

Georgia Department of Labor

Using Budget Reporting USER EDITION

View Position/Project information

View Cost Center Position summaries

Table of Contents

Getting into the system	2
Displaying Individual Position Status	3
Viewing Individual Position Status.....	4
Viewing Cost Center Position Status.....	5
Displaying Fund Group Detail	8
Viewing Fund Ledger Detail	10
Viewing Project Detail.....	11
Viewing Object Detail.....	12
Viewing Sub-Object Detail	13
Viewing Reference Detail.....	14

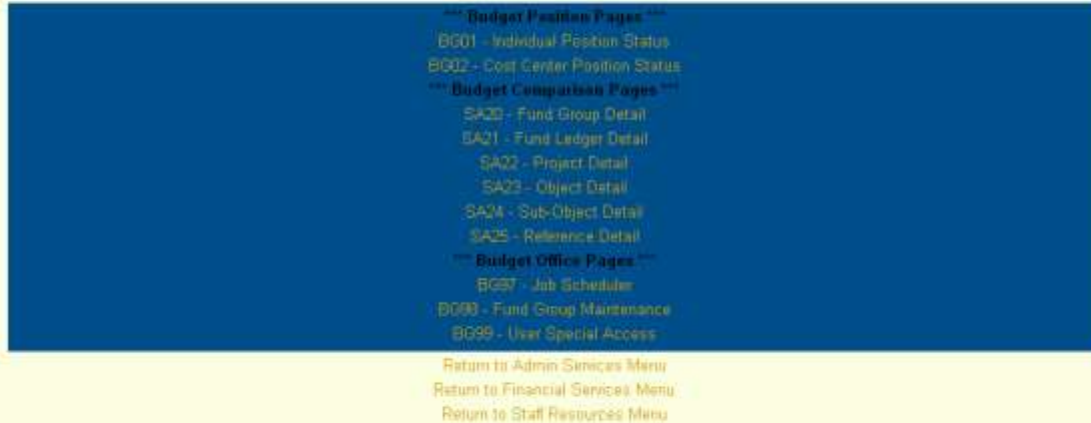
Getting into the system

Georgia Department of Labor

Budget Reporting

BG00 - Main Menu

PDF Help Document (User Edition)



Access the Staff Resources Main Menu: <https://staff.private.gdol/static/main-menu.htm>, click on the “Sign On” link. Use your CICS user id and password to submit your sign on. Click on “Proceed to the Main Menu” link then select the “Admin” menu tab and click on Administrative. On the DOL Administrative Services Web Menu scroll down to “Section Web Menus” and click on Financial Services Web Menu.

From the DOL Financial Services Web Menu, click on the “Budget Reporting” link to see the BG00 – Main Menu page.

While anyone with access to the Financial Services Web Menu can view the BG00 – Main Menu page, you must have proper DOL access in order to use the links on the page. If the system does not permit you access, you need more access authority. Consult your manager to get the proper authority. The manager will need to submit DOL 988 forms for access to BG01 and BG02. Access to BG98 and BG99 is restricted.

Displaying Individual Position Status

Georgia Department of Labor

Budget Reporting

BG01 - Individual Position Status

Enter Position Number and/or Employee ID, click Select

Main Menu

Select

Cost Center:	Location Code:	
Job Code:	Job Title:	
Employment Type:	Standard Hours:	
Merit Type:	FLSA Type:	
Position Status:	Position Active:	
Budget Indicator:		

Employee Name:	Annual Cost:	Full Time Equivalent:	<input type="text"/>
	Annual Salary:	Annual Benefits:	
Pay Grade:	FICA/Medicare:	Base:	
Service Date:	Retirement:	Health:	

Project	Percent	Project Description
<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	
Total		

Update

Last Update:

Last User:

Last Peoplesoft Update:

From the Budget Reporting System Main Menu, click on BG01 – Position Funding Update.

On the resulting page, fill in the desired Position Number or Employee ID and click “Select”

Other Buttons

Main Menu: Return to the BG00 Main Menu.

Update: Restricted to Budget Officers.

Viewing Individual Position Status

Georgia Department of Labor

Budget Reporting

BG01 - Individual Position Status

Modify Projects and Percents, click Update

Main Menu Enter Position Number: Employee ID: **Select**

Cost Center:	39000	Location Code:	00076
Job Code:	14661	Job Title:	TS TRNG/EMPLOYMENT TECH (WL)
Employment Type:	Regular	Standard Hours:	40.00
Merit Type:	Unclassified	FLSA Type:	Non-exempt
Position Status:	Approved	Position Active:	Active
Budget Indicator:	Yes		

Employee Name:	CHAN, JACKIE	Annual Cost:	\$17,330.00	Full Time Equivalent:	1.00
Semi-monthly rate of	\$1,000.00	Annual Salary:	\$12,000.00	Annual Benefits:	\$5,330.00
Pay Grade:	10	FICA/Medicare:	\$918.00	Base:	\$603.00
Service Date:	04/16/2001	Retirement:	\$1,249.20	Health:	\$2,659.80

Project	Percent	Project Description
8300		NO DESCRIPTION AVAILABLE
9000	100	NO DESCRIPTION AVAILABLE
Total	100	

Update

Last Update: 03/09/2011
Last User: BUD LOAD
Last Peoplesoft Update: 10/20/2010

The first block of six lines contains data for the position. The second block of four lines contains data for the employee in that position. Projects and Percentages are the budget assignments for the position.

Only Budget Officers are allowed to update Projects and Percentages.

Click on the Cost Center number to view summary/position information for the Cost Center.

To view another position, enter another Position Number and/or Employee Number and click "Select."

Other Buttons

Main Menu – Return to the BG00 – Main Menu page

Viewing Cost Center Position Status

Georgia Department of Labor

Budget Reporting

BG02 - Cost Center Position Status

Enter a Cost Center number; click Select

Main Menu

Cost Center:	<input type="text"/>	Select	Cost Center Name:					
Total Positions :		Total Filled:		Total Annual Salary:	Total Annual Benefits:	Total Annual Cost:		
Total Funded :								
Position Number	Funded	Employee Name	Employee Type	Employee ID	Position Title	Annual Salary	Annual Benefits	Annual Cost
Previous - CC		Previous				Next	Next - CC	

To view a Cost Center Position summary, from the BG00 Main Menu click on BG02 – Cost Center Position Inquiry.

Fill in the desired Cost Center number and click on “Select”

Viewing Cost Center Position Status (continued)

Georgia Department of Labor

Budget Reporting

BG02 - Cost Center Position Status

At last page for Cost Center

Main Menu

Cost Center: 50000	Select	Cost Center Name: SAMPLE COST CENTER						
Total Positions : 5	Total Filled: 5	Total Annual Salary: \$59,008.40						
Total Funded : 4		Total Annual Benefits: \$22,665.14						
		Total Annual Cost: \$81,673.54						
Position Number	Funded	Employee Name	Employee Type	Employee ID	Position Title	Annual Salary	Annual Benefits	Annual Cost
00059830	Y	RHAMES,VING	Regular	11111111	TS.BUSINESS OP.GENERALIST (WL)	\$12,000.00	\$5,330.00	\$17,330.00
00162440	Y	TAYLOR,ELIZABETH	Temporary	22222222	LAW ENFORCEMENT WORKER	\$11,008.40	\$1,345.14	\$12,353.54
00162440	N	PRICE,VINCENT	Regular	33333333	PS.COMP-EMP SPEC (WL)	\$12,000.00	\$5,330.00	\$17,330.00
00152452	Y	FREEMAN,MORGAN	Regular	44444444	SS. DATA PROCESSOR (WL)	\$12,000.00	\$5,330.00	\$17,330.00
00155578	Y	CHAN,JACKIE	Regular	55555555	TS.TRINGEMPLOYMENT TECH (WL)	\$12,000.00	\$5,330.00	\$17,330.00
Previous - CC	Previous					Next	Next - CC	

The Cost Center Positions Inquiry page displays a summary of Total Positions, Total Funded Positions, and Total Filled Positions, as well as the Total Annual Salary, Total Annual Benefits, and Total Annual Cost for the Cost Center or Rollup.

The page displays a table of all Positions for the Cost Center. Filled positions are displayed in normal text; unfilled Positions are displayed in *Italics*. Positions are displayed 25 per page; click on "Next" to view the next page of Positions for the Cost Center. To obtain access to Cost Centers other than your home Cost Center, submit a request to the Budget Office.

Individual Position Numbers are clickable. Clicking takes you to BG01 – Budget Position Inquiry for the Position.

Note: Salary amounts sometimes exist for unfilled Positions. These amounts are displayed but not included in Total Annual Salary, Total Annual Benefits, or Total Cost.

Buttons

Main Menu – Return to the BG00 – Main Menu page

Previous / Next – Goes to the next page of Position entries for an individual Cost Center (Page displays 25 entries at a time.)

Previous CC / Next CC – Goes to the next or previous permitted Cost Center (in numeric order).

Displaying Fund Group Detail

Georgia Department of Labor
Budget Reporting
SA20 - Fund Group Detail

Data for selection criteria displayed

Cost Center: 27500 Cost Center Name: IT APPLICATIONS DEVE

Accounting Period: September Closed Fiscal Year: Previous

Fund Group	Fund Group Description	Annual Operating Budget	Current Month	Quarter to Date	Year to Date	Balance	% of Budget Spent
00	AA ADMIN. ASSESSMENT	\$489,499.00	\$0.00	\$0.00	\$0.00	\$489,499.00	0.00
06	STATE SAFETY INSPECTIONS	\$0.00	\$9,639.89	\$28,404.28	\$28,404.28	(\$28,404.28)	(100.00)
18	DESC NOT FOUND	\$0.00	\$20.00	\$60.00	\$60.00	(\$60.00)	(100.00)
30	OTHER FUNDED PROGRAMS (MISC)	\$0.00	\$74.05	\$74.05	\$74.05	(\$74.05)	(100.00)
38	UI UNEMPLOYMENT INSURANCE	\$1,543,842.00	\$152,840.73	\$439,617.60	\$439,617.60	\$1,504,224.40	22.51
52	SECTION 119 (FEDERAL FUNDS)	\$318,735.00	\$0.00	\$0.00	\$0.00	\$318,735.00	0.00
63	ES TA WAGNER PEYSER(90%)	\$705,134.00	\$61,666.00	\$184,660.27	\$184,660.27	\$520,473.73	26.18
61	BLS BUREAU OF LABOR STATS	\$0.00	\$10,365.34	\$32,345.56	\$32,345.56	(\$32,345.56)	(100.00)
77	WORKFORCE INVESTMENT ACT	\$424,633.00	\$21,455.84	\$64,818.36	\$64,818.36	\$359,814.64	15.25
89	ADMIN SERVICES AND TECH(S&T)	\$434,920.00	\$61,965.73	\$208,664.80	\$208,664.80	\$226,255.20	47.97
Total		\$4,316,763.00	\$318,027.58	\$958,644.92	\$958,644.92	\$3,358,118.08	22.20
Equivalent Positions			44.00	42.38	42.44	42.44	
Funding Source Based on BGR Fund Groups							
Federal Funding		\$3,382,344.00	\$346,327.51	\$721,441.75	\$721,441.75	\$2,670,902.21	21.25
State Funding		\$0.00	\$9,639.89	\$28,404.28	\$28,404.28	(\$28,404.28)	(100.00)
Other Funding		\$924,419.00	\$62,039.78	\$208,738.85	\$208,738.85	\$715,680.15	22.58
Undefined Funding		\$0.00	\$20.00	\$60.00	\$60.00	(\$60.00)	(100.00)

Cost Center Positions
 Total 52

From the Budget Reporting Main Menu, click on SA20 – Fund Group Detail.

On the resulting screen, fill in the desired Cost Center and click “Select.” If you want to view a different accounting period, select the desired month and fiscal year in the pull-down field.

Clicking on “Select” without entering a Cost Center will display all the fund groups that the user has been given access to. Most users will not have access to specific fund groups.

Image shows a sample screen, with cost center 27500 (IT APPLICATIONS DEVE) and September of the previous year selected. “Current Month” represents the month selected – in this case, September. If the “Current” Accounting Period is selected, “Current Month” represents the current calendar month. Data is as of the previous day.

The numbers in the “Fund Group” column are links to the Fund Ledger Detail screen, SA21.

Other Buttons

Main Menu: Return to the BG00 Main Menu.

Viewing Fund Ledger Detail

Georgia Department of Labor
Budget Reporting
SA21 - Fund Ledger Detail

Data for selection criteria displayed

Cost Center: 2202 Cost Center Name: IT APPLICATIONS DEVE
Fund Group: 30 Fund Group Name: UI UNEMPLOYMENT INSURANCE
Accounting Period: September Closed Fiscal Year: Previous

Fund - Year	Fund Ledger Description	Annual Operating Budget	Current Month	Quarter to Date	Year to Date	Balance	% of Budget Spent
30 UI REG 17 225		\$1,943,842.00	\$115,575.80	\$338,738.73	\$338,738.73	\$1,605,103.27	17.42
2009 STIM-ARRA UI		\$0.00	\$4,894.24	\$12,745.48	\$12,745.48	(\$12,745.48)	(100.00)
UI AUTOMATION PRO		\$0.00	\$5,464.50	\$8,630.86	\$8,630.86	(\$8,630.86)	(100.00)
SUESO TEUC-ADMIN		\$0.00	\$26,306.19	\$75,502.55	\$75,502.55	(\$75,502.55)	(100.00)
Total		\$1,943,842.00	\$152,840.73	\$439,617.60	\$439,617.60	\$1,504,224.40	22.51
Equivalent Positions		20.50	20.27	19.86	19.86		

Funding Source Based on BGRM Fund Groups	Annual Operating Budget	Current Month	Quarter to Date	Year to Date	Balance	% of Budget Spent
Federal Funding	\$1,943,842.00	\$152,840.73	\$439,617.60	\$439,617.60	\$1,504,224.40	22.51
State Funding	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00
Other Funding	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00
Undefined Funding	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00

SA21, the Fund Ledger Detail screen, is available from the main menu and from links on the Fund Group Detail screen, SA20. From the main menu, click on SA21 – Fund Ledger Detail. Fill in the Cost Center, Fund Group, and Accounting Period and click on “Select.” The screen will display a list of Fund Ledgers with a budget and/or expenses matching the specified criteria.

The Fund - Year combinations are links to SA22, the Project Detail screen.

If only the Fund Group is supplied, a list of Fund Ledgers within that Fund Group will be displayed, provided the user has access to that Fund Group.

If only the Cost Center is supplied, a list of all Fund Ledgers with a budget and/or expenses for the selected Accounting Period will be displayed. The list could be quite long.

Other Buttons

Main Menu – Return to the BG00 – Main Menu page

Group Detail – Return to the SA20 screen for the selected criteria. The word “Total” is also a link back to SA20.

Viewing Project Detail

Georgia Department of Labor
Budget Reporting
SA22 - Project Detail

Data for selection criteria displayed

Main Menu Group Detail Fund Detail

Cost Center: Cost Center Name: IT APPLICATIONS DEVE
Fund Group: Fund Group Name: UI UNEMPLOYMENT INSURANCE
Fund Ledger: Fund Ledger Name: 30 UI REG 17,225
Fiscal Year:

Accounting Period: Fiscal Year:

Project Code	Project Code Description	Annual Operating Budget	Current Month	Quarter to Date	Year to Date	Balance	% of Budget Spent
2133	30 UI REG 17,225	\$1,543,842.00	\$115,575.80	\$336,822.62	\$336,822.62	\$1,607,919.38	17.32
2197	FAC PROGRAM	\$0.00	\$0.00	\$1,829.98	\$1,829.98	(\$1,829.98)	(100.00)
2198	STATE EXTENDED BENEFITS-ADMIN	\$0.00	\$0.00	\$86.13	\$86.13	(\$86.13)	(100.00)
Total		\$1,543,842.00	\$115,575.80	\$338,738.73	\$338,738.73	\$1,605,103.27	17.42
Equivalent Positions		20.50	15.32	15.28	15.28		

Funding Source Based on BGRF Fund Groups

Funding Source	Annual Operating Budget	Current Month	Quarter to Date	Year to Date	Balance	% of Budget Spent
Federal Funding	\$1,543,842.00	\$115,575.80	\$338,738.73	\$338,738.73	\$1,605,103.27	17.42
State Funding	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00
Other Funding	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00
Undefined Funding	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00

SA22, the Project Detail screen, is available from the main menu and from links on the Fund Ledger Detail screen, SA21. From the main menu, click on SA22 – Project Detail. Fill in the Cost Center, Fund Group, Fund Ledger, Fiscal Year, and Accounting Period and click on “Select.” The screen will display a list of Projects with a budget and/or expenses matching the specified criteria. The Project Codes are links to SA23, the Object Detail screen.

If only the Fund Group is supplied, a list of all Projects within that Fund Group will be displayed, provided the user has access to that Fund Group. The list could be quite long.

If only the Cost Center is supplied, a list of all Projects with a budget and/or expenses for the selected Accounting Period will be displayed. The list could be quite long.

Other Buttons

Main Menu – Return to the BG00 – Main Menu page

Group Detail – Return to the SA20 screen for the selected criteria

Fund Detail – Return to the SA21 screen for the selected criteria. The word “Total” is also a link back to SA21.

Viewing Object Detail

Georgia Department of Labor
Budget Reporting
SA23 - Object Detail

Data for selection criteria displayed

[Main Menu](#) [Group Detail](#) [Fund Detail](#) [Project Detail](#)

Cost Center:	27500	Cost Center Name:	IT APPLICATIONS DEVE
Fund Group:	30	Fund Group Name:	UI UNEMPLOYMENT INSURANCE
Fund Ledger:	0210	Fund Ledger Name:	30 UI REG 17.225
Fiscal Year:	F2010		
Project Code:	2100	<input type="button" value="Select"/>	Project Code Name: 30 UI REG 17.225

Accounting Period:	September	<input type="button" value="Closed"/>	Fiscal Year:	Previous
--------------------	-----------	---------------------------------------	--------------	----------

Object Code	Object Code Description	Annual Operating Budget	Current Month	Quarter to Date	Year to Date	Balance	% of Budget Spent
10	PERSONAL SERVICES	\$1,228,817.00	\$79,614.21	\$234,866.26	\$234,866.26	\$983,960.74	19.11
20	PERSONNEL BENEFITS	\$504,604.00	\$35,821.59	\$101,586.41	\$101,586.41	\$403,017.59	20.13
25	SUPPLIES	\$678.00	\$0.00	\$0.00	\$0.00	\$678.00	0.00
30	COMMUNICATIONS	\$2,494.00	\$140.00	\$379.95	\$379.95	\$2,824.05	15.80
40	TRAVEL	\$4,752.00	\$0.00	\$0.00	\$0.00	\$4,752.00	0.00
50	COMPUTER CHARGES	\$186,364.00	\$0.00	\$0.00	\$0.00	\$186,364.00	0.00
60	OTHER	\$16,223.00	\$0.00	\$0.00	\$0.00	\$16,223.00	0.00
Total		\$1,943,842.00	\$115,575.90	\$336,822.62	\$336,822.62	\$1,607,019.38	17.32
Equivalent Positions		20.68	15.32	15.19	15.19		

Funding Source Based on BG00 Fund Groups							
Federal Funding		\$1,943,842.00	\$115,575.90	\$336,822.62	\$336,822.62	\$1,607,019.38	17.32
State Funding		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00
Other Funding		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00
Undefined Funding		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00

SA23, the Object Detail screen, is available from the main menu and from links on the Project Detail screen, SA22. From the main menu, click on SA23 – Object Detail. Fill in the desired criteria and click “Select.” The screen will display all Objects with a budget and/or expenses matching those criteria. The Object Codes are links to SA24, the Sub-Object Detail screen.

If only the Fund Group is supplied, a list of all Objects within that Fund Group will be displayed, provided the user has access to that Fund Group. The list could be quite long.

If only the Cost Center is supplied, a list of all Objects with a budget and/or expenses for the selected Accounting Period will be displayed. This list is similar to the SA-5204 report.

Other Buttons

Main Menu – Return to the BG00 – Main Menu page

Group Detail – Return to the SA20 screen for the selected criteria

Fund Detail – Return to the SA21 screen for the selected criteria.

Project Detail – Return to SA22. The word “Total” is also a link back to SA22.

Viewing Sub-Object Detail

Georgia Department of Labor
Budget Reporting
SA24 - Sub-Object Detail

Data for selection criteria displayed

[Main Menu](#) [Group Detail](#) [Fund Detail](#) [Project Detail](#) [Object Detail](#)

Cost Center:	2200	Cost Center Name:	IT APPLICATIONS DEVE
Fund Group:	30	Fund Group Name:	UI UNEMPLOYMENT INSURANCE
Fund Ledger:	0210	Fund Ledger Name:	30 UI REG 17.225
Fiscal Year:	F2010		
Project Code:	2100	Project Code Name:	30 UI REG 17.225
Object Code:	10	Object Code Description:	PERSONAL SERVICES

Accounting Period: **September** Closed Fiscal Year: **Previous**

Object Subobject Code	Subobject Code Description	Annual Operating Budget	Current Month	Quarter to Date	Year to Date	Balance	% of Budget Spent
1002	REGULAR SALARIES	\$1,228,817.00	\$69,240.85	\$200,398.69	\$200,398.69	\$1,028,418.31	16.30
1017	COMP LEAVE EARNED (STATE)	\$0.00	\$375.01	\$1,895.58	\$1,695.58	(\$1,695.58)	(100.00)
1028	ANNUAL LEAVE TAKEN	\$0.00	\$2,826.91	\$14,814.51	\$14,814.51	(\$14,814.51)	(100.00)
1025	HOLIDAY LEAVE TAKEN	\$0.00	\$3,887.97	\$7,600.54	\$7,600.54	(\$7,600.54)	(100.00)
1030	SICK LEAVE TAKEN	\$0.00	\$3,283.47	\$10,320.46	\$10,320.46	(\$10,320.46)	(100.00)
1040	OTHER LEAVE TAKEN	\$0.00	\$0.00	\$26.48	\$26.48	(\$26.48)	(100.00)
Total		\$1,228,817.00	\$79,614.21	\$234,856.26	\$234,856.26	\$993,960.74	19.11

Funding Source Based on BG08 Fund Groups

Funding Source	Annual Operating Budget	Current Month	Quarter to Date	Year to Date	Balance	% of Budget Spent
Federal Funding	\$1,228,817.00	\$79,614.21	\$234,856.26	\$234,856.26	\$993,960.74	19.11
State Funding	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00
Other Funding	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00
Undefined Funding	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00

SA24, the Sub-Object Detail screen, is available from the main menu and from links on the Object Detail screen, SA23. From the main menu, click on SA24 – Sub-Object Detail. Fill in the desired criteria and click “Select.” The screen will display all Object/Sub-Objects matching those criteria. The Codes are links to SA25, the Reference Detail screen.

If only the Fund Group and Object are supplied, a list of all Object/Sub-Objects within that Fund Group and Object will be displayed, provided the user has access to that Fund Group.

If only the Cost Center and Object supplied, a list of all Object/Sub-Objects with a budget and/or expenses for the selected Accounting Period will be displayed.

Other Buttons

Main Menu – Return to the BG00 – Main Menu page

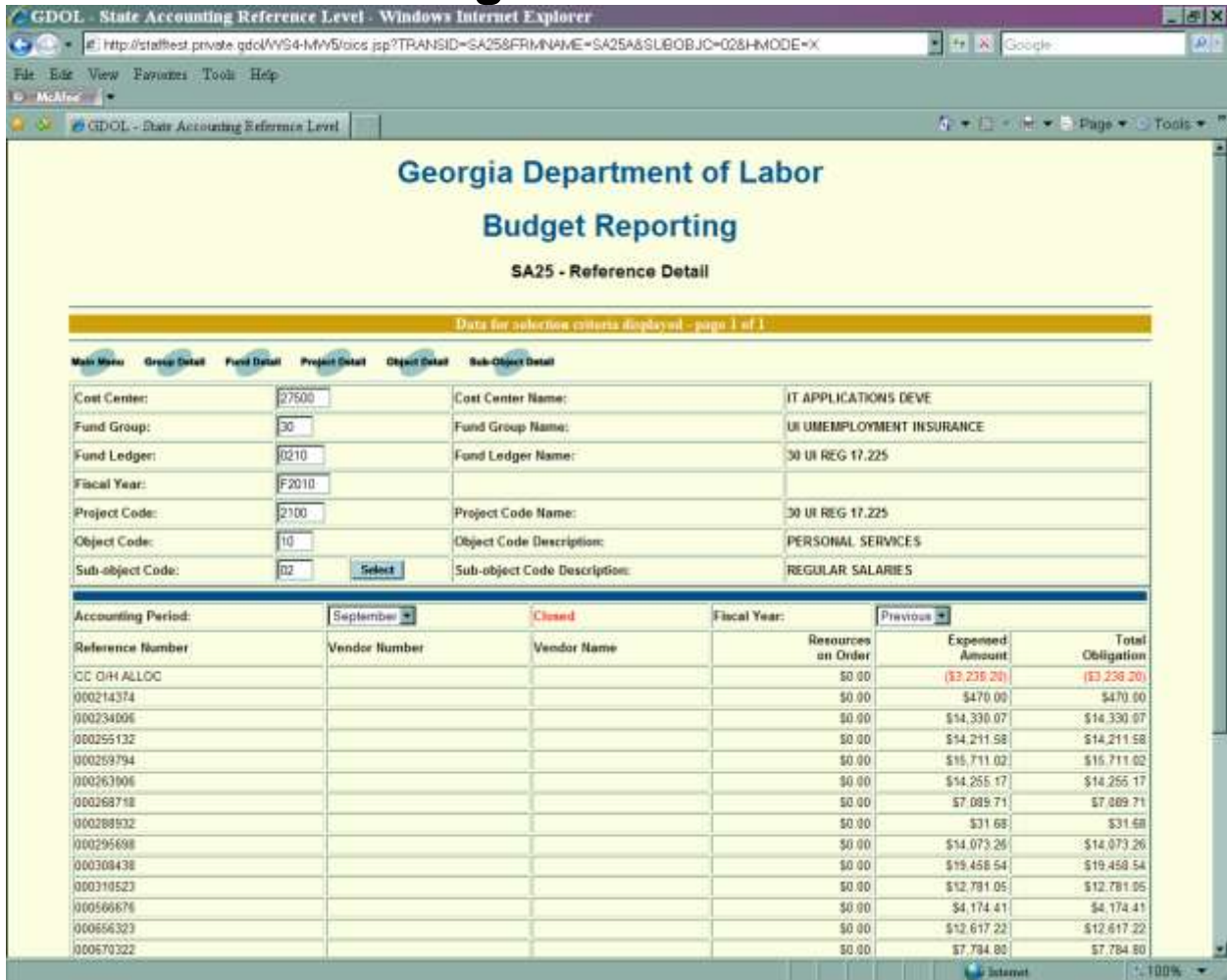
Group Detail – Return to the SA20 screen for the selected criteria

Fund Detail – Return to the SA21 screen for the selected criteria.

Project Detail – Return to the SA22 screen for the selected criteria.

Object Detail – Return to SA23. The word “Total” is also a link back to SA23.

Viewing Reference Detail



SA25, the Reference Detail screen, is available from the main menu and from links on the Sub-Object Detail screen, SA24. From the main menu, click on SA25 – Reference Detail. Fill in the desired criteria and click “Select.” The screen will display all Reference Numbers matching those criteria, with amounts for Resources on Order, Expensed Amount, and Total Obligation.

If only the Fund Group , Object and Sub-Object are supplied, a list of all Reference Numbers within that Fund Group and Object will be displayed, if the user has access to that Fund Group.

If only the Cost Center , Object and Sub-Object are supplied, a list of all Reference Numbers with obligations and/or expenses for the selected Accounting Period will be displayed.

Other Buttons

Main Menu – Return to the BG00 – Main Menu page

Group Detail – Return to the SA20 screen for the selected criteria

Fund Detail – Return to the SA21 screen for the selected criteria.

Project Detail – Return to the SA22 screen for the selected criteria.

Object Detail – Return to SA23. Sub-Object Detail – Return to SA24.

