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project | C INFORMED BUDGETING

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Budgeting & Planning

AGENDA

- Timeline Overview
- Line Item Budgeting
- Position Budgeting
- Security Forms
- Training
- Closing Remarks and Questions

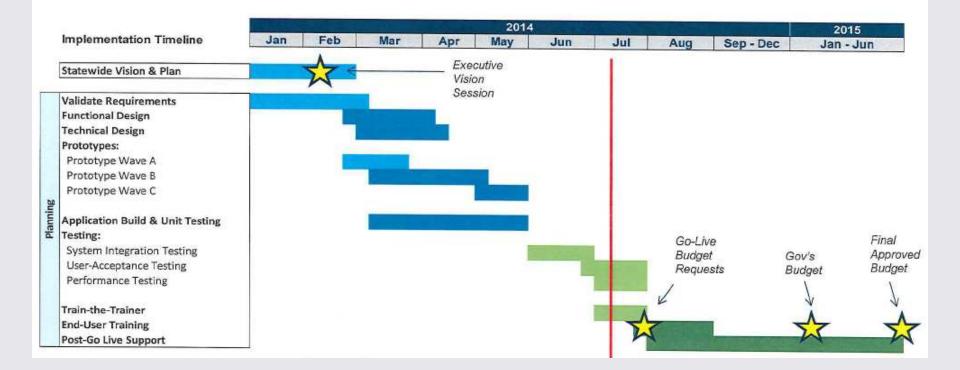


Timeline Overview

- Jan.: Project Kick-off
- Feb. May: Design and Build
- June: System Integration Testing
- July: User Acceptance Testing
- Aug.: Go-live and Training
- Sept.: Working Sessions



Timeline Overview





Current Focus

- User Acceptance Testing
 - Running test scripts to validate functionality
- Data Validation
 - Still a few outstanding issues but overall is looking pretty good
 - Another round starting later this week



Planning & Budgeting Overview

- Budget Request and Budget Work Program entries are now in the same system.
 - Enter Budget Request data in Aug./Sept.
 - Changes in June for the Final Budget
- All budgets will be at the 6 digit account level
 - If you have entered your budget at a higher level in the past, you will need to pick a 6 digit account number for budgeting
 - Budget conversion will reflect this process



- Thanks to everyone for the clean-up work you have done!
- Salary will include basic compensation plus some additional pay including
 - BRD: Board Members and Commissioner
 - CEL: Cellular Phone Usage
 - CPS: Cell Phone Stipend
 - EEA: Employee Expense Allowance (Uniform)
 - GTL: Group Term Life
 - HOU: Housing Allowance
 - VEH: Vehicle Usage \$3.00



- Positions/Employees:
 - Every position will come across with a 'VACANT' line all dollar amounts reflect 'default' values that have been setup
 - If a position is filled, it will also come across with an employee line – reflecting actuals for the employee



For <u>m</u> s	Manage Position-Employee Assignments			
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Fi Forms	44500, 0100001 - Office Activity			
Huntan Capital Planning	r		Position Number	
 Budget Administration Budget Preparation 	EP44500001 - Agency Administrator	EE	EP44500001	
Manage Revisions Manage Approvals		Vacancy	EP44500001	
Manage Compensation Defauts	8944500002 - Deputy Administrator	Vacancy	5744500002	
Position Information Employee Information	EP44500003 - Accountant	庭	5744500003	
Manage Employee Information Inquiry		Vacancy	EP44500003	
Budget Analysis Capital Ranning	EP44500006 - Executive Secretary	E.	EP44500006	
Operating Plan Test, Manesh		Vacancy	5744500005	
Satistical Panning	EP44500007 - C.S.R.		EP44500007	
		Vacancy	5744500007	
	EP44500012 - Temporary	Vacancy	EP44500012	
Forms in Manage Position Budgets Form	EP44500013 - Temporary	Vacancy	EP44500013	
10 Fill To-Be-Hired Vacancies	EP44500014 - Temporary	Vacancy	EP44500014	
Manage All Positions	EP44500015 - Temporary	Vacancy	EP44500015	



- For VACANT positions, OMES will select a default value (salaries, health benefits, etc.) and then the agency will have the ability to override.
 - Classified salaries: mid-point of salary range
 - Unclassified salaries: \$24,000
 - Benefit Allowance: Married with Spouse
 - SoonerSave: \$25.00 + Admin fee
 - Retirement: 16.5% (OPERS)
 - FICA



- For some information, i.e. overtime & longevity, the agency will be able to budget a total dollar amount.

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 Forms Human Capital Planning Capital Planning Operating Plan Revenue Planning Expense Planning Test, Mahesh Statistical Planning 		FY 15	FY 15	FY16	
		YearTotal	YearTotal	🕀 YearTotal	
		Actual	Budget	Budget	
	E 51 - PERSONAL SERVICES				
	E 52 - TRAVEL				
	S3 - ADMINISTRATIVE EXPENSE				
	54 - PROP,FURN,EQUIP & RELATED DEBT				
	E 55 - GEN ASST, AWDS, PROG-DIRECTED				
	E 56 - TRANSFERS & OTHER DISBURSMNTS				



• New form: 301EPLAN

Manager's Approval:			
Human Capital Plan (HCP) Pla	nner	Department Access:	□AII;
 Line Item (LI) Planner Capital Improvement Plan (CIF)Planner		List;,,
Strategy Planner View User		Rollup Dept. Access:	
			□,, □ List;,,
For OMES Use Only			·,,
Create UPK Training ID	OMES Budget Group		
	OWED Dudget Oroup		



- Security Roles
 - Human Capital Plan (HCP) Planner
 - An HCP Planner enters and submits HCP budget requests for approval
 - Line Item (LI) Planner
 - An LI Planner enters and submits LI budget requests for approval
 - Capital Improvement Plan (CIP) Planner
 - A CIP Planner enters and submits CIP budget requests for approval



- Security Roles
 - Strategy Planner
 - A Strategy Planner enters and submits goals and executive summaries for approval
 - View User
 - A View User has the ability to view and analyze data (e.g. executives)



- Department Access
 - All: Grants the user access to enter/update/promote data for all departments within the agency
 - List: Grants the user access to enter/update/promote data for all 7 digit department numbers listed
- Rollup Department Access
 - All: Grants the user access to enter/update/promote data for all departments within the agency
 - List: Grants the user access to enter/update/promote data for all 2 digit department numbers listed i.e. 10 Admin, 88 IT, etc.



- UPK Training ID
 - For an initial setup, you will be assigned two user id's
 - ENCORE
 - User Productivity Kit (UPK) for training
 - In keeping with our standard policy, users must complete training prior to being granted access to the system.



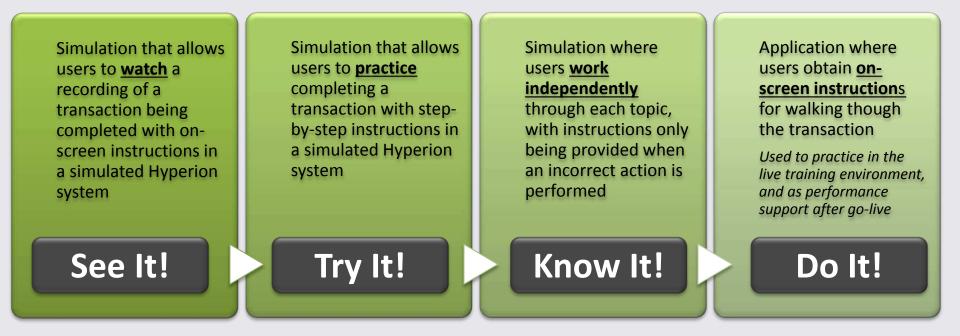
Training

- 4 Training Classes
 - General Navigation
 - Required for everyone UPK only
 - Line Item (LI)
 - Required for Line Item Planner access
 - Human Capital Planning (HCP)
 - Required for HCP Planner access
 - Capital Improvement Planning (CIP)
 - Required for CIP Planner access



UPK Training

- UPK provides multiple modes in which participants can learn and practice Hyperion functions and transaction processes
- Below you will see various modes used during the training sessions.



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Training Plan

- Instructor-led training
 - Each agency should identify one person that will be the subject matter expert (SME) for the agency. This person will attend the instructor-led training.
 - This may be a different person for HCP, LI and Capital or it might be the same person for all three modules.
 - As time & space allows, additional employees may be included in instructor-led training



Training Plan

- UPK Training
 - Other users within the agency will utilize the UPK training approach
- Budget Workshops
 - During the month of September the Budget Division will host workshops where users may bring their budget documents and enter their budgets. Budget
 Division personnel will be available to answer questions





User Productivity Kit (UPK) Demo

CLOSING REMARKS

- Please submit your security forms ASAP!
 Found on the website encore.ok.gov
- Completing 2nd round of UAT this week
 - Good feedback from the team
- Data validation and clean-up continues
- 1st year will be a challenge please plan to take advantage of the work sessions



Workstation Requirements

- Browser Requirements
 - IE 9: Use IE9 in standard mode with this release.
 Compatibility mode with IE9 is not supported in this release if ADF is enabled.
 - Firefox 10 or later: With XUL Manager Add-on installed.
- Office Productivity Tools:
 - Microsoft Office Suite
 - Office 2007 (all SP levels included)
 - Office 2010 (all SP levels included)
 - Adobe: Acrobat Reader 9+





Questions or Comments?

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