 8), and Pos, Fil, Vac, New (N, 9). The OK button is also highlighted with a red circle 9. The background shows a table with columns A through Y and rows 17 through 32, with a 'New Positions - Salary' header and various data entries.

To add New Positions, follow the below steps:

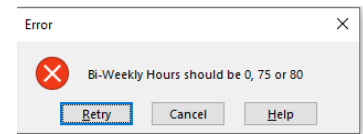
1. Select the Complement Input Form column header at the top right of the form.
2. Choose the New Positions tab.
3. Click on the Refresh button, and upon doing so, a pop-up box will appear.
4. Choose the year for which the Budget/Rebudget is being prepared.
5. Select the appropriate Budget Version. Guidance on proper Budget Versions is provided in the Introductory of the user's guide.
6. Select the appropriate Decision Package.
7. Choose the Fund.
8. Select the appropriate Fund Center.
9. Click the OK button.

To add a new position, click on the **Add New Position** button (1). The Add Positions box will appear. Within the parameters section of this box, both Job (2) and Pay Scale Level (3) will be items to select. Click in the box next to Job and use the scroll through option to select the needed position (2). The Job can also be searched by Job number. Then click in the box next to Pay Scale Level and choose the appropriate level (3). Within the measures section of the box, there will be three items to input, Full Time Equivalent (FTE) (4), Pay Scale Bi-wk Hrs (drop-down box) (5), and Pay Periods (6). Then select **Add** (7). The data will be saved automatically, and a pop-up box will appear that states Data was saved.

Multiple positions (using the same Job and Pay Scale Level) may be added at once by using two different methods. First, the user can choose to enter multiple FTE's along with the corresponding pay periods in the measures portion of the **Add New Position** button, or he/she can add one position and once the row populates, can update the yellow-colored parameters (FTE, Total Pay Periods and Pay Scale Bi-wk Hrs) within the screen



For Total Pay Periods, if more than one position is entered, multiply the number of FTE's by the pay periods for each position and enter the total pay periods for all positions. The Bi-Weekly Hours should only be 0, 75, or 80 hours. If a user types in a different number of hours the error message to the side will be received.



If planning to adjust more than one fund center, the **Refresh** button must be selected to change the funds center.

Always remember to click the **Save Data** button if changing values in the yellow-colored parameters as these updates won't save automatically.

Funds center	Job	Position	Pay scale level	Bargaining Unit Grp	Wage Type	Pay Scale Type	Pay Scale Group	Pay Scale Area	Full-time equivalent	Total Pay Periods	Pay Scale Bi-wk Hrs	Bi-weekly Amt	Request Amount	
8172000000	71400	Atty 3 Spvy	NEW-97	10/ST/CW/1/ST10/01	97	10/1100	10/ST	CW/1/ST10	10/CW	1.000	26.000	75.000	\$ 3,089.25	\$ 80,320.00
Overall Result										1.00	26.000	75.000	\$ 3,089.25	\$ 80,320.00

If the job selected does not have pay rates maintained in the pay schedules, an error message will appear that states the following: Pay Rates are not maintained for this Job – contact IES to add new position.

COMPLEMENT ADJUSTMENTS TAB

This tab is utilized to enter an adjustment to salary/wage using the input of the FTE, Pay Periods, and (Salary) Adjustment Amount entered for the adjustment. Benefit calculations occur for all adjustments entered on this input tab. This input tab should be used to adjust total positions to account for part-time personnel in full-time positions or for new positions approved that were not included in the HR load.

Federal Direct and Non-Federal Direct adjustments should NOT be entered on this tab.

The screenshot displays the BudgetPrep software interface. The top ribbon includes tabs for File, Home, Insert, Page Layout, Formulas, Data, Share, Review, View, Automate, Help, SAP Disclosure Management, Acrobat, Analysis, Analysis Design, and Complement. The Complement tab is active, showing a 'Complement Adjustments' button (2) and a 'Refresh' button (3). A 'Set Context' dialog box is open, showing parameters for the adjustment:

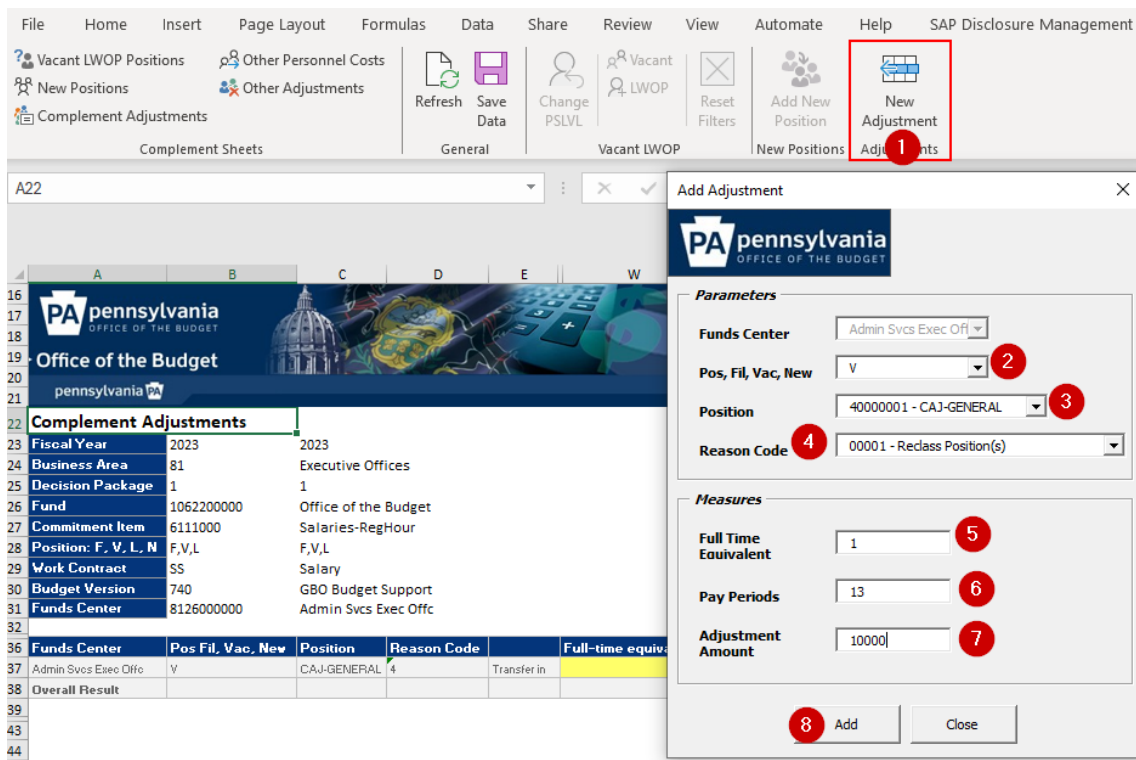
Parameter	Value
Fiscal Year	2023
Budget Version	740
Decision Package	000000001
Fund BA: 81	1062200000 - Office of the Budget - BA81
Work Contract	SS
Funds Center	126000000 - Administrative Services - Exec Offices

The dialog box also shows 'OK' (10) and 'Cancel' buttons. The background spreadsheet shows a table with columns for Fiscal Year, Business Area, Decision Package, Fund, Commitment Item, Position, Work Contract, Budget Version, and Funds Center.

To enter Complement Adjustments, follow the below steps:

1. Select the Complement Input Form column header at the top right of the form.
2. Choose the Complement Adjustments tab.
3. Click on the Refresh button, and upon doing so, a pop-up box will appear.
4. Choose the year for which the Budget/Rebudget is being prepared.
5. Select the appropriate Budget Version. Guidance on proper Budget Versions is provided in the Introductory of the user's guide.
6. Select the appropriate Decision Package.
7. Choose the Fund.
8. Choose the Work Contract where SS is Salary and WW is Wage.
9. Select the appropriate Fund Center.
10. Click the OK button.

To enter an adjustment, click on the **New Adjustment** button (1). An Add Adjustment box will appear. Within the parameters section of this there are 3 dropdowns. First, select whether the position is Filled, Vacant or LWOP (2); second, select the Position (used for benefit calculations) (3); finally choose a Reason Code (4). Then within the measures section of the box there will be 3 items to input manually, Full Time Equivalent (FTE) (5), Pay Periods (6), and Adjustment Amount (7). Click on **Add** (8) to enter a new adjustment line on the form. A note will populate at the bottom left of the screen that states Data was saved. The updated information should appear immediately.

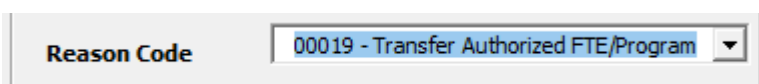


Numbers can be entered as positive amounts or negative amounts depending on the adjustments needed. Data will save automatically when using the Add Adjustment box. However, if for some reason the user needs to update the yellow boxes of FTE, Pay Periods, or Adjustment Amount after the rows have already been populated, the Save Data button will need to be selected.

Funds center	Pos Fil, Vac, New	Position	Reason Code		Full-time equivalent	Pay Periods	Adjustment Amount
Admin Svcs Exec Offc	V	CAJ-GENERAL	1	Reclass Position(s)	-1.00	-13.00	-10,000.00
Admin Svcs Exec Offc	V	CAJ-GENERAL	4	Transfer in	1.00	13.00	30,000.00
Overall Result					0.00	0.00	\$ 20,000.00

When choosing the Position remember that CAJ-SPECIAL should be used for Age-50 positions or other positions that have special benefit factors, CAJ-PSP-SS for State Police only (no social security is calculated), use CAJ-GENERAL for all others.

The Reason Code field allows the selection of the appropriate description from the drop-down menu. If applicable, detailed information regarding the adjustments should be included on a separate file submitted to the user's OBO analyst. Please remember to use **Reason Code 19** for any FTE adjustments if the transfer includes changes in authorized complement.



OTHER PERSONNEL COSTS TAB

These are specific commitment items related to Overtime, Unemployment Comp, Non-Standard Salaries, Rewards/Bonuses, Allowances, and Litigation/Arbitration/Payouts. This form automatically calculates the benefits (if applicable) for the items entered.

To enter Other Personnel Costs, follow the below steps:

1. Select the Complement Input Form column header at the top right of the form.
2. Choose the Other Personnel Costs tab.
3. Click on the Refresh button, and upon doing so, a pop-up box will appear.
4. Choose the year for which the Budget/Rebudget is being prepared.
5. Select the appropriate Budget Version. Guidance on proper Budget Versions is provided in the Introductory of the user's guide.
6. Select the appropriate Decision Package.
7. Choose the Fund.
8. Choose the Work Contract where SS is Salary and WW is Wage.
9. Select the appropriate Fund Center.
10. Click the OK button.

When the screen populates, enter amounts in the appropriate commitment item within the yellow cells.

When finished entering amounts, click the **Save Data** button.

OPC-SPECIAL should be used for Age-50 positions or other positions that have special benefit factors, OPC-PSP-SS for State Police only (no social security is calculated), and use OPC-GENERAL for all others.

Office of the Budget			
pennsylvania			
Other Personnel Costs			Last Refresh: 6/24/2024 11:11 Complement Date: 01/00/1900
Fiscal Year	2023	2023	
Business Area	81	Executive Offices	
Decision Package	1	1	
Fund	1062200000	Office of the Budget	
Position	40000052; 40000055; 40000057	OPC-GENERAL; OPC-PSP-SS; OPC-SPECIAL	
Work Contract	SS	Salary	
Budget Version	740	GBO Budget Support	
Funds Center	8126000000	Admin Svcs Exec Offc	
Funds Center	Commitment Item	Benefit Selection	Request Amount
Admin Svcs Exco Offc	6131000 - OTHourStTimeRate	OPC-GENERAL	
Admin Svcs Exco Offc	6131000 - OTHourStTimeRate	OPC-PSP-SS	
Admin Svcs Exco Offc	6131000 - OTHourStTimeRate	OPC-SPECIAL	
Admin Svcs Exco Offc	6149000 - UnempComp-SS	OPC-GENERAL	
Admin Svcs Exco Offc	6149000 - UnempComp-SS	OPC-PSP-SS	
Admin Svcs Exco Offc	6149000 - UnempComp-SS	OPC-SPECIAL	
Admin Svcs Exco Offc	6112000 - Salaries-SHRDWH	OPC-GENERAL	
Admin Svcs Exco Offc	6112000 - Salaries-SHRDWH	OPC-PSP-SS	
Admin Svcs Exco Offc	6112000 - Salaries-SHRDWH	OPC-SPECIAL	
Admin Svcs Exco Offc	6113000 - Salaries-HghClassPay	OPC-GENERAL	
Admin Svcs Exco Offc	6113000 - Salaries-HghClassPay	OPC-PSP-SS	
Admin Svcs Exco Offc	6113000 - Salaries-HghClassPay	OPC-SPECIAL	
Admin Svcs Exco Offc	6163000 - Rewards/Bonuses	OPC-GENERAL	
Admin Svcs Exco Offc	6163000 - Rewards/Bonuses	OPC-PSP-SS	
Admin Svcs Exco Offc	6163000 - Rewards/Bonuses	OPC-SPECIAL	
Admin Svcs Exco Offc	6164000 - Allowances	OPC-GENERAL	
Admin Svcs Exco Offc	6164000 - Allowances	OPC-PSP-SS	
Admin Svcs Exco Offc	6164000 - Allowances	OPC-SPECIAL	
Admin Svcs Exco Offc	6161000 - Lit/ArbPfout	OPC-GENERAL	
Admin Svcs Exco Offc	6161000 - Lit/ArbPfout	OPC-PSP-SS	
Admin Svcs Exco Offc	6161000 - Lit/ArbPfout	OPC-SPECIAL	
Overall Result			\$0.00

OTHER ADJUSTMENTS TAB

A user would use this tab to enter a lump sum adjustment without the need/want to factor benefits. These adjustments are commonly used to make a specific amount adjustment. Just like with the CAJ, there are reason codes to assist in justification and categorization of adjustments made to a fund. Examples of entries include adjustments for the benefits associated with full time wage positions or payments received from or payable to other state agencies for complement cost sharing agreements **These should not be made for significant amounts or any adjustment that is described within another section.**

The screenshot displays the BudgetPrep software interface. At the top, the ribbon includes tabs for File, Home, Insert, Page Layout, Formulas, Data, Share, Review, View, Automate, Help, SAP Disclosure Management, Acrobat, Analysis, Analysis Design, and Complement. The 'Complement' tab is active, showing a 'New Adjustment' button (1). Below the ribbon, the 'Other Adjustments' tab (2) is selected in the 'Complement Sheets' section. The 'Refresh' button (3) is highlighted. A 'Set Context' dialog box is open, showing the following parameters:

Parameter	Value
Fiscal Year	2023 (4)
Budget Version	740 (5)
Decision Package	000000001 (6)
Fund BA: 81	1062200000 - Office of the Budget - BA81 (7)
Work Contract	SS (8)
Funds Center	126000000 - Administrative Services - Exec Offices (9)

The dialog box also features an 'OK' button (10) and a 'Cancel' button. The background shows a spreadsheet with a sidebar on the left containing a navigation menu with items like 'Other Adjustments', 'Business Area', 'Fiscal Year', 'Budget Version', 'Decision Package', 'Fund', 'Position', 'Work Contract', and 'Funds Center'.

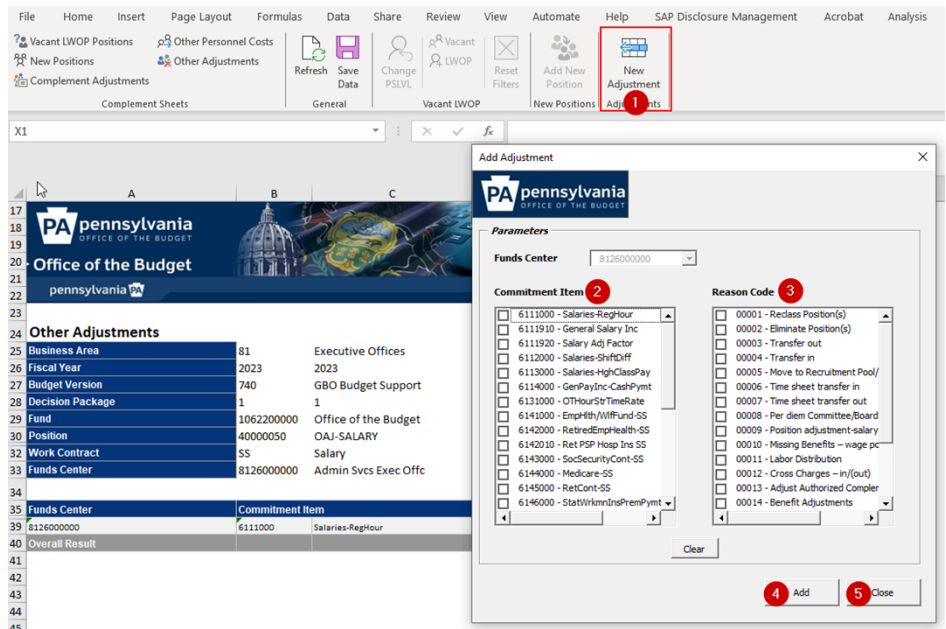
To enter Other Adjustments, follow the below steps:

1. Select the Complement Input Form column header at the top right of the form.
2. Choose the Other Adjustments tab.
3. Click on the Refresh button, and upon doing so, a pop-up box will appear.
4. Choose the year for which the Budget/Rebudget is being prepared.
5. Select the appropriate Budget Version. Guidance on proper Budget Versions is provided in the Introductory of the user's guide.
6. Select the appropriate Decision Package.
7. Choose the Fund.
8. Choose the Work Contract where SS is Salary and WW is Wage.
9. Select the appropriate Fund Center.
10. Click the OK button.

To add an adjustment, click on the **New Adjustment** button (1). Select the Commitment Item(s)(2) and Reason Code(s)(3) and click **Add** (4). Then click **Close** (5).

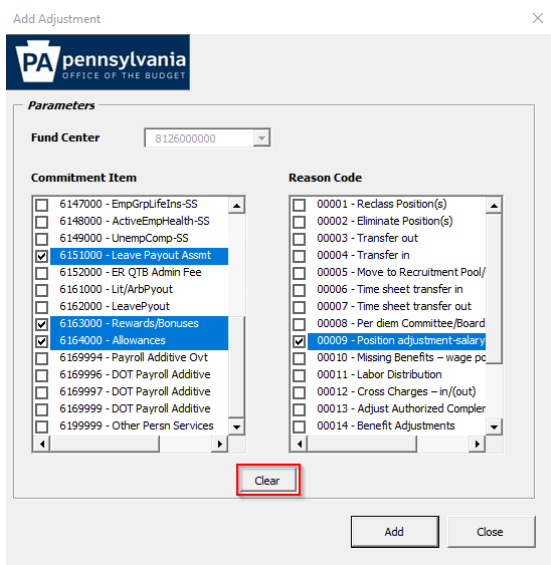
Multiple Commitment Items can be added at one time. The same holds true for Reason Codes. However, if adding multiple Commitment Items, then only one Reason Code can be selected. If adding multiple Reason Codes, then only one Commitment Item can be selected. Both categories can't have multiple criteria selected at once.

A new line item will appear where the corresponding dollar value can be added. Input the value and then select the **Save Data** button.

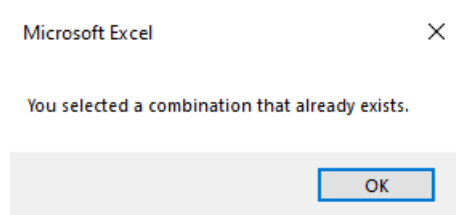


If a new adjustment is added and then needs to be altered, simply adjust within the yellow cell of the row that needs changed. Then remember to select save data as a direct change to the yellow cell will not save automatically.

Fund Center	Commitment Item	Reason Code	Adjustment Amount
8126000000	6111000 Salaries-RegHour	9	\$132.00
8126000000	6163000 Rewards/Bonuses	9	
8126000000	6164000 Allowances	9	
Overall Result			\$132.00



If additional adjustments are needed utilizing separate Commitment Items and or Reason Codes, always make sure to select the **Clear** button upon opening the Add Adjustment box. Otherwise, the below error box will appear. Upon clicking OK, the new adjustment line(s) will be added, but only for the newly selected data.



Fund Center	Commitment Item	Reason Code	Adjustment Amount
8126000000	6111000 Salaries-RegHour	9	\$132.00
8126000000	6163000 Rewards/Bonuses	9	\$1.00
8126000000	6164000 Allowances	9	\$2.00
8126000000	6151000 Leave Payout Assmt	9	
Overall Result			\$135.00

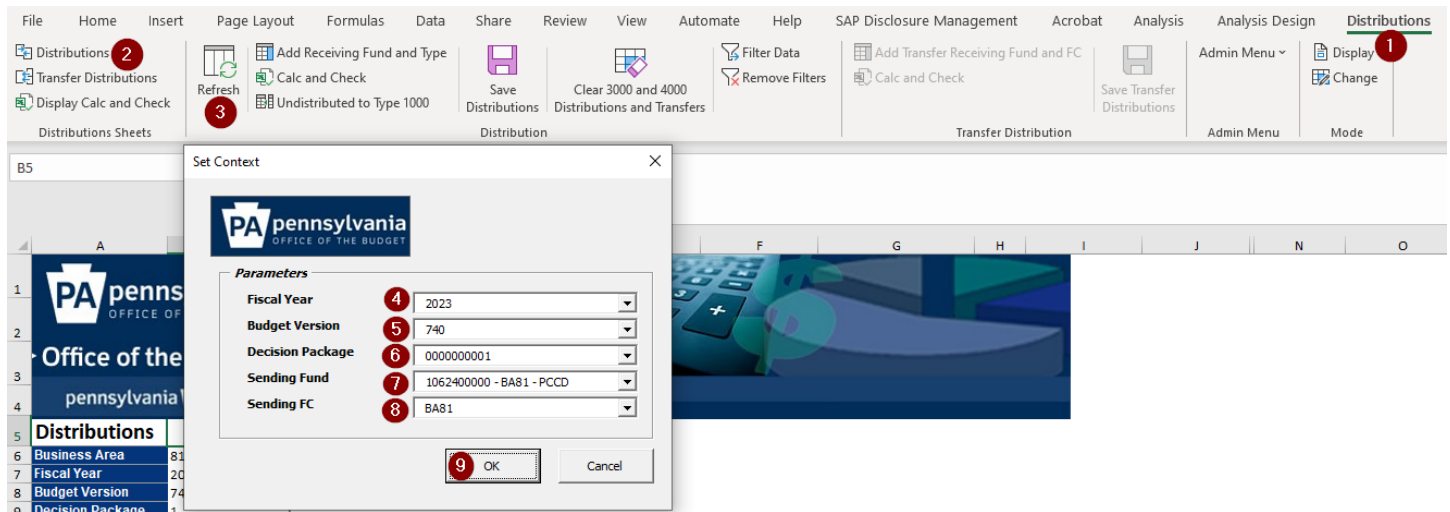
DISTRIBUTIONS INPUT FORM

Once the budget is developed, the distribution process allocates the costs based on the source of funds (how the agency will pay the costs in SAP). Distributions are made based on where the final costs are paid or if the costs are transferred to another appropriation after the fact.

The Distributions Input Form should be utilized if the following conditions exist, which is most scenarios.

- If most of the distribution is appropriated and the sending and receiving funds centers remain the same.
- If percentages are used to move budgeted amounts from the default budget type (9999) to the destination budget type.
- If receiving funds for a sending fund are less than 20.

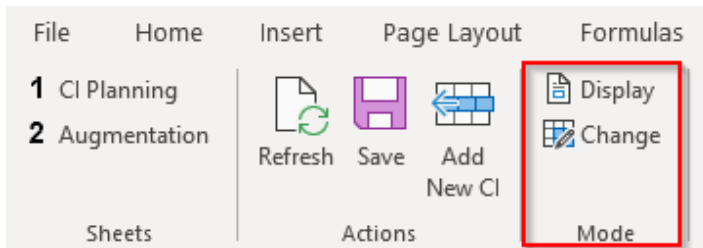
DISTRIBUTIONS TAB



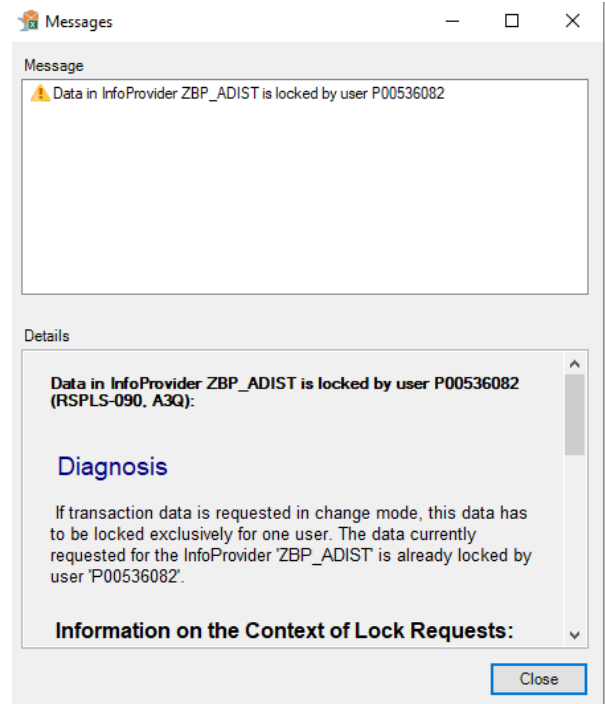
To distribute costs, follow the below steps:

1. Select the Distributions Input Form column header at the top right of the form.
2. Choose the Distributions tab.
3. Click on the Refresh button, and upon doing so, a pop-up box will appear.
4. Choose the year for which the Budget/Rebudget is being prepared.
5. Select the appropriate Budget Version. Guidance on proper Budget Versions is provided in the Introductory of the user's guide.
6. Select the appropriate Decision Package.
7. Choose the Fund.
8. Select the appropriate Fund Center or the entire BA.
9. Click the OK button.

Reminder

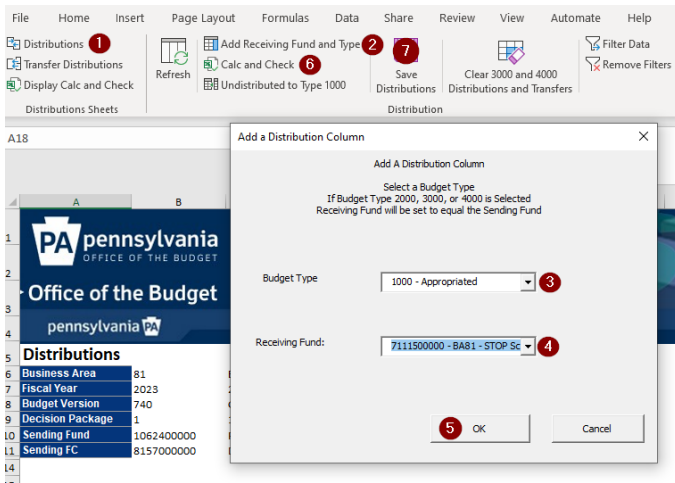


Always make sure when toggling between 2 input forms (the CI Planning Input Form vs the Distribution Input Form) that the form being worked on is selected as **Change**. An error message will populate when trying to save data if these two input forms are opened at the same time using the same parameters and both forms are in change mode. When work is finished in one form, always remember to switch the mode back to **Display** so work being performed in another input form can be saved.



Direct Charges

Costs that are charged directly to a Federal or another State fund should be entered using a Receiving Type of 1000.



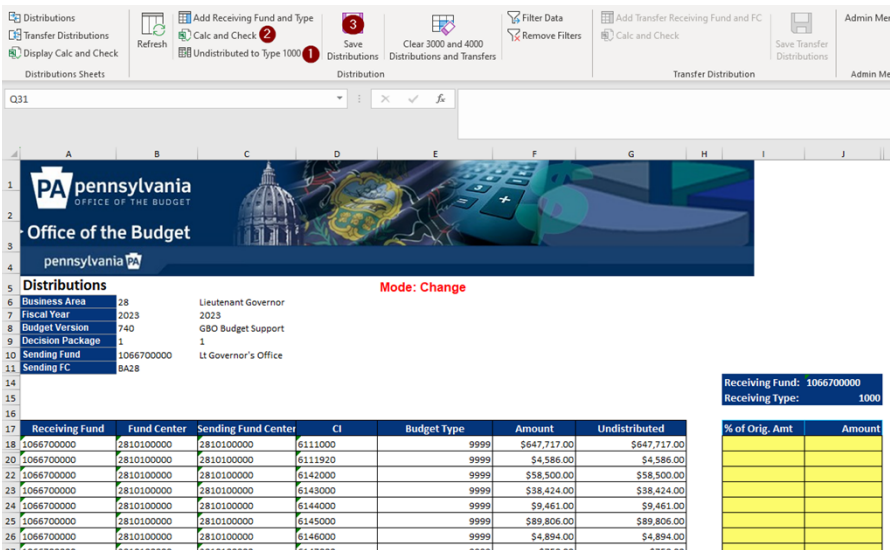
On the **Distributions** tab (1), click **Add Receiving Fund and Type** (2).

When the Add a Distribution Column box appears, pick type **1000 – Appropriated** as the Budget Type (3) and select the Receiving Fund (4).

Then click **OK** (5).

When the new column appears, enter percentages or amounts in the appropriate column. **Calc and Check** (6) to verify information entered is correct.

Click **Save Distributions** (7). You must ensure these amounts are rounded in total.

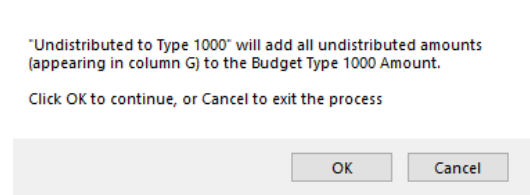


Distributing to Budget Type 1000

If a sending fund **only** plans to allocate costs to receiving type 1000 (no augmentations or Federal/non-Federal transfers), the user only needs to click three buttons to complete the distributions. **Undistributed to Type 1000 (1), Calc and Check (2), and Save Distributions (3).**

When clicking on the **Undistributed to Type 1000** button (1), the following message will appear.

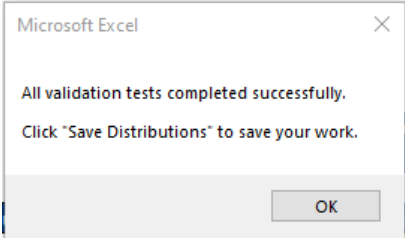
Click **OK** to continue.



The amounts in the Undistributed column (column G) move to the Amount column (column J).

Receiving Fund	Fund Center	Sending Fund Center	CI	Budget Type	Amount	Undistributed
1066700000	2810100000	2810100000	6111000	9999	\$647,717.00	\$647,717.00
1066700000	2810100000	2810100000	6111920	9999	\$4,586.00	\$4,586.00
1066700000	2810100000	2810100000	6142000	9999	\$58,500.00	\$58,500.00
1066700000	2810100000	2810100000	6143000	9999	\$38,424.00	\$38,424.00
1066700000	2810100000	2810100000	6144000	9999	\$9,461.00	\$9,461.00
1066700000	2810100000	2810100000	6145000	9999	\$89,806.00	\$89,806.00
1066700000	2810100000	2810100000	6146000	9999	\$4,894.00	\$4,894.00

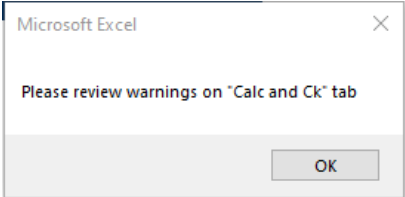
Then click on **Calc and Check (2)**.



If all validations are successful, the pop-up box to the left will appear. Remember to click **OK** through the validation message.

Then select **Save Distributions (3)**.

Make sure the Undistributed column contains all \$0.00's when finished.



If all validations do not pass, the system will generate a pop-up box as shown to the left that tells users to review the warnings on the Calc and Ck tab. Click **OK** and the error(s) will appear.

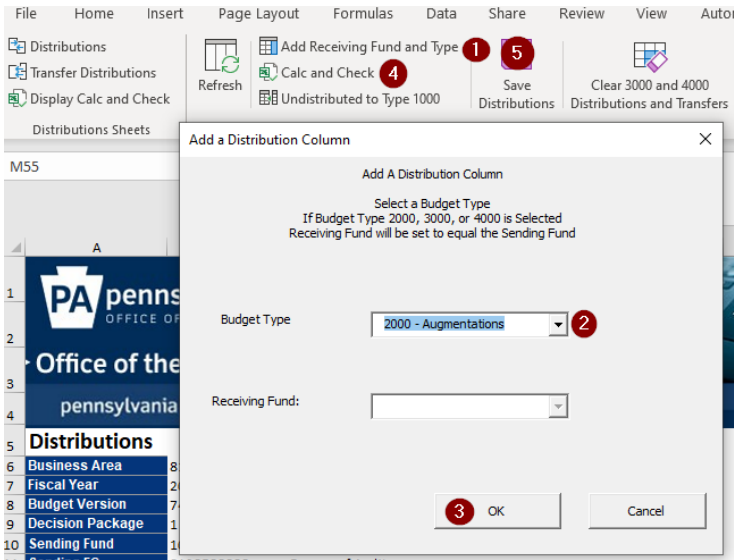
Review the messages and correct any errors before saving. To correct the errors, go back to the **Distributions** tab, make the edits, perform another **Calc and Check (2)**, and then **Save Distributions (3)**.

Distributing to Budget Type 2000 (Augmentations)

If a fund is supported by augmentations, the receiving type 2000 must be added to the distributions tab.

Click on the **Add Receiving Fund and Type (1)** button. In the Add A Distribution Column box, use the drop down to select the **2000 – Augmentations** as the Budget Type (2). The receiving fund will automatically be set to the sending fund. Click **OK (3)**.

Two new columns are added for Receiving Type 2000. Enter a percentage in the **% of Orig Amt** column or total dollar amount in the **Amount** column to enter the augmentations. The percentage column overrides the amount column.



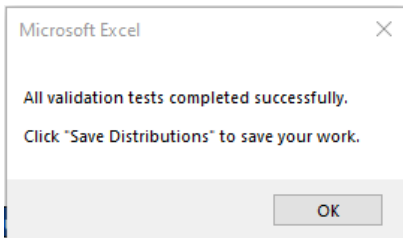
Both the revenue (C14*) and expenditures (C16*) must be distributed equally to the 2000 Receiving Type. **Both are entered as positive amounts.** The BudgetPrep system knows the C14*'s are revenues and therefore negative. The system will automatically validate this.

Receiving Fund	Fund Center	Sending Fund Center	CI	Budget Type	Amount	Undistributed
1062200000	8128500000	8128500000	4436432	9999	\$3,081,000.00	\$0.00
1062200000	8128500000	8128500000	6111000	9999	\$3,105,882.00	\$0.00

Receiving Fund: 1062200000	Receiving Type: 1000	% of Orig. Amt	Amount
			\$24,882.00

Receiving Fund: 1062200000	Receiving Type: 2000	% of Orig. Amt	Amount
			\$3,081,000.00
			\$3,081,000.00

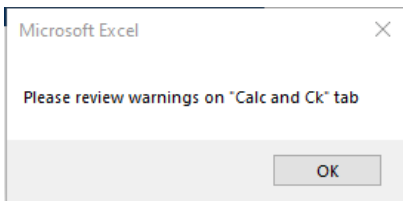
Then click on **Calc and Check (4)**.



If all validations are successful, the pop-up box to the left will appear. Remember to click **OK** through the validation message.

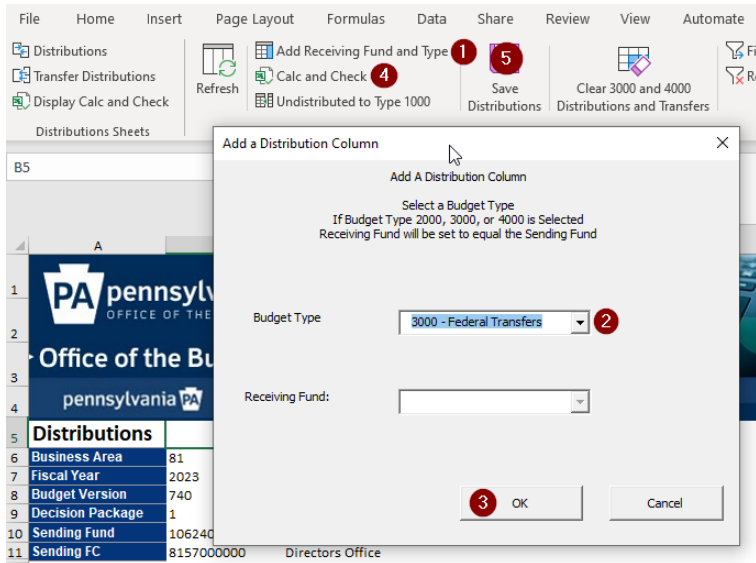
Then select **Save Distributions (5)**.

Make sure the Undistributed column contains all \$0.00's when finished.



If all validations do not pass, the system will generate a pop-up box as shown to the left that tells users to review the warnings on the Calc and Ck tab. Click **OK** and the error(s) will appear.

Review the messages and correct any errors before saving. To correct the errors, go back to the **Distributions** tab, make the edits, perform another **Calc and Check (4)**, and then **Save Distributions (5)**.



Distributing to Budget Type 3000

If no Receiving Type 3000 appears, click **Add Receiving Fund and Type (1)**. In the Add A Distribution Column box, use the drop down to select **3000 – Federal Transfers** as the Budget Type (2). The receiving fund will automatically be set to the sending fund. Then click **OK (3)**.

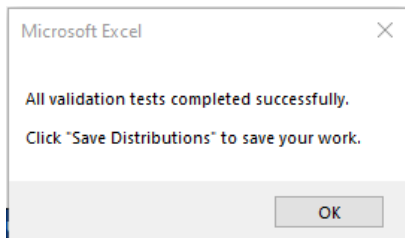
Two new columns are added for Receiving Type 3000. Enter a percentage in the **% of Orig Amt** column or total dollar amount in the **Amount** column to enter the federal transfers. The amounts entered reflect the amounts that will be transferred via a CI92 transfer to Federal funds. Enter the **total** amount of funds that will transfer to all federal funds. The distribution to the specific Federal funds will be explained in the Transfer Budget Type 3000/4000 section of this guide.

Receiving Fund	Fund Center	Sending Fund Center	CI	Budget Type	Amount	Undistributed
1062400000	8157000000	8157000000	6111000	9999	\$6,878,321.00	\$1,230,000.00
1062400000	8157000000	8157000000	6111920	9999	\$41,342.00	\$8,000.00
1062400000	8157000000	8157000000	6121000	9999	\$94,492.00	\$18,500.00
1062400000	8157000000	8157000000	6142000	9999	\$756,600.00	\$120,000.00
1062400000	8157000000	8157000000	6143000	9999	\$425,464.00	\$71,000.00
1062400000	8157000000	8157000000	6144000	9999	\$99,680.00	\$16,000.00
1062400000	8157000000	8157000000	6145000	9999	\$2,169,439.00	\$378,000.00
1062400000	8157000000	8157000000	6146000	9999	\$51,567.00	\$8,500.00
1062400000	8157000000	8157000000	6147000	9999	\$9,708.00	\$2,000.00
1062400000	8157000000	8157000000	6148000	9999	\$1,399,710.00	\$223,000.00
1062400000	8157000000	8157000000	6151000	9999	\$143,677.00	\$24,000.00

Receiving Fund: 1062400000	
Receiving Type: 1000	
% of Orig. Amt	Amount
	\$4,629,951.00
	\$26,652.00
	\$60,702.00
	\$536,263.00
	\$295,054.00
	\$69,760.00
	\$1,479,639.00
	\$35,867.00
	\$6,420.00
	\$991,085.00
	\$99,607.00

Receiving Fund: 1062400000	
Receiving Type: 3000	
% of Orig. Amt	Amount
	1018370
	6690
	15290
	100337
	59410
	13920
	311800
	7200
	1288
	185625
	20070

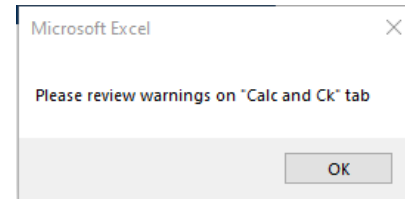
Then click on **Calc and Check (4)**.



If all validations are successful, the pop-up box to the left will appear. Remember to click **OK** through the validation message.

Then select **Save Distributions (5)**.

Make sure the Undistributed column contains all \$0.00's when finished. Then click **Save Distributions**. A file note will appear in the lower left hand corner of the screen that says Data was saved.



If all validations do not pass, the system will generate a pop-up box as shown to the left that tells users to review the warnings on the Calc and Ck tab. Click **OK** and the error(s) will appear.

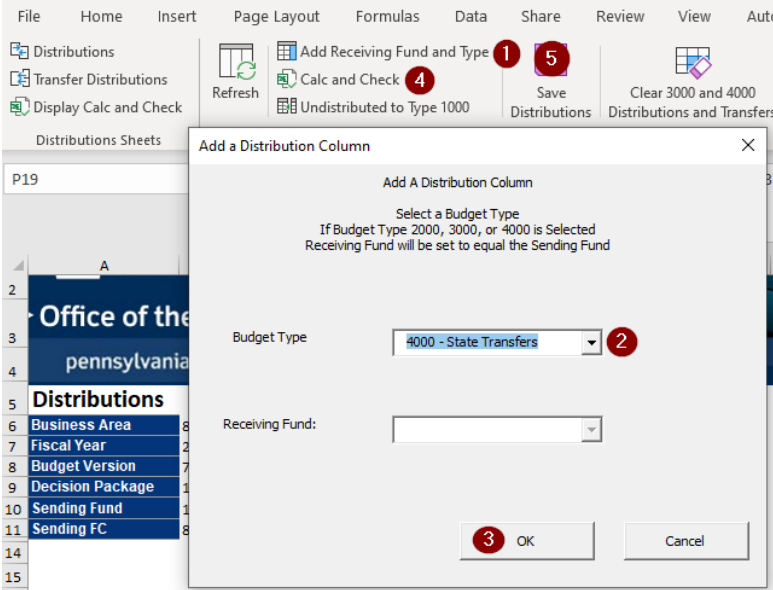
Review the messages and correct any errors before saving. To correct the errors, go back to the **Distributions** tab, make the edits, perform another **Calc and Check (4)**, and then **Save Distributions (5)**.

The system automatically creates the CI92 transfer amount and enters the appropriate line with the negative amount. Users must ensure that the Receiving Type 3000 nets to zero for the submission to be correct and complete.

Receiving Fund	Fund Center	Sending Fund Center	CI	Budget Type	Amount	Undistributed
1062400000	8157000000	8157000000	6111000	9999	\$6,878,321.00	\$1,230,000.00
1062400000	8157000000	8157000000	6111920	9999	\$41,342.00	\$8,000.00
1062400000	8157000000	8157000000	6121000	9999	\$94,492.00	\$18,500.00
1062400000	8157000000	8157000000	6142000	9999	\$756,600.00	\$120,000.00
1062400000	8157000000	8157000000	6143000	9999	\$425,464.00	\$71,000.00
1062400000	8157000000	8157000000	6144000	9999	\$99,680.00	\$16,000.00
1062400000	8157000000	8157000000	6145000	9999	\$2,169,439.00	\$378,000.00
1062400000	8157000000	8157000000	6146000	9999	\$51,567.00	\$8,500.00
1062400000	8157000000	8157000000	6147000	9999	\$9,708.00	\$2,000.00
1062400000	8157000000	8157000000	6148000	9999	\$1,399,710.00	\$223,000.00
1062400000	8157000000	8157000000	6151000	9999	\$143,677.00	\$24,000.00
1062400000	8157000000	8157000000	9200210	9999	-\$1,740,000.00	\$0.00

Receiving Fund: 1062400000	
Receiving Type: 1000	
% of Orig. Amt	Amount
	\$4,629,951.00
	\$26,652.00
	\$60,702.00
	\$536,263.00
	\$295,054.00
	\$69,760.00
	\$1,479,639.00
	\$35,867.00
	\$6,420.00
	\$991,085.00
	\$99,607.00

Receiving Fund: 1062400000	
Receiving Type: 3000	
% of Orig. Amt	Amount
	\$1,018,370.00
	\$6,690.00
	\$15,290.00
	\$100,337.00
	\$59,410.00
	\$13,920.00
	\$311,800.00
	\$7,200.00
	\$1,288.00
	\$185,625.00
	\$20,070.00
	-\$1,740,000.00



Distributing to Budget Type 4000

If no Receiving Type 4000 appears, click **Add Receiving Fund and Type (1)**. In the Add A Distribution Column box, use the drop down to select **4000 – State Transfers** as the Budget Type (2). The receiving fund will automatically be set to the sending fund. Then click **OK (3)**.

Two new columns are added for Receiving Type 4000. Enter a percentage in the **% of Orig Amt** column or total dollar amount in the **Amount** column to enter the non-Federal transfers. The amounts entered reflect the amounts that will be transferred via a CI92 transfer to non-Federal funds. Enter the **total** amount of funds that will transfer to all non-Federal funds. The distribution to the non-Federal funds will be explained in the Transfer Budget Type 3000/4000 section of this guide.

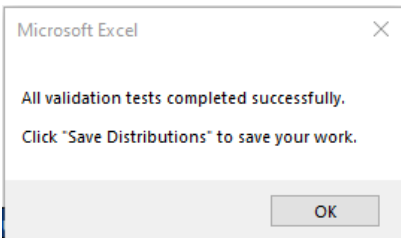
Receiving Fund	Fund Center	Sending Fund Center	CI	Budget Type	Amount	Undistributed
1062400000	8157000000	8157000000	6111000	9999	\$6,878,321.00	\$0.00
1062400000	8157000000	8157000000	6111920	9999	\$41,342.00	\$0.00
1062400000	8157000000	8157000000	6121000	9999	\$94,492.00	\$0.00
1062400000	8157000000	8157000000	6142000	9999	\$756,600.00	\$0.00
1062400000	8157000000	8157000000	6143000	9999	\$425,464.00	\$0.00
1062400000	8157000000	8157000000	6144000	9999	\$99,680.00	\$0.00
1062400000	8157000000	8157000000	6145000	9999	\$2,169,439.00	\$0.00
1062400000	8157000000	8157000000	6146000	9999	\$51,567.00	\$0.00
1062400000	8157000000	8157000000	6147000	9999	\$9,708.00	\$0.00
1062400000	8157000000	8157000000	6148000	9999	\$1,399,710.00	\$0.00
1062400000	8157000000	8157000000	6151000	9999	\$143,677.00	\$0.00

Receiving Fund: 1062400000	
Receiving Type: 1000	
% of Orig. Amt	Amount
	\$4,629,951.00
	\$26,652.00
	\$60,702.00
	\$536,263.00
	\$295,054.00
	\$69,760.00
	\$1,479,639.00
	\$35,867.00
	\$6,420.00
	\$991,085.00
	\$99,607.00

Receiving Fund: 1062400000	
Receiving Type: 3000	
% of Orig. Amt	Amount
	\$1,018,370.00
	\$6,690.00
	\$15,290.00
	\$100,337.00
	\$59,410.00
	\$13,920.00
	\$311,800.00
	\$7,200.00
	\$1,288.00
	\$20,070.00

Receiving Fund: 1062400000	
Receiving Type: 4000	
% of Orig. Amt	Amount
	\$123,000.00
	\$8,000.00
	\$18,500.00
	\$120,000.00
	\$71,000.00
	\$16,000.00
	\$378,000.00
	\$8,500.00
	\$2,000.00
	\$223,000.00
	\$24,000.00

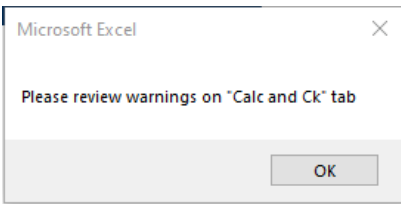
Then click on **Calc and Check (4)**.



If all validations are successful, the pop-up box to the left will appear. Remember to click **OK** through the validation message.

Then select **Save Distributions (5)**.

Make sure the Undistributed column contains all \$0.00's when finished. Then click **Save Distributions**. A file note will appear in the lower left hand corner of the screen that says Data was saved.



If all validations do not pass, the system will generate a pop-up box as shown to the left that tells users to review the warnings on the Calc and Ck tab. Click **OK** and the error(s) will appear.

Review the messages and correct any errors before saving. To correct the errors, go back to the **Distributions** tab, make the edits, perform another **Calc and Check (4)**, and then **Save Distributions (5)**.

The system automatically creates the CI92 transfer amount and enters the appropriate line with the negative amount. Users must ensure that the Receiving Type 4000 nets to zero for the submission to be correct and complete.

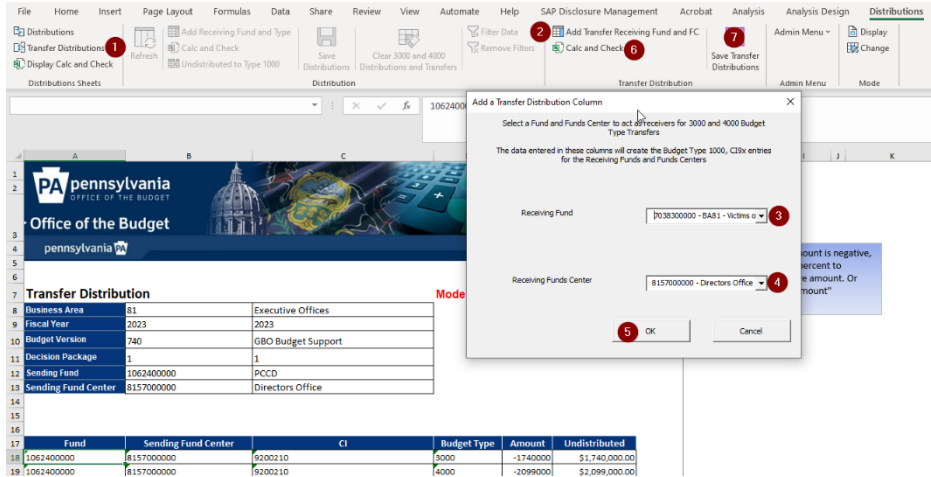
Receiving Fund	Fund Center	Sending Fund Center	CI	Budget Type	Amount	Undistributed
1062400000	8157000000	8157000000	6111000	9999	\$6,878,321.00	\$0.00
1062400000	8157000000	8157000000	6111920	9999	\$41,342.00	\$0.00
1062400000	8157000000	8157000000	6121000	9999	\$94,492.00	\$0.00
1062400000	8157000000	8157000000	6142000	9999	\$756,600.00	\$0.00
1062400000	8157000000	8157000000	6143000	9999	\$425,464.00	\$0.00
1062400000	8157000000	8157000000	6144000	9999	\$99,680.00	\$0.00
1062400000	8157000000	8157000000	6145000	9999	\$2,169,439.00	\$0.00
1062400000	8157000000	8157000000	6146000	9999	\$51,567.00	\$0.00
1062400000	8157000000	8157000000	6147000	9999	\$9,708.00	\$0.00
1062400000	8157000000	8157000000	6148000	9999	\$1,399,710.00	\$0.00
1062400000	8157000000	8157000000	6151000	9999	\$143,677.00	\$0.00
1062400000	8157000000	8157000000	9200210	9999	-\$3,839,000.00	\$0.00

Receiving Fund: 1062400000	
Receiving Type: 1000	
% of Orig. Amt	Amount
	\$4,629,951.00
	\$26,652.00
	\$60,702.00
	\$536,263.00
	\$295,054.00
	\$69,760.00
	\$1,479,639.00
	\$35,867.00
	\$6,420.00
	\$991,085.00
	\$99,607.00

Receiving Fund: 1062400000	
Receiving Type: 3000	
% of Orig. Amt	Amount
	\$1,018,370.00
	\$6,690.00
	\$15,290.00
	\$100,337.00
	\$59,410.00
	\$13,920.00
	\$311,800.00
	\$7,200.00
	\$1,288.00
	\$20,070.00

Receiving Fund: 1062400000	
Receiving Type: 4000	
% of Orig. Amt	Amount
	\$1,230,000.00
	\$8,000.00
	\$18,500.00
	\$120,000.00
	\$71,000.00
	\$16,000.00
	\$378,000.00
	\$8,500.00
	\$2,000.00
	\$223,000.00
	\$24,000.00
	-\$2,099,000.00

TRANSFER DISTRIBUTIONS TAB



Transfer – Budget Type 3000/4000

The **Transfer Distribution** tab (1) allows entry of Non-Federal and Federal CI92 transfers in the receiving fund and funds center.

Click on the **Transfer Distributions** tab (1). Then click on **Add Transfer Receiving Fund and FC** (2). Use the drop down to select the **Receiving Fund** (3) and **Receiving Funds Center** (4) Receiving funds for Budget Type 3000 will be Federal, while Budget Type 4000 funds will be non-Federal.

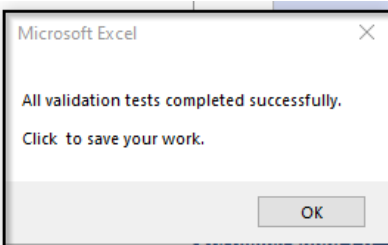
Click **OK** (5). Repeat steps 1-5 as necessary.

To enter the Federal and/or non-Federal transfer(s), input a percentage in the **% of Orig Amt** column or a total dollar amount in the **Amount**. If the original amount is negative, enter a negative percent to calculate a positive amount, or simply enter a positive amount.

Fund	Sending Fund Center	CI	Budget Type	Amount	Undistributed
1062400000	8157000000	9200210	3000	-1740000	\$1,740,000.00
1062400000	8157000000	9200210	4000	-2099000	\$2,099,000.00

Receiving Fund:	6051100000	Receiving Fund:	7038300000
Receiving Funds Ctr:	8157000000	Receiving Funds Ctr:	8157000000
% of Orig. Amt	Amount	% of Orig. Amt	Amount
			1740000
	2099000		

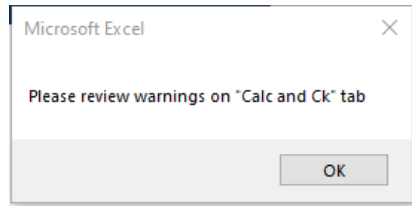
After all the Federal and non-Federal funds and funds centers are entered, click the **Calc and Check** button (6). Make sure the Undistributed column contains all \$0.00's when finished.



If all validations are successful, the pop-up box to the left will appear. Remember to click **OK** through the validation message.

Then select **Save Transfers Distributions** (7).

A file note will appear in the lower left hand corner of the screen that says Data was saved.

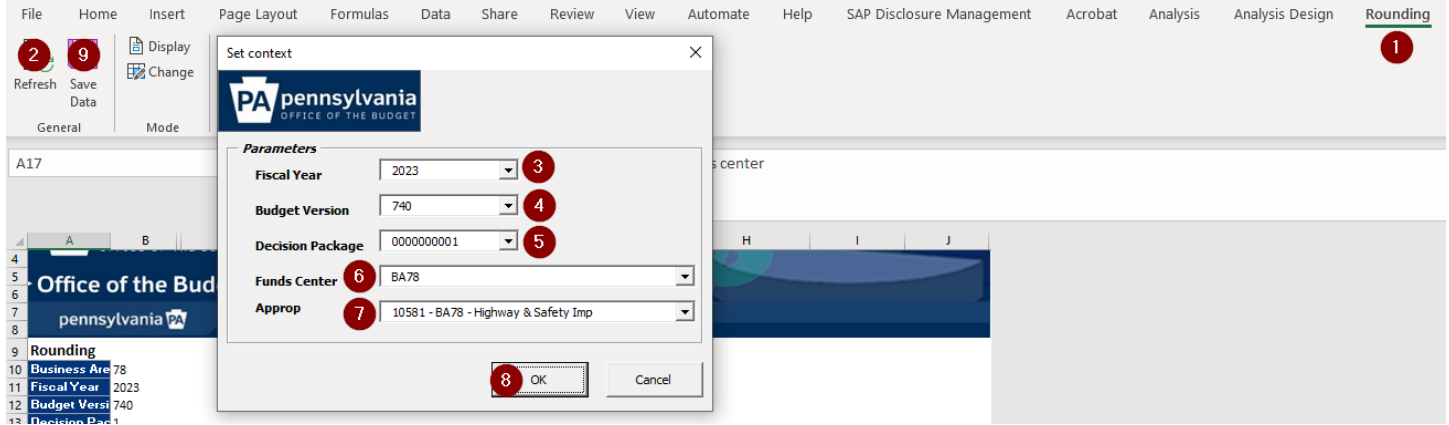


If all validations do not pass, the system will generate a pop-up box as shown to the left that tells users to review the warnings on the Calc and Ck tab. Click **OK** and the error(s) will appear.

Review the messages and correct any errors before saving. To correct the errors, go back to the **Transfer Distributions** tab, make the edits, perform another **Calc and Check** (6), and then **Save Transfer Distributions** (7).

FUNDS CENTER ROUNDING INPUT FORM

The PA Department of Transportation (PennDOT) is the **ONLY** Commonwealth Agency to utilize the Funds Center Rounding Input Form. It is utilized by PennDOT to budget for individual counties, Districts, District Offices, and their Central Office. PENNDOT has two state appropriations with a formula for distribution and are budgeted at level 4. The Funds Center Rounding Input Form is required for PENNDOT to round at the appropriate Funds Center level when multiple funds/programs potentially need to be budgeted.



To round costs at the Fund Centers level, follow the below steps:

1. Select the Rounding column header at the top right of the form.
2. Select the Refresh button.
3. Choose the year for which the Budget/Rebudget is being prepared.
4. Select the appropriate Budget Version. Guidance on proper Budget Versions is provided in the Introductory of the user's guide.
5. Select the appropriate Decision Package.
6. Choose the Funds Center or the entire Business Area.
7. Choose the proper Approp.
8. Click the OK button. A snapshot is shown below of the screen that will appear upon clicking OK.
9. Click the Save Data button.

Rounding		Mode: Change			
Business Area	78				
Fiscal Year	2023				
Budget Version	740				
Decision Package	1				
Fund Center	BA78				
Approp - BA	10581				

Funds center	Fund	FC/Fund Total Request Rounded Nearest 1.00	FC/Fund Total Request Rounded Up Nearest 1000	FC/Fund Round Up Nearest 1,000 Adjustment
7822200000	1058100116	0.00	0.00	0.00
7822201000	1058100116	0.00	0.00	0.00
7833401000	1058100319	700,000.00	700,000.00	0.00
7833501000	1058100111	119,000.00	119,000.00	0.00
7833601000	1058100111	1,221,000.00	1,221,000.00	0.00
7840101000	1058100111	1,820,000.00	1,820,000.00	0.00
7840101000	1058100319	5,750,000.00	5,750,000.00	0.00

SIMPLE DISTRIBUTIONS INPUT FORM

As stated in the explanation for the Distributions Input Form, distribution is the process of allocating budgeted costs based on the source of funds (how the agency will pay the costs in SAP). Distributions are made based on where the final costs are paid or if the costs are transferred to another appropriation after the fact.

This form allows for distributions that are unique and special that cannot be completed on the regular distributions form. The Simple Distribution Input Form is only accessible by a select number of agencies based on the need to use this form. If an agency needs additional information on how to use this form, please email the resource account at ra-obgbobudgetprep@pa.gov.

Even though the Simple Distributions Input Form will work for all distribution scenarios (a portion identified in the Distributions Input Form section of this user guide), it **SHOULD** be used in the following instances:

- If significant calculations of distributions are prepared offline prior to entering into BudgetPrep.
- If the sending and receiving funds centers differ.
- If there are more than 20 receiving funds and funds centers.
- If a Budget Type needs to be different than what is shown on normal distributions (from 1000 to 2000).

Please note that following:

- Once the Simple Distribution Input Form is used, the Distribution Input Form can no longer be used for that sending fund. This is enforced in the BudgetPrep system.
- Also, if the percent functionality is used and saved in the Distribution Input Form, the Simple Distribution Form can no longer be used for that sending fund.

SIMPLE DISTRIBUTIONS TAB

To distribute costs using the Simple Distributions tab, follow the below steps:

1. Select the Simple Distributions Input Form column header at the top right of the form.
2. Choose the Simple Distributions tab.
3. Click on the Refresh button, and upon doing so, a pop-up box will appear.
4. Choose the year for which the Budget/Rebudget is being prepared.
5. Select the appropriate Budget Version. Guidance on proper Budget Versions is provided in the Introductory of the user's guide.
6. Select the appropriate Decision Package.
7. Choose the Fund.
8. Select the appropriate Fund Center or the entire BA.
9. Click the OK button.

VERSION COPY INPUT FORM

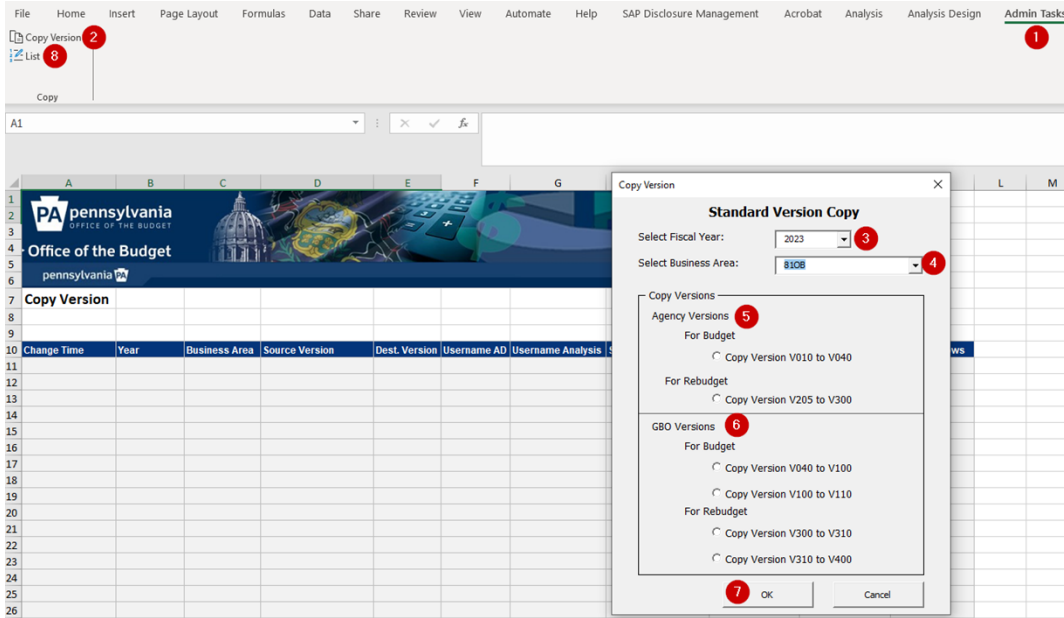
The Version Copy Input Form is utilized once an agency has finished entering their budget/rebudget into the BudgetPrep system. The form copies a budget version for a specific budget year and business area.

Agency users can copy the following versions:

- 010 to 040 – Budget Submission
- 205 to 300 – Rebudget Submission

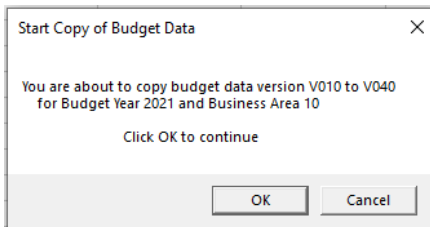
OBO users can copy the following versions:

- 040 to 100 & 100 to 110 – Budget Submission
- 300 to 310 – Rebudget Submission



To copy a version, please follow the steps listed below:

1. Select the Version Copy Input Form column header at the top right of the form.
2. Choose the Copy Version tab.
3. Select the year for which the Budget/Rebudget is being prepared.
4. Select the appropriate Business Area.
5. Agency – Choose the correct toggle button based on the submission being copied.
6. OBO – Choose the correct toggle button based on the submission being copied.
7. Click the OK button. A message box appears and again choose OK.



The following information is displayed. Verify the selected parameters (red boxes below) are the criteria chosen for the version copy.

At this time, the complement and commitment item data that was input and distributed within BudgetPrep has been copied successfully.

8. Provides a list of the most current version copies.

Change Time	Year	Business Area	Source Version	Dest. Version	Username AD	Username Analysis	Source CMP Rows	Dest. CMP Rows	Source Dist Rows	Dest. Dist Rows
06/22/2021 14:38:15	2021	10	010	040	hahahul-ha	P00616086	1154	1154	405	405

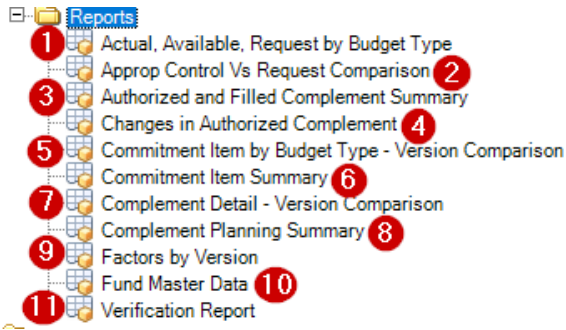
SECTION III

BUDGET PREP REPORTS

This section provides an overview along with details regarding the reports that can be produced using the data from the BudgetPrep input forms.

OVERVIEW OF BUDGETPREP REPORTS

There are currently 11 BudgetPrep reports that are used for displaying budget data. These reports are generic when first opened but can be filtered and adjusted to fit the needs of the end user. Some of these items need to remain in a specific format for submission. As a reminder, please consult the Navigating to BudgetPrep section of the user's guide for instructions on accessing these reports.

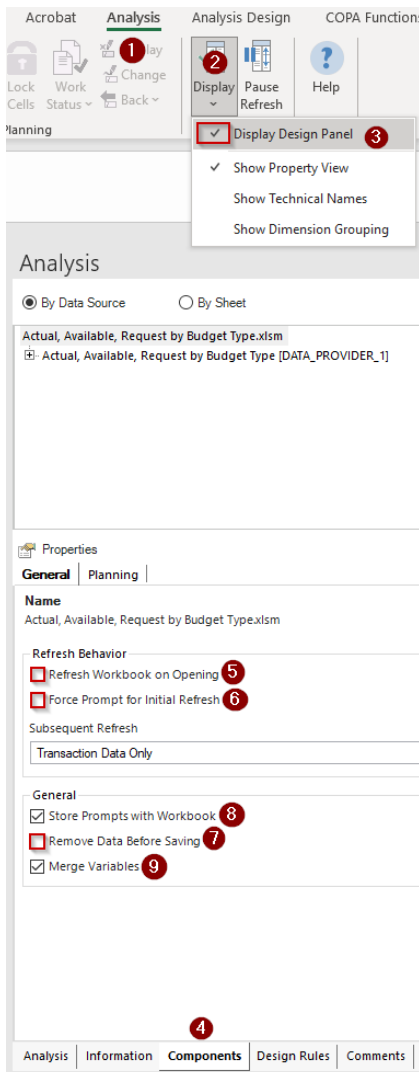


All BudgetPrep reports have live data, which means there is no waiting for the reports to update. Information is available in real time.

All reports open in a generic format. End users can manipulate the data as he/she sees fit. This can be accomplished in the Design Panel, Analysis tab.

If a report is left open while a change is made within the BudgetPrep Input Forms, the user must remember to select the Refresh All button within the Analysis tab to view the updated results within the report.

Saving Reports for Submission to OBO



OBO requires certain reports to be submitted along with the budget/rebudget submission. To ensure that the reports can be viewed properly by OBO staff, there are certain steps that need to be followed prior to saving a BudgetPrep report.

1. Select Analysis at the top of the report ribbon.
2. Choose the Display icon and a drop-down box will appear.
3. Select the Display Design Panel (a small check mark will appear)
4. Select the Components tab of the Design Panel
5. Make sure the Refresh Workbook on Opening toggle box is **NOT** selected. If this box is selected it will bring in more current data each time the report is opened, and when submitting a report to OBO, that data should remain constant.
6. Make sure the Force Prompt for Initial Refresh toggle box is **NOT** selected. If this box is selected, each time the report is opened, the prompt box will appear.
7. Make sure the Remove Data Before Saving toggle box is **NOT** selected. If this box is selected, the data will be removed upon saving. The reason for saving the report is to keep the data, not lose it.
8. Select the Store Prompts with Workbook toggle box. Checking this box allows any user to see the parameters that were originally input to derive the data in the report.
9. Select the Merge Variables toggle box.

For more generic information on running AO reports, please refer to the AO end user procedures found at [Analysis for Microsoft Excel \(AO\) \(pa.gov\)](http://Analysis for Microsoft Excel (AO) (pa.gov)).

ACTUAL, AVAILABLE, REQUEST BY BUDGET TYPE

The data presented in the Actual, Available, Request by Budget Type report provides a three year summary by major object of actual, available or budgeted data.

The required parameters to run this report are Fiscal Year (1), Business Area (2), and Budget Version (3).

Other parameters can be added on the prompt screen but are not required.

Upon entering all pertinent data, the user should select OK (4).

Actual, Available, Request by Budget Type

Last Data Update 5/4/23 3:59 AM Query Last Refreshed At 5/4/23 9:48 AM

Fund Type	Appropriation(N)	Fund	Avail Con Lv(N)	Actual Approp 1000	Actual Year Total	Available Approp 1000	Available Year Total	Request Approp 1000	Request Year Total	Request - Available Approp 1000	Request - Available Total
001	General Fund 10666	Board Of Pardons 1066600000	Board Of Pardons 61	\$ 714,000.00	\$ 714,000.00						
			63	\$ 1,394,000.00	\$ 1,394,000.00						
			Result	\$ 2,108,000.00	\$ 2,108,000.00						
	10667	Lt Governor's Office 1066700000	Lt Governor's Office 61	\$ 995,000.00	\$ 995,000.00	\$ 943,000.00	\$ 943,000.00	\$ 1,341,000.00	\$ 1,341,000.00	\$ 398,000.00	\$ 398,000.00
			63	\$ 142,000.00	\$ 142,000.00	\$ 165,000.00	\$ 165,000.00	\$ 251,000.00	\$ 251,000.00	\$ 86,000.00	\$ 86,000.00
			Result	\$ 1,137,000.00	\$ 1,137,000.00	\$ 1,108,000.00	\$ 1,108,000.00	\$ 1,592,000.00	\$ 1,592,000.00	\$ 484,000.00	\$ 484,000.00
	Result			\$ 3,245,000.00	\$ 3,245,000.00	\$ 1,108,000.00	\$ 1,108,000.00	\$ 1,592,000.00	\$ 1,592,000.00	\$ 484,000.00	\$ 484,000.00
Overall Result				\$ 3,245,000.00	\$ 3,245,000.00	\$ 1,108,000.00	\$ 1,108,000.00	\$ 1,592,000.00	\$ 1,592,000.00	\$ 484,000.00	\$ 484,000.00

The Business Area used for the above example is fully appropriated so 2000, 3000, and 4000 columns have been excluded from this screen shot. Data is populated in this report based on the below criteria.

ACTUAL YEAR

L1, L2, L3, L7, L8 – (Budget Year -2) PD 13 Current Budget in FMB.

L4, L5, L6 - (Budget Year -2) PD 13 Actual Expenses in FMB.

AVAILABLE YEAR

L1, L2, L3, L7, L8 – (Budget Year -1) Current Budget in FMB.

L4, L5, L6 - (Budget Year -1) V310 in Budget Prep.

REQUEST YEAR

ALL LEDGERS- Pulled from Budget Prep based on the Version(s) listed on the Prompt Screen.

The columns to the far right on the report display the difference between the Request Year and Available Year.

APPROP CONTROL VS REQUEST COMPARISON

The data presented in the Approp Control vs Request Comparison report is used to check that the amounts entered within BudgetPrep are the same as the amounts that were appropriated or executively authorized (EA).

The required parameters to run this report are Fiscal Year (1), Business Area (2), and Budget Version (3).

Other parameters can be added on the prompt screen but are not required.

Upon entering all pertinent data, the user should select OK (4).

Approp Control vs Request Comparison

Fund Type		Appropriation(N)		Approp/Exec Auth BCS	Request Amt Budget Version 310	Difference Budget - Request
001	General Fund	10595	Offc:StateInspctrGnrl	\$ 5,176,000.00	\$ 5,176,000.00	\$ 0.00
		10596	JC.JC	\$ 3,066,000.00	\$ 3,066,000.00	\$ 0.00
		10599	OGC	\$ 6,007,000.00	\$ 6,007,000.00	\$ 0.00
		10600	InspctGnlWelfarFraud	\$ 12,721,000.00	\$ 12,721,000.00	\$ 0.00
		10616	Law Enf Activities	\$ 8,000,000.00	\$ 8,000,000.00	\$ 0.00
		10619	Grants to the Arts	\$ 9,590,000.00	\$ 9,590,000.00	\$ 0.00
		10620	Office of Admin	\$ 11,170,000.00	\$ 11,170,000.00	\$ 0.00
		10621	PA Council on Arts	\$ 892,000.00	\$ 892,000.00	\$ 0.00
		10622	Office of the Budget	\$ 25,128,000.00	\$ 25,128,000.00	\$ 0.00
		10624	PCCD	\$ 16,927,000.00	\$ 16,927,000.00	\$ 0.00
		10633	PHRC - State	\$ 9,713,000.00	\$ 9,713,000.00	\$ 0.00
		11003	Vinc&Dlq Prev Prgms	\$ 4,183,000.00	\$ 4,183,000.00	\$ 0.00
		11004	Intermed Punishment	\$ 18,167,000.00	\$ 18,167,000.00	\$ 0.00
		11005	JuvenileProbationSer	\$ 18,945,000.00	\$ 18,945,000.00	\$ 0.00
		11015	Safe School Advocate	\$ 379,000.00	\$ 379,000.00	\$ 0.00

This report should be utilized by agencies to verify that the Request Amt Budget Version column ties to the Approp/Exec Auth BCS column. Not all amounts that have been entered within BudgetPrep will be appropriated or executively authorized; this would apply to most ledgers 4/5/6. In addition to comparing to enactment, this report can also be used as a check that all appropriations are entered to the nearest thousand.

AUTHORIZED AND FILLED COMPLEMENT SUMMARY

The Authorized and Filled Complement Summary report provides agencies with a two-year lookback of prior authorization levels and filled FTE's along with the requested authorization.

This report is required as part of an agency's budget request submission and should be saved as a macro-enabled excel workbook.

The required parameters to run this report are Fiscal Year **(1)**, Calendar Day for Actual Year **(2)**, and Calendar Day for Current Year **(3)**. OBO provides the calendar days to be used for the Actual Year and Current Year

Also, Budget Version **(4)** and Budget Version (Compare) **(5)** are required. Agencies running this report can enter using the same Budget Version as entered in **(4)**.

Other parameters can be added on the prompt screen but are not required. However, by entering a Business Area, an agency can view their entire authorized and filled complement at one time

Upon entering all pertinent data, the user should select OK **(6)**.

Fund Type	General Fund	Appropriation(N)		Actual Authorized	Actual Filled	Current Authorized	Current Filled	Request Cost To Carry	Request PRR/I	Request Total Version: 100	GBO Recommended Version: 110	Recommended Vs. Request Total	Recommended Vs. Available Auth.
001		10666	Board Of Pardons	10.00	8.00	0.00							0.00
		10667	Lt Governor's Office	8.00	7.00	8.00	7.00	8.00		8.00	8.00	0.00	0.00
		Result		18.00	15.00	8.00	7.00	8.00		8.00	8.00	0.00	0.00
Overall Result				18.00	15.00	8.00	7.00	8.00		8.00	8.00	0.00	0.00

This report displays authorized and filled complement by fund type and appropriation.

For budget request submission purposes data is populated in this report based on the below criteria.

ACTUAL AUTHORIZED/FILLED

Last Monday in the most recent fiscal year end

CURRENT AUTHORIZED/FILLED

Most recent Monday that has occurred.

REQUEST COST TO CARRY/PRR/I

Authorization based on budget request submission from agency.

To run this report during rebudget, data is populated in this report based on the below criteria.

ACTUAL AUTHORIZED/FILLED

Last Monday of the prior most recent fiscal year end.

CURRENT AUTHORIZED/FILLED

Last Monday in the most recent fiscal year end.

REQUEST COST TO CARRY/PRR/I

Most recent Monday that has occurred.

CHANGES IN AUTHORIZED COMPLEMENT

The data represented in the Changes in Authorized Complement report is generated from the New Positions and Complement Adjustments tabs of the Complement Input Form within BudgetPrep.

This report is required and should be included for each appropriation (SAP fund) that has new positions or FTE Transfers within their agency’s request submission.

The required parameters to run this report are Fiscal Year (1), Budget Version (2), and Business Area (3).

Other parameters can be added on the prompt screen but are not required.

Upon entering all pertinent data, the user should select OK (4).

This report provides a snapshot of any changes to the agency’s authorized complement and is made up of three tabs.

The report summarizes any changes in authorized complement that an agency has made within their Agency submittal and provides the details. This includes new positions, authorized FTE transfers, and eliminations. This report provides a breakdown of the overall agency complement changes that appear in the Authorized and Filled Summary and the Verification Report.

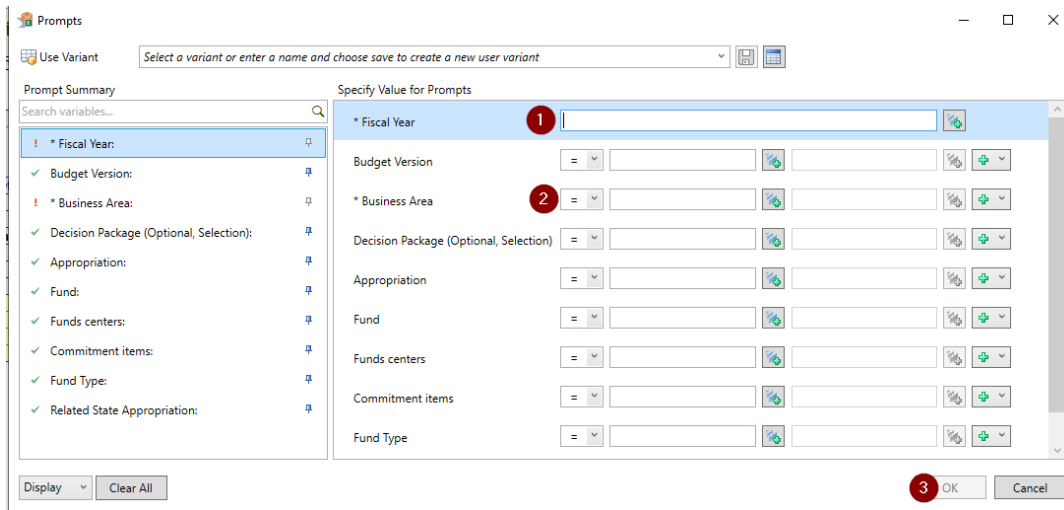
The ‘New’ tab provides a summary of the new positions included in the agency request. The ‘Eliminated’ tab shows any items that have been entered with a ‘Reason Code 2 – Eliminate Positions, while the ‘Transfer Auth Comp’ tab lists transfer of FTEs to other appropriation(s). There is also an Overview tab (pictured below) that provides a high-level total from each tab.

Within the detail tabs, if data is entered, saved, then deleted out in the Complement Input Form the record still exists but the value is shown as zero within the report.

Changes In Authorized Complement - Summary			
Last Data Update (Most Recent)	4/8/24 12:20 AM	Query Last Refreshed At	4/10/24 9:09 AM
	Requested Position FTE	Requested Bi-weekly Amount	Total (\$)
New Positions	221.00	\$ 366,414.15	\$ 15,423,148.29
Eliminated	(116.00)	\$ 0.00	\$ (5,693,379.35)
Transfer Authorized Complement	0.00	\$ 0.00	\$ 421,088.30

COMMITMENT ITEM BY BUDGET TYPE – VERSION COMPARISON

The Commitment Item by Budget Type – Version Comparison report provides agencies with a means to compare budget versions that occur within the same Fiscal Year. This report can also be used to provide an in-depth review of an agency's submission at a point in time.



The required parameters to run this report are Fiscal Year (1) and Business Area (2).

Other parameters can be added on the prompt screen but are not required. If a Budget Version is not input as a parameter, the report will return all versions utilized in the prompted fiscal year.

Upon entering all pertinent data, the user should select OK (3).

Commitment Item by Budget Type - Version Comparison
Last Data Update 5/8/23 2:38 PM Query Last Refreshed At 5/9/23 10:58 AM

							Budget Version 510					Undistributed Amounts (A-B-C-D-E)	Distributed Amounts (B+C+D+E)	
Fund Type	Reltd St App for Fun	Appropriation(N)	Fund		Avail Con Lv(N)	Budget Type 9999 - A	Budget Type 1000 - B	Budget Type 2000 - C	Budget Type 3000 - D	Budget Type 4000 - E				
001	General Fund	10622	10622	Office of the Budget	1062200000	Office of the Budget	44	\$ (2,680,000.00)		\$ (2,680,000.00)			\$ 0.00	\$ (2,680,000.00)
							61	\$ 21,668,000.00	\$ 18,988,000.00	\$ 2,680,000.00			\$ 0.00	\$ 21,668,000.00
							63	\$ 5,709,000.00	\$ 5,709,000.00	\$ 0.00			\$ 0.00	\$ 5,709,000.00
							Result	\$ 24,697,000.00	\$ 24,697,000.00	\$ 0.00			\$ 0.00	\$ 24,697,000.00

The generic view upon retrieving the report shows the overall budget version(s) by Availability Control Level. This sample report was only prompted for one budget version. The budget amounts are also displayed in columns to show how the funds were distributed across budget types.

In most cases, when a budget/rebudget submission is complete, all costs should be distributed and nothing should remain in the undistributed column at the appropriation level.

COMMITMENT ITEM SUMMARY

The Commitment Item Summary report is used to provide brief, executive level summaries of the requests for each state appropriation (SAP fund), associated federal appropriations, and executive authorizations within a related state appropriation. It is important that key activities and intended accomplishments be highlighted on these forms for executive level review.

This report is required as part of an agency’s budget submission and should be saved as a macro-enabled excel workbook.

The required parameters to run this report are Fiscal Year (1), Budget Version (2), Budget Version (Compare) (3), Business Area (4), and Related State Appropriation (5). For agencies, the Budget Version (Compare) should be entered using the same Budget Version as entered in (2).

A Decision Package parameter can be added on the prompt screen but is not required. If a Decision Package is not entered, the report will include all packages created for the prompted fiscal year.

Upon entering all pertinent data, the user should select OK (6).

Complete a separate Commitment Item Summary report for each related state appropriation. In most cases, a report should not be completed for federal appropriations unless the federal appropriation is related to itself and must be reported. Below will detail the tabs associated with this report.

PROFILE Tab -is for a brief description of the program and activities funded by this appropriation. In the report, within the green box below, provide a concise descriptive statement regarding the types of activities conducted and services provided by the program. In addition, include the statutory citation or court decision that created this appropriation and any additional changes in legislation that affect the operation of the program, the activities performed and/or the services provided. Avoid long presentations of the history of the program or the organization providing the services.

Office of the Budget

pennsylvania PA

APPROPRIATION / FUND PROFILE

Business Area:	81	Executive Offices	
Appropriation:	10620	Office of Administration	
<small>(first 5 digits of SAP Fund)</small>			
Fund Type:	001	General Fund	

Fiscal Year	2023	Version	0	40	40
Related State Appropriation	10620	DPACK Type	CTC	PRR	INIT
		Decision Package	Yes	No	No

ASUM – OPER Tab – is used for general government and institutional appropriations that include complement information.

Complete the green highlighted sections using the following guidelines:

Complement Information – For the actual year, enter the total authorized complement based on the last Monday of June from the most recent fiscal year end. For the available year, enter the complement based on the most recent Monday.

Agency Proposal and OBO Changes from Available Year: The lower section of this report is designed to highlight all the increases and decreases between the available amount and the budget request by activity. It includes three subsections: **(1)** nonrecurring costs, **(2)** cost to carry costs and **(3)** PRR and initiatives costs.

For each item of significant change, enter the dollar amount involved and the associated complement. Identify state (S), federal (F) and augmentations or restricted other (A) funds separately. Do not use the letter designations S, F and A on any subtotal lines. Use of these designations will result in double counting of the dollar amounts in the request.

Nonrecurring costs – Separately identify each item that no longer applies to the budget request that was previously included in the available year amount. These include items such as major contracts and equipment purchases and should be entered with a minus sign in front of the dollar amounts.

Cost to Carry – The focus on this summary should be on activities and intended accomplishments. Increases requested for cost to carry must be separately identified by activity and if necessary, by item. Include a separate entry for each increase necessary to carry forward costs funded in the available year. Unusual factors such as statutory salary increases, major reclassifications, significant increases in fuel or rental costs, etc. may also be identified separately.

- If the Agency Request authorized complement is different from the available year authorized complement, this change needs to be identified within the green box utilizing the position column. Follow the guidance above to account for this change.
- Each significant change should appear as a separate item.
- A single entry that reflects the accumulation of changes too small to highlight individually may be entered at the end of the list.
- PRRs and Initiatives - PRRs and initiatives are not to be submitted in the budget request.
- The total request is the sum of the current programs. The template will add the total automatically and should reflect the overall agency request on the CI Summary tab.

STATE FUNDS SUMMARY		Request	Recomm.
		\$ 10,453	\$ 10,453
Change from Actual - Amount		\$ 806	\$ 806
Change from Actual - Percent		8.35%	8.35%
Change from Available - Amount		\$ 0	\$ 0
Change from Available - Percent		0.00%	0.00%

Executive Offices
10620
Office of Admin
General Fund
[Dollar Amounts in Thousands]

APPROPRIATION DESCRIPTION	
This box is on the profile tab of the report and should be linked to the ASUM tabs, if the ASUM tabs are not linked, please link them to the green box on the profile tab.	

APPROPRIATION FUNDING AND COMPLEMENT SUMMARY								
SOURCE	Actual		Available		Agency Request		GBO Recomm	
	Amount	Pos.	Amount	Pos.	Amount	Pos.	Amount	Pos.
State	\$ 9,647	-	\$ 10,453	-	\$ 10,453	-	\$ 10,453	-
Federal	1,333	-	0	-	0	-	0	-
Aug.	401,413	-	430,068	-	430,068	-	430,068	-
Total	412,393	0	440,521	0	440,521	0	440,521	0

AGENCY PROPOSAL AND GBO CHANGES FROM AVAILABLE YEAR					
	SOURCE	Agency Request		GBO Recomm	
		Amount	Pos.	Amount	Pos.
Available Year Appropriation:	S	\$ 10,453	-	\$ 10,453	-
	F	0	-	0	-
	A	430,068	-	430,068	-
<div style="background-color: #d9ead3; padding: 5px;"> <p>Non-recurring 1</p> <p>Cost to Carry 2</p> <p>PRRs and Initiatives 3</p> </div>					

STATE FUNDS SUMMARY		Request	Recomm.
		\$ 11,576	\$ 0
Change from Actual - Amount		\$ 1,929	(\$ 9,647)
Change from Actual - Percent		20.00%	-100.00%
Change from Available - Amount		\$ 1,123	(\$ 10,453)
Change from Available - Percent		10.74%	-100.00%

Executive Offices
10620
Office of Admin
General Fund

(Dollar Amounts in Thousands)

ASUM – G&S Tab – is used for non-complement grants and subsidies appropriations, which could include minimal operating funds. This form provides a breakdown of the components of the funding within the appropriation. Breaking out each component provides descriptions of what those components are and how the requested funding is calculated or determined.

Complete the green highlighted sections using the following guidelines:

Program Cost Component – This represents major sections within the grant funding request. On this form, only show the State funding. In most cases these components should tie back to a model that is provided separately. This section also provides a column to breakout any PRRs, if applicable to that request year.

Description Of Program Components- In this section, please provide a description of the components listed above, and provide an explanation of the changes from the available year to the Total Agency Request. In applicable years, please provide descriptions, both numerical and narrative, for any PRRs that are shown in the Program Cost Component section.

APPROPRIATION DESCRIPTION
This box is on the profile tab of the report and should be linked to the ASUM tabs, if the ASUM tabs are not linked, please link them to the green box on the profile tab.

APPROPRIATION FUNDING SUMMARY							
	Actual	Total Approp (Available)	Agency Request		GBO Recommended		
			Cost to Carry	PRR/I	Cost to Carry	PRR/I	Total Request
State	\$ 9,647	\$ 10,453	\$ 11,576	\$ 0	\$ 11,576	\$ 0	\$ 0
Federal	1,333	0	0	0	0	0	0
Augs	401,413	430,068	457,913	0	457,913	0	0
Total	412,393	440,521	469,489	0	469,489	0	0

PROGRAM COST COMPONENTS									
State Funds Only									
Program Cost Co	Actual	Total Approp (Available)	Agency Request		GBO Recommended			Diff from Avail	
			Cost to Carry	PRR/I	Cost to Carry	PRR/I	Total Request	Agency Request	OB Recomm
Total State Fund	0	0	0	0	0	0	0	0	0

DESCRIPTION OF PROGRAM COMPONENTS AND EXPLANATION OF CHANGES FROM AVAILABLE YEAR

COMMITMENT ITEM SUMMARY Tab – represents a summary of historical and requested funding based on the criteria entered on the prompt screen.

CI Avail Ctrl	GBO Src Fnds	Actual Year Appropriated	Actual Year Augmentations	Actual Year Total	Available Year Appropriated	Available Year Augmentations	Available Year Total	Request Year Appropriated	Request Year Augmentations	Request Year Total
Budgetary Reserve	F				\$ 1,071,690.00		\$ 1,071,690.00			
	Overall Result				\$ 1,071,690.00		\$ 1,071,690.00			
Personnel Services	S	\$ 3,698,000.00	\$ 269,071,333.82	\$ 272,769,333.82	\$ 3,628,901.00	\$ 296,710,000.00	\$ 300,338,901.00	\$ 3,868,000.00	\$ 305,151,000.00	\$ 309,019,000.00
	Overall Result	\$ 3,698,000.00	\$ 269,071,333.82	\$ 272,769,333.82	\$ 3,628,901.00	\$ 296,710,000.00	\$ 300,338,901.00	\$ 3,868,000.00	\$ 305,151,000.00	\$ 309,019,000.00
Operating Expenses	F				\$ 3,025,310.00		\$ 3,025,310.00	\$ 0.00		\$ 0.00
	R		\$ 24,392,000.00	\$ 24,392,000.00		\$ 27,265,000.00	\$ 27,265,000.00	\$ 0.00	\$ 28,265,000.00	\$ 28,265,000.00
	S	\$ 5,983,000.00	\$ 132,098,175.05	\$ 138,081,175.05	\$ 6,782,099.00	\$ 148,216,000.00	\$ 154,998,099.00	\$ 7,771,000.00	\$ 151,027,000.00	\$ 158,798,000.00
	Overall Result	\$ 5,983,000.00	\$ 156,490,175.05	\$ 162,473,175.05	\$ 9,807,409.00	\$ 175,481,000.00	\$ 185,288,409.00	\$ 7,771,000.00	\$ 179,292,000.00	\$ 187,063,000.00
Fixed Assets Expense	R		\$ 608,000.00	\$ 608,000.00		\$ 1,735,000.00	\$ 1,735,000.00	\$ 0.00	\$ 1,735,000.00	\$ 1,735,000.00
	S	\$ 732,000.00	\$ 3,898,376.00	\$ 4,630,376.00	\$ 732,000.00	\$ 3,217,000.00	\$ 3,949,000.00	\$ 732,000.00	\$ 3,045,000.00	\$ 3,777,000.00
	Overall Result	\$ 732,000.00	\$ 4,506,376.00	\$ 5,238,376.00	\$ 732,000.00	\$ 4,952,000.00	\$ 5,684,000.00	\$ 732,000.00	\$ 4,780,000.00	\$ 5,512,000.00
Grants	S	\$ 40,000.00		\$ 40,000.00	\$ 27,000.00		\$ 27,000.00	\$ 27,000.00		\$ 27,000.00
	Overall Result	\$ 40,000.00		\$ 40,000.00	\$ 27,000.00		\$ 27,000.00	\$ 27,000.00		\$ 27,000.00
Total	F				\$ 4,097,000.00		\$ 4,097,000.00	\$ 0.00		\$ 0.00
	R		\$ 25,000,000.00	\$ 25,000,000.00		\$ 29,000,000.00	\$ 29,000,000.00	\$ 0.00	\$ 30,000,000.00	\$ 30,000,000.00
	S	\$ 10,453,000.00	\$ 405,067,884.87	\$ 415,520,884.87	\$ 11,170,000.00	\$ 448,143,000.00	\$ 459,313,000.00	\$ 12,398,000.00	\$ 459,223,000.00	\$ 471,621,000.00
	Overall Result	\$ 10,453,000.00	\$ 430,067,884.87	\$ 440,520,884.87	\$ 15,267,000.00	\$ 477,143,000.00	\$ 492,410,000.00	\$ 12,398,000.00	\$ 489,223,000.00	\$ 501,621,000.00

- Amounts on the CI Summary tab for “Actual Year” and “Available Year” columns are populated with SAP data at that moment in time (live data).
- “Request Year” columns will populate based on the data entered in BudgetPrep. Dollar amounts should be rounded to thousands for the Request Year columns.
- The request year totals by State/Federal/Augs should reflect the overall agency request on the ASUM-Oper tab.

The remaining two tabs of the Commitment Item Summary (shown below) are not required for submittal and are for informational purposes only.

Request by Decision Package | Request Augmentations

COMPLEMENT DETAIL – VERSION COMPARISON

The Complement Detail – Version Comparison report provides agencies with a means to compare complement data across budget versions that occur within the same Fiscal Year.

When starting to work on complement during each Budget/Rebudget submission, always run either a **Complement Planning Summary** report or a **Complement Detail – Version Comparison** report to determine the total positions loaded from the HR data. Verify that the number of positions is correct, and all positions are included for the appropriation. If the number of positions is incorrect, determine what is missing and make sure that any missing positions are added into BudgetPrep via the Complement Input Form.

The required parameters to run this report are Fiscal Year (1), Budget Version (2), and Business Area (3).

Other parameters can be added on the prompt screen but are not required.

Upon entering all pertinent data, the user should select OK (4).

Complement Detail - Version Comparison (HRPOSITION)
Last Data Update: 6/20/24 1:42 PM Query Last Refreshed At: 6/24/24 3:13 PM

										Budget Version									
Work Contract	Fund Type	Appropriation	Fund	Funds Center	Position Vacant, Filled, New	Position	Job	Requested Position	Requested Pay Periods	Requested Bi-weekly	Requested Bi-weekly	Request Amount	Request Amount	Request Adj. Rounding	Total (\$)				
SS	001	10620	106200000	Office of Admin	0111010000	OA Secretary's Office	F	40000050	OAJ-SALARY	1.00	26.00	75.00	\$ 9,534.75	171,209.00	82,944.00	254,153.00			
							F	40000050	Not assigned	1.00	26.00	75.00	\$ 9,534.75	171,209.00	82,944.00	254,153.00			
							F	13272	Secretary of Administration	1.00	26.00	75.00	\$ 4,114.50	107,799.00	75,043.00	182,842.00			
							F	69190	Cmnca Dir 2	1.00	26.00	75.00	\$ 4,097.25	123,087.00	82,509.00	205,576.00			
							F	72403	Leg Lia 3	1.00	26.00	75.00	\$ 2,322.00	69,636.00	44,491.00	105,217.00			
							F	60440	Admrv Offr 2	1.00	26.00	75.00	\$ 4,496.25	117,801.00	65,059.00	182,870.00			
							F	60544034	Spc Asst Sec OA	1.00	26.00	75.00	\$ 2,077.50	54,430.00	48,946.00	103,376.00			
							F	60600058	Admrv Offr 3	1.00	26.00	75.00	\$ 3,769.50	98,765.00	59,169.00	156,920.00			
							F	6064370E	Ex Pscy Mgr 2	1.00	26.00	75.00	\$ 28,011.75	733,902.00	457,072.00	1,190,974.00			
							F	Result		7.00	182.00	525.00	\$ 28,011.75	733,902.00	457,072.00	1,190,974.00			

The generic view upon retrieving the report shows the overall budget version(s) by Position Vacant, Filled, New. This sample report was only only prompted for one budget version. The Position Vacant, Filled, New are then drilled down by Positions and the corresponding personnel data is shown in the appropriate columns.

On the Complement Detail-Version Comparison report, Complement Adjustments (CAJ), Other Adjustments (OAJ) and other Personnel Costs (OPC) are assigned position numbers that begin with the number four. The below listing represents the position numbers assigned to these adjustments.

CAJ

- CAJ – GENERAL 40000001
- CAJ – NONPERM 40000002
- CAJ – PERMANENT 40000003
- CAJ – PSP – SS 40000004
- CAJ – PSP – WW 40000005
- CAJ – SPECIAL 40000006

OAJ

- OAJ – SALARY 40000050
- OAJ – WAGE 40000051

OPC

- OPC – GENERAL 40000052
- OPC – NONPERM 40000053
- OPC – PERMANENT 40000054
- OPC – PSP – SS 40000055
- OPC – PSP – WW 40000056
- OPC – SPECIAL 40000057

COMPLEMENT PLANNING SUMMARY

The Complement Planning Summary is a multiple tab report that is generated from the personnel data that is loaded/adjusted within the BudgetPrep Complement Input Form. This report calculates and documents all personnel costs.

A separate Complement Planning Summary should be prepared for each state appropriation or executive authorization (SAP fund), and all other accounts for which there is an authorized complement or complement is requested.

The required parameters to run this report are Fiscal Year **(1)**, Budget Version **(2)**, Budget Version (Compare) **(3)**. The agency should input the same Budget Version as **(2)** for the Budget Version (Compare).

Although Fund **(4)**, is not designated with an asterisk, this is still a required field. The Fund should be the same number as the Sending Fund **(5)**, which is also required. Always remember when pulling multiple funds that start with the same five-digit sequence (appropriation), CP must be selected in the dropdown and an asterisk must be placed after the data.

Other parameters can be added on the prompt screen but are not required.

Once all parameters have been entered, select OK **(6)**.

When starting to work on complement during each Budget/Rebudget submission, always run either a **Complement Planning Summary** report or a **Complement Detail – Version Comparison** report to determine the total positions loaded from the HR data. Verify that the number of positions is correct, and all positions are included for the appropriation. If the number of positions is incorrect, determine what is missing and make sure that any missing positions are added into BudgetPrep via the Complement Input Form.

Complement Planning Summary

Business Area: Empty Selection	Fiscal Year: 2023
Fund Type: Empty Selection	
Fund : 10622*	
Funds Ctr: Empty Selection	
Budget Version: Agency Budget Submission	
Budget Version (Compare): Agency Budget Submission	
Decision Package Type: Empty Selection	
Decision Package: Empty Selection	

6/24/2024 15:19

Version 40 - Agency Budget Submission					
As of Date 08/15/2022					
	RATE	POS	CURRENT PAYROLL	PAY PDS	TOTAL REQUEST
SALARY	26.0	473	\$1,324,912.50	12,298.0	\$34,447,828.00
Current Filled					
Filled Adjustments		0		0.0	\$0.00
Salary Adjustment Factor					\$253,073.00
TOTAL SALARIES		473	\$1,324,912.50	12,298.0	\$34,700,901.00
Vacancies/LWOP	26.0	38	\$77,158.50	715.0	\$1,407,842.00
Vacant/LWOP Adjustments		11		169.0	\$636,662.00
TOTAL VACANT/LWOP		49	\$77,158.50	884.0	\$2,044,504.00
New Positions		0	\$0.00	0.0	\$0.00
Other Personnel Costs					\$0.00
Salary Increase					\$0.00
Benefits	74.3%				\$27,287,476.00
Other Adjustments					\$6,301,119.00
TOTAL SALARIED PAYROLL		522	\$1,402,071.00	13,182.0	\$70,334,000.00
WAGE					
Current Filled		0	\$0.00	0.0	\$0.00
Filled Adjustments		0		0.0	\$0.00
Salary Adjustment Factor					\$0.00
TOTAL WAGE		0	\$0.00	0.0	\$0.00
Vacancies/LWOP		1	\$2,070.00	26.0	\$0.00
Vacant/LWOP Adjustments		0		0.0	\$0.00
TOTAL VACANT/LWOP		1	\$2,070.00	26.0	\$0.00
Other Personnel Costs					\$0.00
Salary Increase					\$0.00
Benefits	#DIV/0!				\$0.00
Other Adjustments					\$0.00
TOTAL WAGE PAYROLL		1	\$2,070.00	26.0	\$0.00
TOTALS					
Transfers In					\$0.00
Direct Charges In					\$0.00
TOTAL PERSONNEL		523	\$1,404,141.00	13,208.0	\$70,334,000.00
Federal Transfers Out					\$0.00
Non-Federal Transfers Out					\$0.00
Augmentations					\$49,667,000.00
Direct Charges Out					\$0.00
Personnel					\$20,667,000.00

Version 40 - Agency Budget Submission					
As of Date 08/15/2022					
	RATE	POS	CURRENT PAYROLL	PAY PDS	TOTAL RECOMMENDED
SALARY	26.0	473	\$1,324,912.50	12,298.0	\$34,447,828.00
Current Filled					
Filled Adjustments		0		0.0	\$0.00
Salary Adjustment Factor					\$253,073.00
TOTAL SALARIES		473	\$1,324,912.50	12,298.0	\$34,700,901.00
Vacancies/LWOP	26.0	38	\$77,158.50	715.0	\$1,407,842.00
Vacant/LWOP Adjustments		11		169.0	\$636,662.00
TOTAL VACANT/LWOP		49	\$77,158.50	884.0	\$2,044,504.00
New Positions		0	\$0.00	0.0	\$0.00
Other Personnel Costs					\$0.00
Salary Increase					\$0.00
Benefits	74.3%				\$27,287,476.00
Other Adjustments					\$6,301,119.00
TOTAL SALARIED PAYROLL		522	\$1,402,071.00	13,182.0	\$70,334,000.00
WAGE					
Current Filled		0	\$0.00	0.0	\$0.00
Filled Adjustments		0		0.0	\$0.00
Salary Adjustment Factor					\$0.00
TOTAL WAGE		0	\$0.00	0.0	\$0.00
Vacancies/LWOP		1	\$2,070.00	26.0	\$0.00
Vacant/LWOP Adjustments		0		0.0	\$0.00
TOTAL VACANT/LWOP		1	\$2,070.00	26.0	\$0.00
Other Personnel Costs					\$0.00
Salary Increase					\$0.00
Benefits	#DIV/0!				\$0.00
Other Adjustments					\$0.00
TOTAL WAGE PAYROLL		1	\$2,070.00	26.0	\$0.00
TOTALS					
Transfers In					\$0.00
Direct Charges In					\$0.00
TOTAL PERSONNEL		523	\$1,404,141.00	13,208.0	\$70,334,000.00
Federal Transfers Out					\$0.00
Non-Federal Transfers Out					\$0.00
Augmentations					\$49,667,000.00
Direct Charges Out					\$0.00
Personnel					\$20,667,000.00

Once the report populates, it is divided into the Budget Version and the Budget Version (Compare). Each Version breaks down into Salary and Wage and then an overall Totals section. All rows in the red outlined area under Agency Version must be entered to the nearest thousand.

Totals for state, federal, and other funds must agree with the Agency Request totals on the Commitment Item Summary. All dollars, positions, and pay period information must be entered into the Complement Input Form to ensure proper calculation on the Complement Planning Summary. All salary and benefit information, factors, and rates may be subsequently adjusted by OBO, as needed, to reflect such changes as those resulting from collective bargaining.

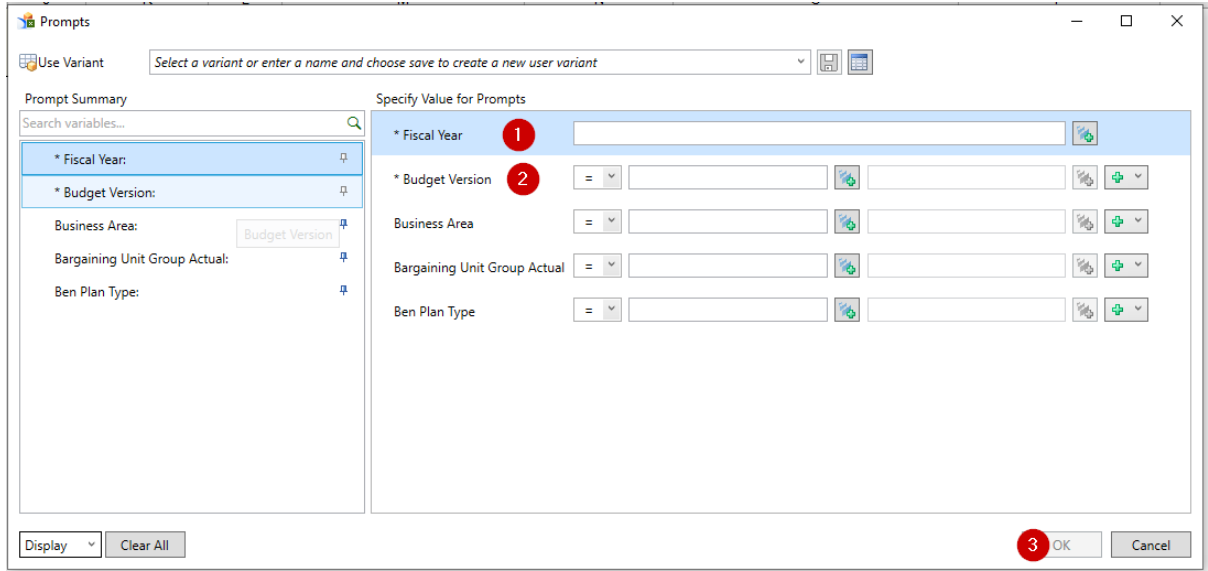
There are several other sheets in this report (pictured below) that provide supplemental data and generally correspond with the tabs contained in the Complement Planning Input Form of BudgetPrep.

New_Pos	Vacant_Pos	Comp_Adj_Det	Other_Adj_Det	Other_Adj_Rounding	OPC_Det	Benefits	FVLN	saf-gsi_amt	trans_charges_in	trans_augs_charges_out
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FACTORS BY VERSION

The Factors By Version report provides users with the rates and or dollar values applied to certain personnel-related costs for a given submission.

This report shows the standard employee benefit factors and other adjustment factors (such as the salary adjustment factor) that have been loaded into BudgetPrep. These factors cannot be changed in BudgetPrep. All adjustments proposed by the agency must be made in the complement adjustments or other adjustments input forms. The nature of the adjustment, the calculations supporting the adjustment and a brief explanation of why the adjustment is needed must be provided in the Complement Adjustments Worksheet for the appropriation.



The required parameters to run this report are Fiscal Year **(1)** and Budget Version **(2)**.

Only certain Budget Versions can be used. Agencies should utilize Version 010 for Budget and Version 205 for Rebudget.

Other parameters can be added on the prompt screen but are not required.

Once all parameters have been entered, select OK **(3)**.

Factors by Version																
Last Data Upd 1/20/23 10:29 AM																
Query Last Refreshed At 5/11/23 8:50 AM																
Budget Year	Budget Version	Business area	Plan Type	Plan	Bargain	Annuitant Health Insurance CI 6142000 CI 6142010 (PSP)	Employee Health Insurance CI 6144000	General Salary Increase CI 6111010	Life Insurance CI 6147000	Leave Payout CI 6151000	Medicare CI 6144000	Retirement CI 6145000	Salary Adjustment Factor CI 6111920	Social Security Salary Max	Social Security State Share CI 6143000	State Workers Insurance Fund CI 6146000
2023	10	10	##	Not assig##	Not assigned	#	Not assigned	\$ 0.0000000	\$ 0.0000000	0.0000000	\$ 0.0000000	0.0209000	0.0000000	\$ 0.0000000	0.0000000	0.0075000
2023	10	11	##	Not assig##	Not assigned	#	Not assigned	\$ 0.0000000	\$ 0.0000000	0.0000000	\$ 0.0000000	0.0139000	0.0000000	\$ 0.0000000	0.0000000	0.0296206
2023	10	12	##	Not assig##	Not assigned	#	Not assigned	\$ 0.0000000	\$ 0.0000000	0.0000000	\$ 0.0000000	0.0209000	0.0000000	\$ 0.0000000	0.0000000	0.0075000
2023	10	13	##	Not assig##	Not assigned	#	Not assigned	\$ 0.0000000	\$ 0.0000000	0.0000000	\$ 0.0000000	0.0209000	0.0000000	\$ 0.0000000	0.0000000	0.0237695
2023	10	14	##	Not assig##	Not assigned	#	Not assigned	\$ 0.0000000	\$ 0.0000000	0.0000000	\$ 0.0000000	0.0209000	0.0000000	\$ 0.0000000	0.0000000	0.0078949
2023	10	15	##	Not assig##	Not assigned	#	Not assigned	\$ 0.0000000	\$ 0.0000000	0.0000000	\$ 0.0000000	0.0209000	0.0000000	\$ 0.0000000	0.0000000	0.0195905
2023	10	16	##	Not assig##	Not assigned	#	Not assigned	\$ 0.0000000	\$ 0.0000000	0.0000000	\$ 0.0000000	0.0209000	0.0000000	\$ 0.0000000	0.0000000	0.0075000

FUND MASTER DATA

The fund master data report provides a listing of all the detailed attributes associated with each fund based on what is in the SAP system.

All reports within Budget Prep use various attributes for each fund to determine order and groupings. This report is used to view those details if need be.

Prompts

Use Variant: Select a variant or enter a name and choose save to create a new user variant

Prompt Summary

Search variables...

- Ledger:
- Character of Expenditures:
- ✓ Appropriation:
- Approp Ledger:
- Auth Group (Sel Option, Optional):
- Business Area:
- Fund Type:
- Fund:
- Functional Area:
- Related State Appropriation:

Specify Value for Prompts

Ledger	=				
Character of Expenditures	=				
Appropriation	=				
Approp Ledger	=				
Auth Group (Sel Option, Optional)	=				
Business Area	=				
Fund Type	=				
Fund	=				
Functional Area	=				

Display Clear All OK Cancel

There are no required parameters for this report.

A user can drill into specific data in several different ways depending on the need.

Once parameters have been entered, select OK.

VERIFICATION REPORT

When the Verification report is executed for an agency, it provides various reports that check specific budget details to ensure that the request meets the guidelines stated on the checklist tab.

This report is required and should be submitted to OBO for each Business Area. Complete the checklist before performing the version copy in BudgetPrep.

There is a variant that is updated regularly within the report to assist with dates and version data. When running this report please use the variant that applies for the appropriate year (←see screenshot to the left) as it will populate all parameters other than Business Area.

The Business Area is required.

Other additional parameters may be entered but are not mandatory.

For informational purposes only, the basis for the dates provided in the variant are listed below.

- Calendar Day for Actual Year – The last Monday of the fiscal year that just ended.
- Calendar Day for Current Year – The most recent Monday in the current fiscal year

Upon running the variant, the Verification report returns data on multiple tabs. The checklist tab needs to be completed in entirety upon submission to OBO. The Table tab is an all-inclusive compilation of the data entered in the prompt screen. **FOR ANY TAB (1-9), if there is a different result than the standard, but the submission is still correct, please provide a justification in the space provided (within the Checklist tab) to explain the difference.** Below is a detailed description of each tab within the Verification Report, what each tab is checking, and what the user needs to do to complete the step.

Verification Distribution - All Characteristics
Last Data Update: 5/9/23 3:37 PM Query Last Refreshed At: 5/11/23 11:12 AM

Business area	Executive Offices	Fund Type	General Fund	Rebid St App for Fun	Appropriation(N)	Office of the Budget	Fund	Office of the Budget	Budget Version 10					Undistributed Amounts (A+B+C+D+E)	Distributed Amounts (B+C+D+E)
									Avail Con Lv(N)	Budget Type 9999 - A	Budget Type 1000 - B	Budget Type 2000 - C	Budget Type 3000 - D		
					10622		106220000	Office of the Budget	\$ 13,681,000.00	\$ 23,294,000.00	\$ 20,713,000.00	\$ 3,081,000.00	\$ 0.00	\$ 13,681,000.00	\$ 0.00
									\$ 23,294,000.00	\$ 20,713,000.00	\$ 3,081,000.00	\$ 0.00	\$ 0.00	\$ 23,294,000.00	\$ 0.00
									\$ 5,709,000.00	\$ 5,709,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 5,709,000.00	\$ 0.00
									Result	\$ 26,322,000.00	\$ 25,922,000.00	\$ 0.00	\$ 0.00	\$ 26,322,000.00	\$ 0.00
									\$ 6,333,000.00	\$ 6,333,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 6,333,000.00	\$ 0.00
									\$ 5,222,000.00	\$ 5,222,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 5,222,000.00	\$ 0.00
									\$ 1,111,000.00	\$ 0.00	\$ 1,111,000.00	\$ 0.00	\$ 0.00	\$ 1,111,000.00	\$ 0.00
									Result	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
									\$ 6,998,000.00	\$ 6,998,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 6,998,000.00	\$ 0.00
									\$ 5,340,000.00	\$ 5,340,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 5,340,000.00	\$ 0.00
									\$ 1,668,000.00	\$ 0.00	\$ 1,668,000.00	\$ 0.00	\$ 0.00	\$ 1,668,000.00	\$ 0.00
									Result	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
									\$ 819,000.00	\$ 819,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 819,000.00	\$ 0.00
									\$ 739,000.00	\$ 739,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 739,000.00	\$ 0.00
									\$ 80,000.00	\$ 0.00	\$ 80,000.00	\$ 0.00	\$ 0.00	\$ 80,000.00	\$ 0.00
									Result	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
									\$ 13,368,000.00	\$ 13,368,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 13,368,000.00	\$ 0.00
									\$ 314,000.00	\$ 314,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 314,000.00	\$ 0.00
									\$ 3,054,000.00	\$ 0.00	\$ 3,054,000.00	\$ 0.00	\$ 0.00	\$ 3,054,000.00	\$ 0.00
									Result	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
									\$ 13,727,000.00	\$ 13,727,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 13,727,000.00	\$ 0.00
									\$ 31,458,000.00	\$ 0.00	\$ 31,458,000.00	\$ 0.00	\$ 0.00	\$ 31,458,000.00	\$ 0.00
									\$ 3,914,000.00	\$ 0.00	\$ 3,914,000.00	\$ 0.00	\$ 0.00	\$ 3,914,000.00	\$ 0.00
									Result	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
									\$ 3,822,000.00	\$ 3,822,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 3,822,000.00	\$ 0.00
									\$ 3,513,000.00	\$ 0.00	\$ 3,513,000.00	\$ 0.00	\$ 0.00	\$ 3,513,000.00	\$ 0.00
									\$ 309,000.00	\$ 0.00	\$ 309,000.00	\$ 0.00	\$ 0.00	\$ 309,000.00	\$ 0.00
									Result	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
									\$ 454,000.00	\$ 454,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 454,000.00	\$ 0.00
									Result	\$ 26,376,000.00	\$ 26,376,000.00	\$ 0.00	\$ 0.00	\$ 26,376,000.00	\$ 0.00
									Result	\$ 26,376,000.00	\$ 26,376,000.00	\$ 0.00	\$ 0.00	\$ 26,376,000.00	\$ 0.00

1) **Budget Type 1000 Check** – This tab is used to check that the amounts entered within BudgetPrep in Budget Type 1000 are the same as the amounts that are listed on the SFA. The agency prepares the SFA manually and all amounts and items that are listed in BudgetPrep should be listed on the SFA. In addition, this tab also assists in checking that all appropriations have been entered to the nearest thousand. **This tab has historically been used only for Budget Request.**

1R) **Budget Type 1000 Check at Rebudget** – **THIS IS ONLY USED FOR POST-ENACTMENT REBUDGETS.** This tab is used to check that the amounts entered within BudgetPrep are the same as the amounts that were appropriated or executively authorized (EA). Not all amounts that have been entered within BudgetPrep will be appropriated or executively authorized; this would apply to most ledger 4/5/6. In addition, this is also a check to ensure that all appropriations are entered to the nearest thousand.

2a) **Budget Type 2000 Check** – This tab is used to check that the augmentation amounts located in the 4* CIs within Budget Type 2000 total or equal the amounts that are listed on the SFA under that corresponding related state and/or appropriation as shown on this tab of the report. Appropriations with augmenting revenues report these amounts either individually or in groups depending on the type of revenues being collected. The SFA needs to identify which CIs that the augmentation represents as shown in the SFA section of the Budget Instructions. Fully augmented appropriations do not need to list both an augmentation and expense number if they are the same, this also applies to most ledger 4/5/6. In addition, this tab also checks that all augmentations are entered and rounded to the nearest thousand. **At Rebudget submission this tab will be used as a projection of augmentations to be received and should be reviewed for accuracy and consistency.**

2b) **Budget Type 2000 Check; Augmentations are fully offset** – This tab is used to check that the amounts entered within the 4* CIs, have a corresponding amount across the 6* CIs in Budget Type 2000, and net to zero. All amounts entered as an augmentation must be fully accounted for with a corresponding expense. The tab is set-up to show the total of the CIs by major object, filtered to show Budget Type 2000. If the bottom line of this report shows anything other than a zero an issue could exist, or justification must be provided.

3) **Budget Type 3000/4000 Check** – This tab is used to check that the amounts entered within the 92* CIs in Budget Type 3000 and 4000, have a corresponding amount across the 6* CIs in Budget Type 3000 and 4000, and nets to zero. All amounts entered in as a 92-Transfer must be fully accounted for with a corresponding expense. This tab is set-up to show the total of the CIs by major object filtered to show Budget Type 3000, 4000. If the bottom line of this report shows anything other than a zero an issue could exist, or justification must be provided.

4) **Budget Type 92-Transfer Check** – This tab is used to check that the amounts entered within the 92* CIs in Budget Type 1000, have a corresponding amount across the 92* CIs in Budget Type 3000 and 4000, and nets to zero. All amounts entered in as a 92-Transfer must be fully accounted for with a corresponding 92* Transfer. Budget Type 3000 is used for federal transfers and should be linked to a corresponding federal appropriation. Budget Type 4000 is used for all non-federal transfers and is used for all non-federal appropriations. The tab is set-up to show the total of the CIs by major object filtered to show Budget Type 1000, 3000, 4000. If the bottom line of this report shows anything other than a zero an issue could exist, or justification must be provided.

5) **Undistributed Amounts Check** – This tab is used to ensure that all the amounts that have been entered on the Complement and CI Planning Input Forms have been distributed to either Budget Type 1000, 2000, 3000 or 4000. If the bottom line of this report shows anything other than a zero an issue could exist, or justification must be provided.

6) **Negative Amounts Check** – This tab is used to check for all negative CIs within Budget Type 1000. ***In most cases there should not be any negative CIs on the report except for CI6111920-Salary Adjustment Factor amount.*** If any other items are shown then an issue could exist, or justification must be provided.

7) **Upper and Lower-Level Fund Centers Check** – This tab is used to ensure that no funding was added to Any Budget Type in the **00000000 or **99999999 fund centers. This report is specifically designed to only bring in the fund centers that end with all zeros and all nines. No items should appear here and should be removed prior to submittals.

8) **Authorized Vs BudgetPrep: Complement Check** – This tab is used to compare the most recent complement data in SAP, to what is being shown within BudgetPrep. If no authorization changes are to occur with the Request or Rebudget, then there should be no red warnings on the tab. If there are warnings and the number is positive, a higher Authorization than FTEs exists within BudgetPrep. Either add the required positions or the Request or Rebudget eliminates or transfers out positions, essentially lowering your authorized complement. If the warning amount is shown as a negative, BudgetPrep has a higher complement than the current authorized. This means either positions need to be removed or New or transferred-in positions exist that will increase your authorized complement. All transfers that change authorized complement, whether in or out, should be entered with reason code 19. This will allow the transfers to appear within the Changes in Authorized Complement Report. All new, eliminated, or transferred-in(out) positions **NEED** to show up on the Changes in Authorized Complement report.

9) **Average Pay Period Check** – This tab is used to check the average pay periods by fund. In normal circumstances, this should not exceed 26, 26.1 or 26.2 depending on the fiscal year. If a position's FTE is housed in one fund, but another fund is responsible for a portion of the salary, depending on how this is entered into BudgetPrep, this could cause the average pay periods to exceed 26.2. If any red warnings are shown then an issue could exist, or justification must be provided.

SECTION IV

TROUBLESHOOTING AND FREQUENTLY ASKED QUESTIONS

This section provides various errors and solutions that are commonly encountered within BudgetPrep.

TROUBLESHOOTING AND FREQUENTLY ASKED QUESTIONS (FAQs)

This page provides a brief description of common technical issues and potential fixes to those issues.

Additional troubleshooting and training can be found at the below two links. These links direct users to the *CoPA Custom Help* website to PDF and step by step instructions with walkthroughs of various AO and other Commonwealth systems.

[Analysis for Office FAQ's](#)
[End User Procedures \(EUP\) for AO](#)

If additional assistance is needed beyond the resources provided, email [RA-OB BudgetPrep](#).

Connection issues while inside Analysis.

- *Are you connected to VPN and try again.*
- *Are you running 64-bit or 32-bit? Should be 32-bit.*
- *Does "Business Warehouse Reports" work from the users SAP GUI*

Data on the workbooks is not updated when the data is saved on the input forms.

- ***Below are three troubleshooting techniques to assist in this issue:***
 - *Select the REFRESH ALL icon on the ANALYSIS menu rather than the PROMPTS icon.*
 - *Run for different parameters then rerun for original parameters.*
 - *Close Excel and restart AO.*

Contains Pattern (CP) is not available on the Prompt box.

- Ensure that the 'OperatorContainsPattern' setting is checked under Technical Configuration.

Double COPA.

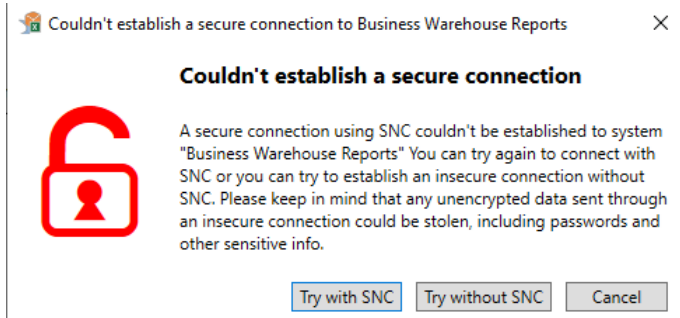
- Ensure that the 'EnableIncludesInSapUiLandscapeXml' and 'UseSapUILandscapeComApi' settings are unchecked under Technical Configuration.

Can't click 'OK' on prompt box.

- *Screen resolution needs to be set to 100% on all screens.*

CONNECTION ISSUES WHILE INSIDE ANALYSIS

Users may encounter an error message as shown below. Please follow the guidance to assist in troubleshooting this issue.

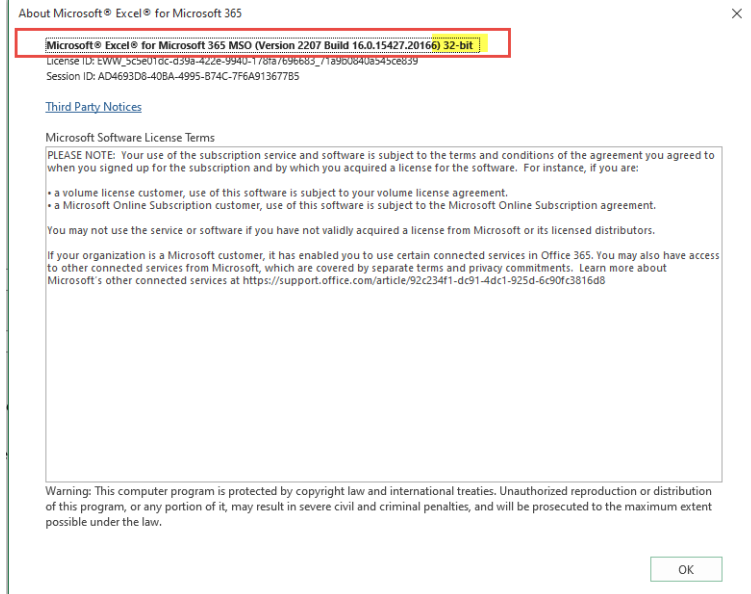


1. Are you connected to the Commonwealth's VPN?

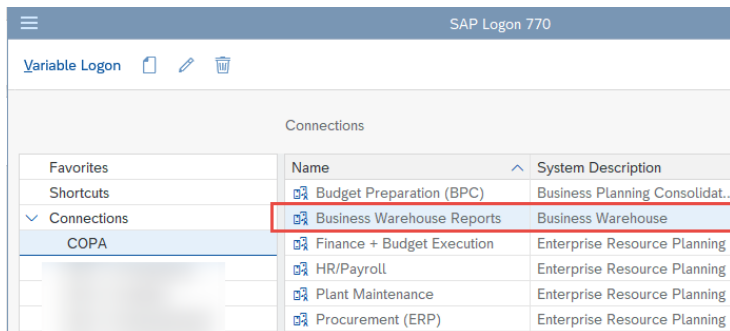
Ensure that a VPN connection is established and working properly.

2. Are you running the 64-bit package?

Verify the user is using a 32-bit Microsoft Office package and not a 64-bit package In Excel, select FILE → ACCOUNT → About Excel and ensure the Build is 32-bit



3. Does "Business Warehouse Reports" work from the users SAP GUI?



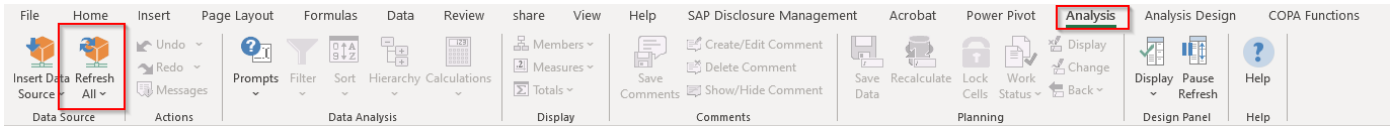
User should be able to get into Business Warehouse and see a main menu.

DATA ON WORKBOOKS NOT UPDATING WHEN SAVED ON INPUT FORMS

Users will encounter times that after they have saved data on the input form, the reports will not reflect the updates that have just been saved in the input forms.

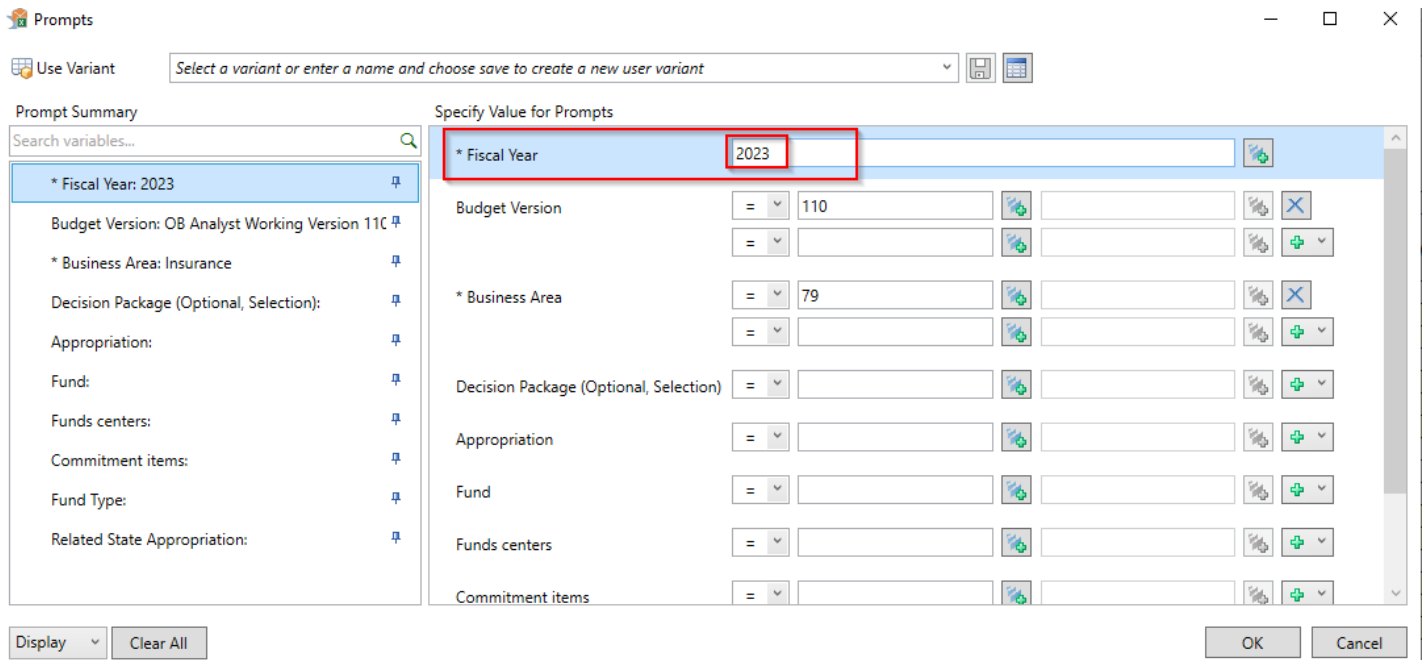
Below provides various actions that can be taken if users are not seeing updated data after input.

1. Select the 'Refresh All' icon on the 'Analysis' ribbon rather than rerunning from the 'Prompts' icon.



2. Run for different parameters then rerun for original parameters.

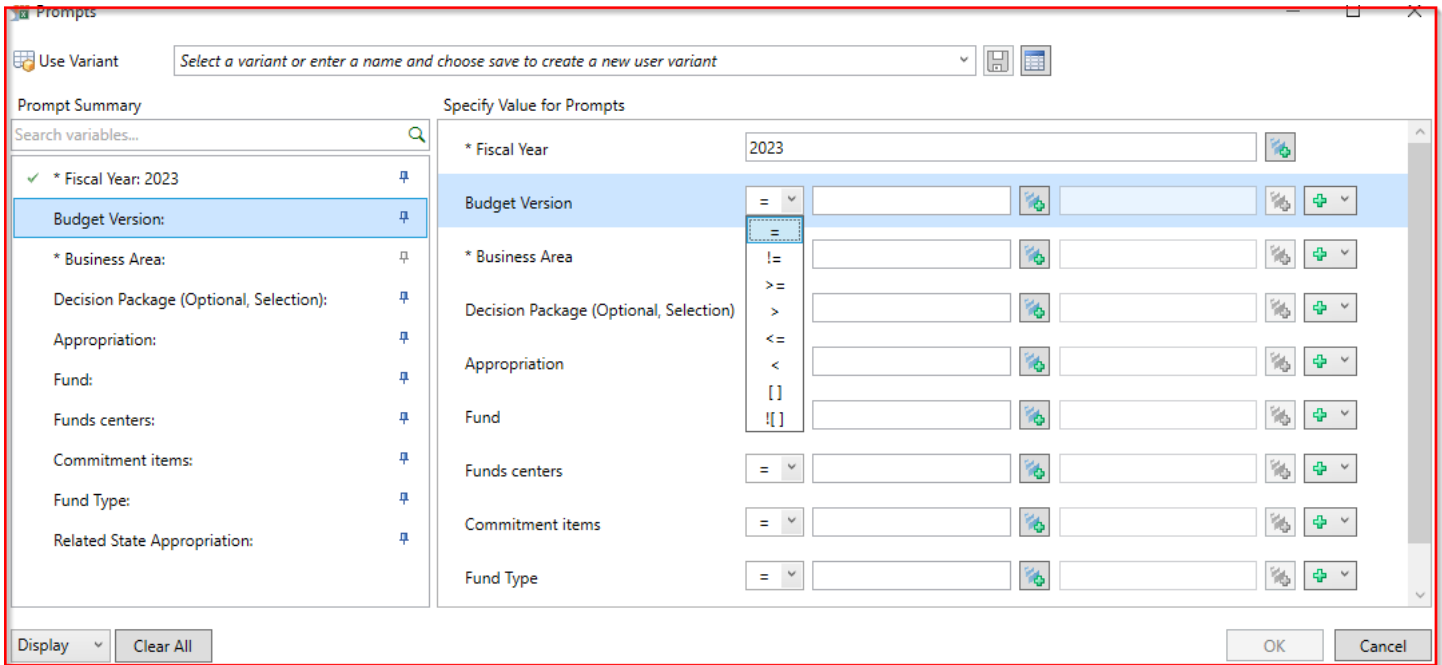
- **EXAMPLE:** Click the 'Prompts' icon under the 'Analysis' ribbon and change the fiscal year to the previous fiscal year, let the report run, then rerun the report for the current year and then recheck the data.



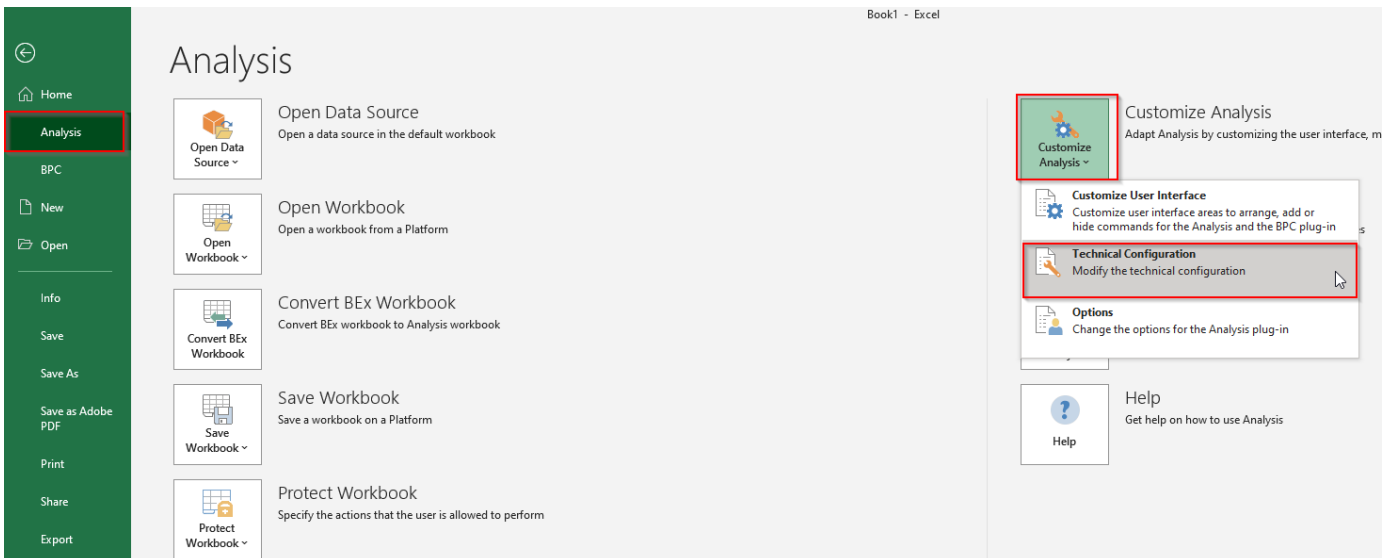
3. Close Excel and restart AO.

CONTAINS PATTERN (CP) IS NOT AVAILABLE ON THE PROMPT BOX

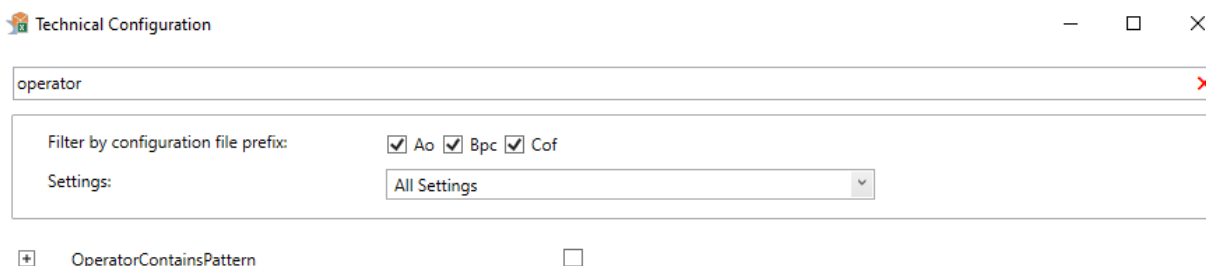
On the prompt box, users are not given the option to select CP as a parameter.



Ensure that the 'OperatorContainsPattern' setting is checked under Technical Configuration.

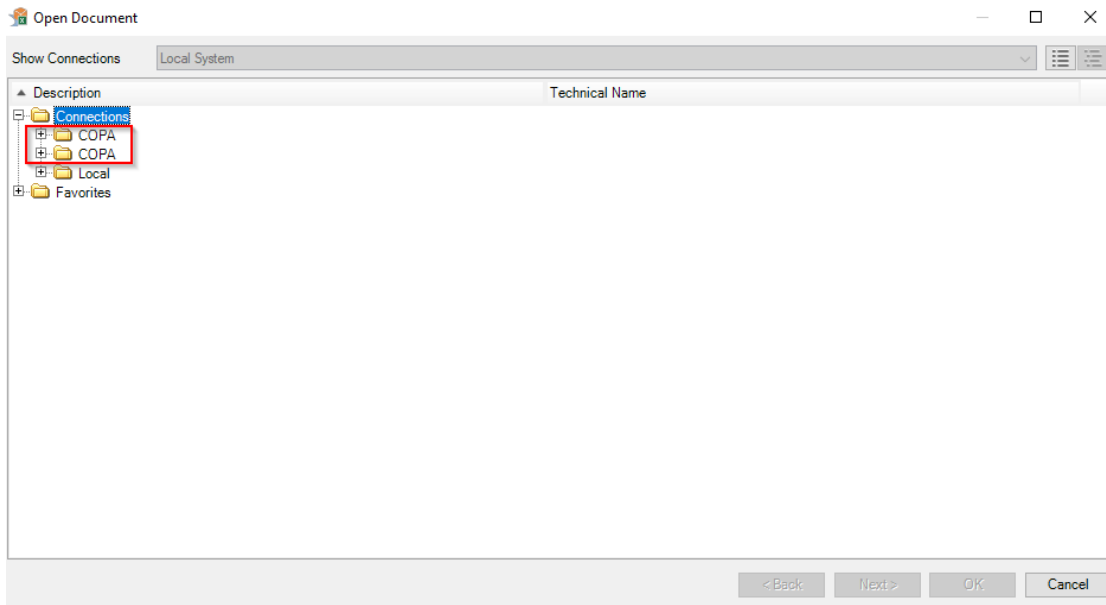


Search for operator in the search bar, and ensure the boxes are unchecked.

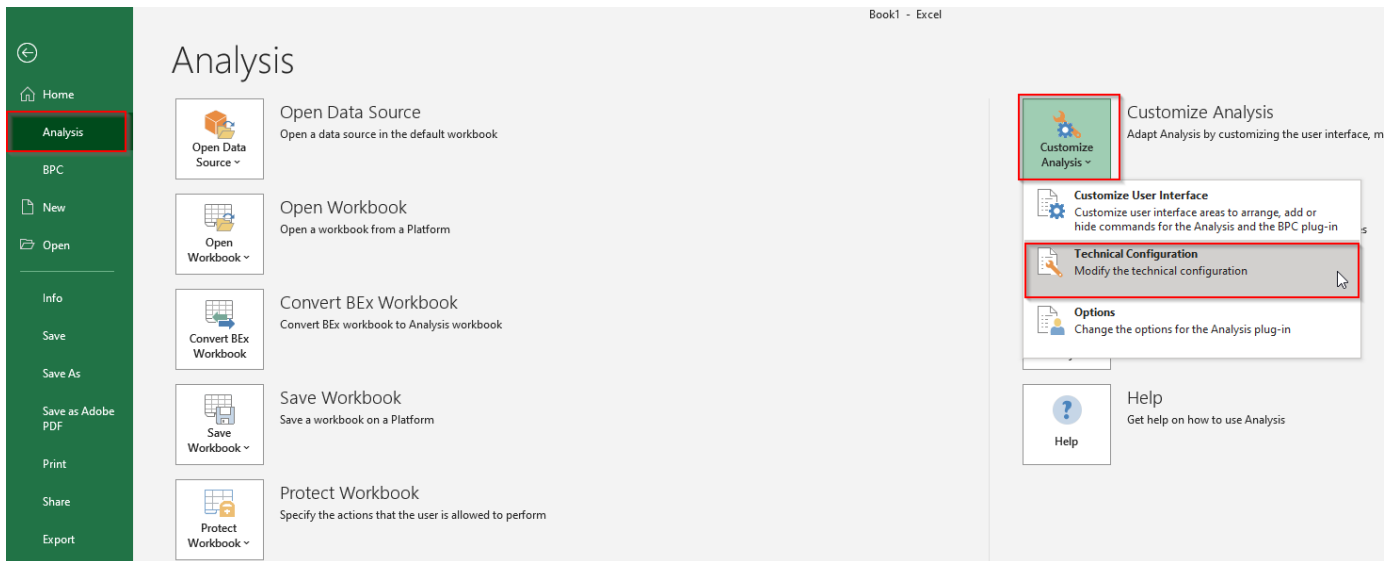


DOUBLE COPA FOLDER CONNECTION

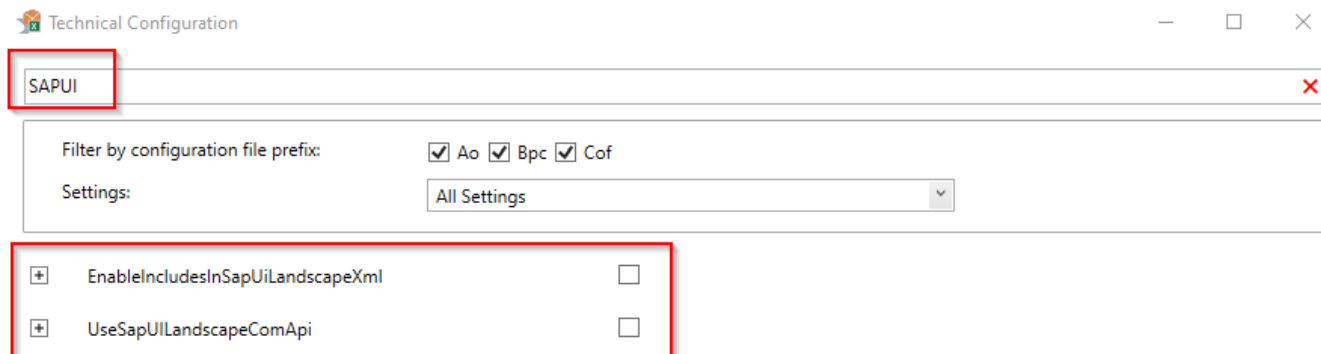
Users encounter two 'COPA' folders on the connections screen when given the option to select a connection.



Ensure that the 'EnableIncludesInSapUiLandscapeXml' and 'UseSapUiLandscapeComApi' settings are unchecked under Technical Configuration.

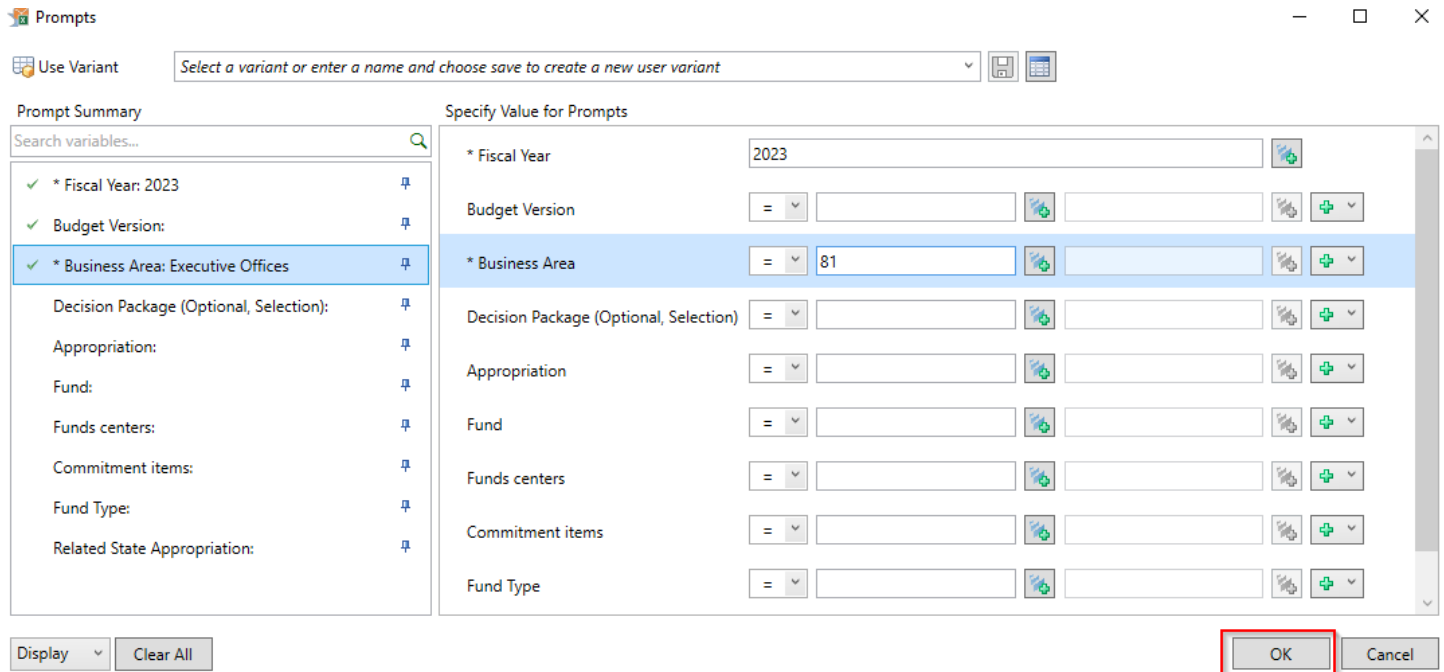


Search for SAPUI in the search bar, and ensure the boxes are unchecked.

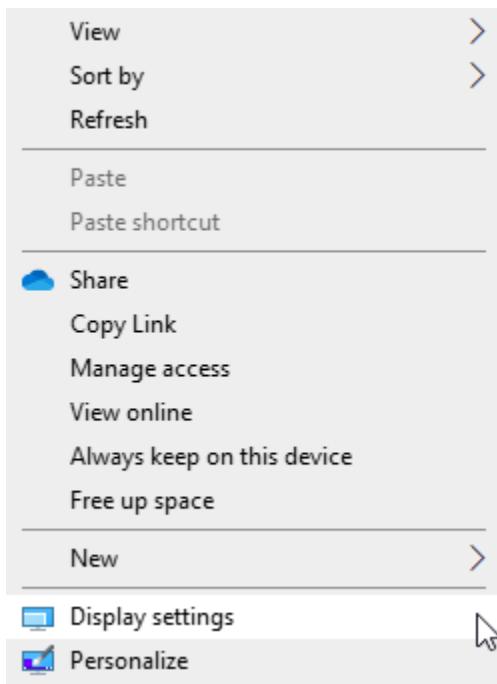


CAN'T CLICK 'OK' ON PROMPT BOX

Currently there have been occurrences of users not being able to click the 'OK' button on prompt boxes of reports that are being run.



In these scenarios the OK button is not grayed out and all mandatory fields are entered correctly, however when the cursor hovers over the OK button and a user clicks, no action takes place on the screen.



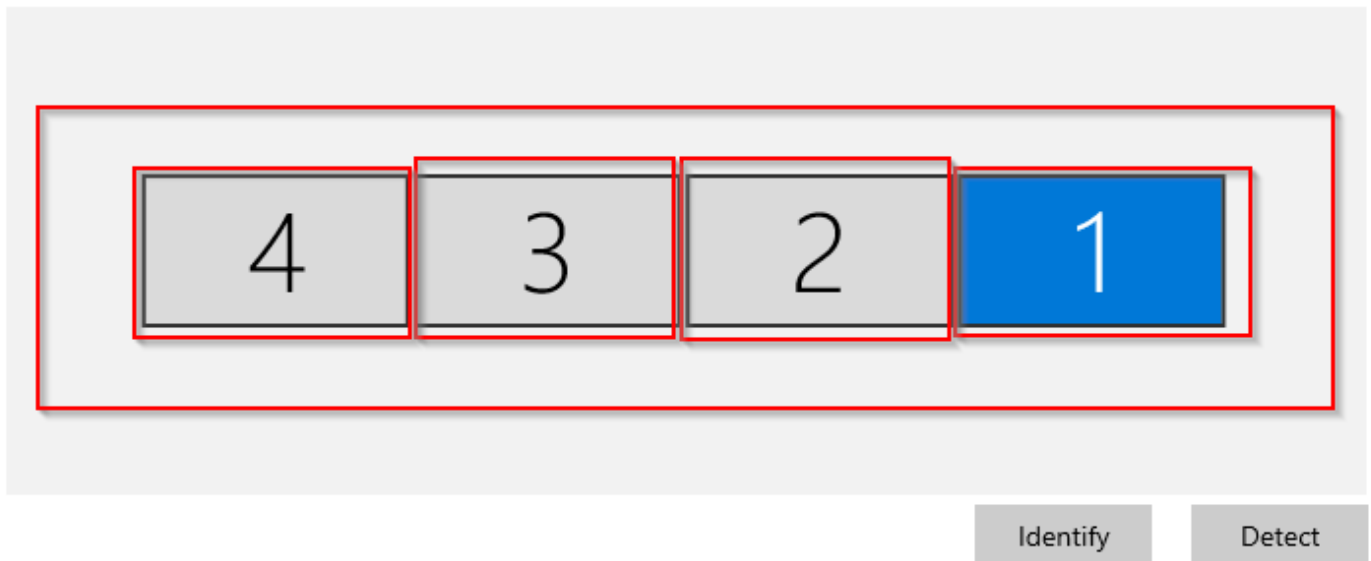
The most common fix for this item is to right click on your desktop and go to display settings.

As seen on the next page, each monitor setting will be available to update. Ensure that each monitor is set to 100% under the scale and layout section.

Display

Rearrange your displays

Select a display below to change the settings for it. Press and hold (or select) a display, then drag to rearrange it.



Brightness and color

Change brightness for the built-in display



Night light



[Night light settings](#)

Windows HD Color

Get a brighter and more vibrant picture for videos, games and apps that support HDR.

[Windows HD Color settings](#)

Scale and layout

Change the size of text, apps, and other items

