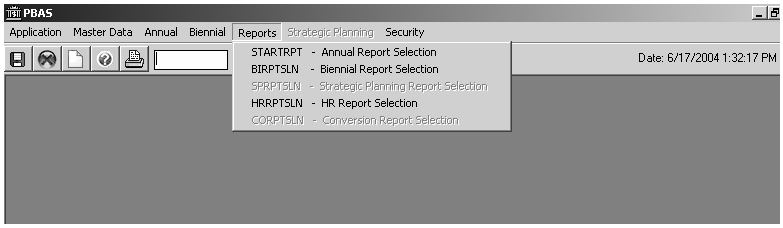
AN AASIS SUPPORT CENTER TRAINING GUIDE

PBAS Biennial Budgeting Reporting

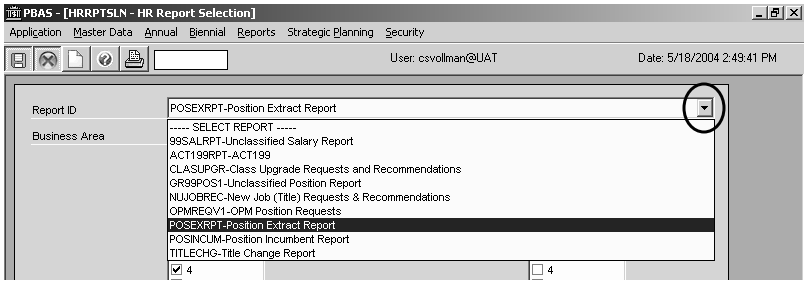
AASIS Support Center
April 2006

Selecting a Report



After logging in, the PBAS Menu is displayed. To Access the Reports, select Reports from the menu and then choose HR Report Selection for the Position Extract Report or Biennial Report Selection for the Biennial Budget reports.

Selecting a Report



Click on the arrow next to the Report ID box and click the report you wish to view. The selection screen will then appear for that report.

PBAS - [HRRPTSLN - HR Report Selection]

Application Master Data Annual Biennial Reports Strategic Planning Security

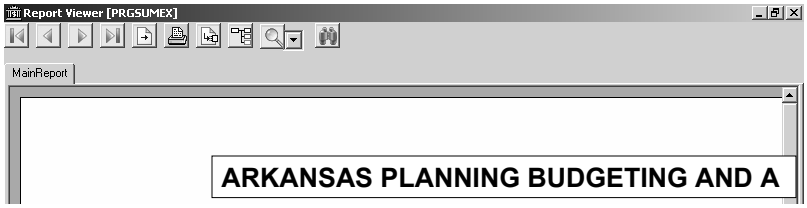
Report ID: POSEXRPT-Position Extract Report
Business Area: 0645
Version: 0, 1, 1D, 2, 2B, 2D, 3, 4, 5
Fiscal Year: 2006
Cost Center
WBS Element
Funds Center
Fund
Commitment Item
Functional Area
Position: New Position
Report Totals

SELECT POSITION
Reclass
Position Not Recommended
Title Change
New Position
All

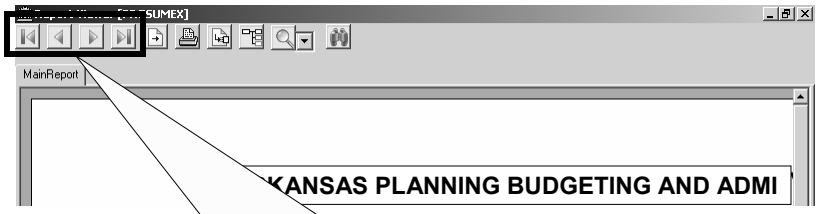
Selection screens generally require a Business Area, Version, and Fiscal Year Selection. Other selection options such as Fund, Funds Center or Cost Center may be available. Multiple range selections are optional in some reports.

Note: Multiple versions may be selected in the Position Extract Report. Other reports require that you select only one version.

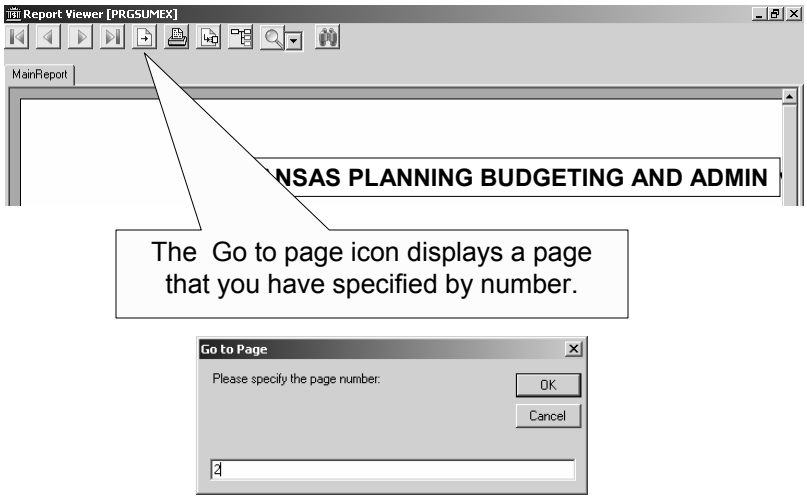
Working With the Reports



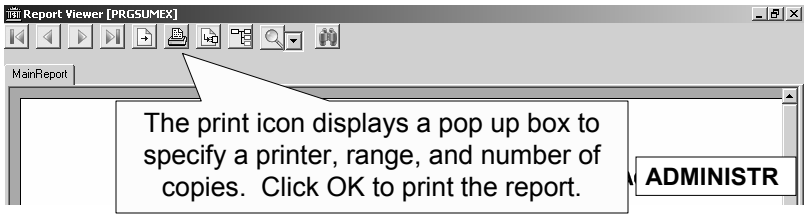
In addition to the windows scroll bars that allow you to display other parts of the reports, there is an icon selection menu at the top of the report display.

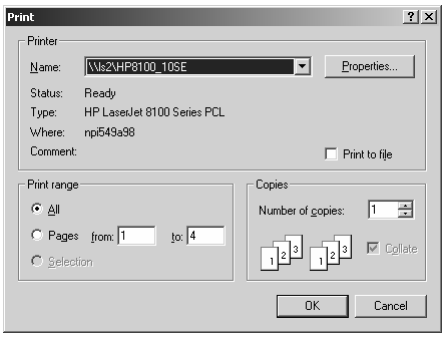


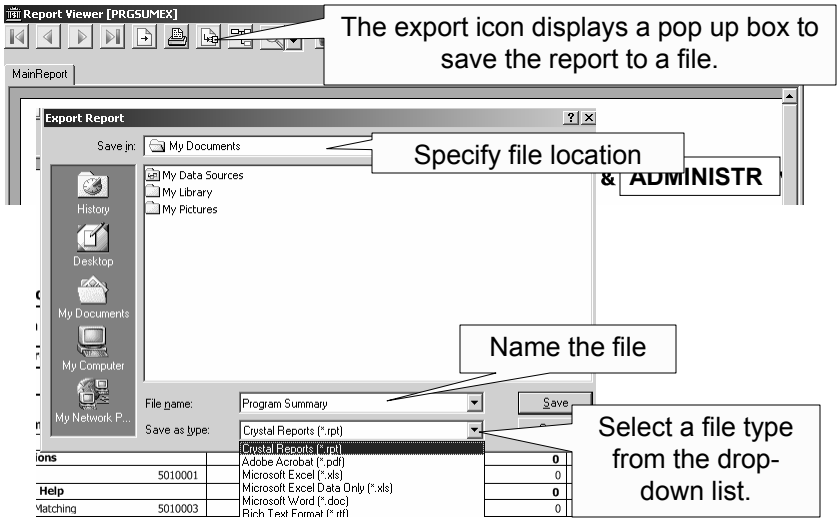
The arrow icons take you to the first page, the previous page, the next page, or the last page.

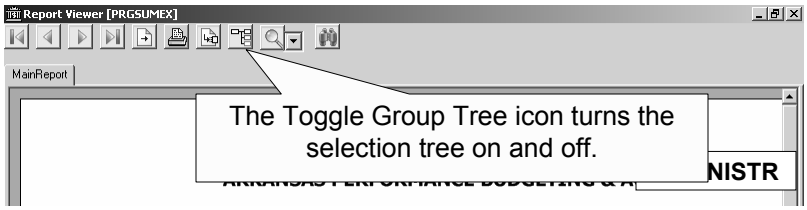


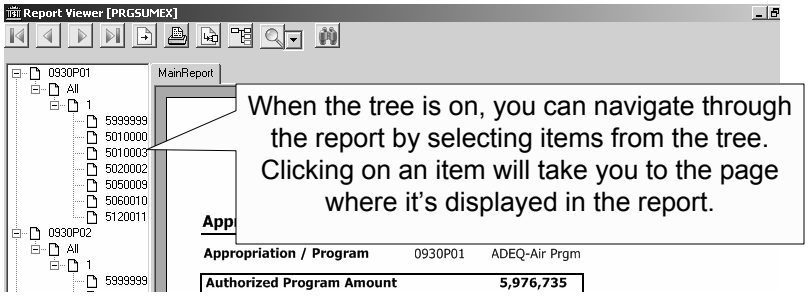
The Go to page icon displays a page that you have specified by number.

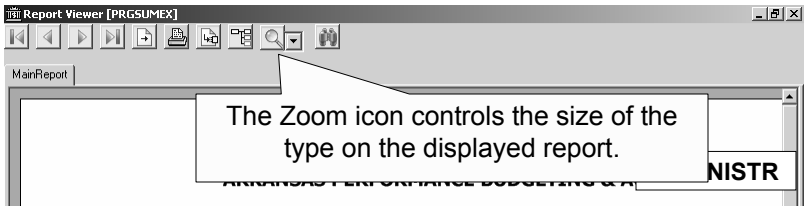

Report Viewer [PRGSUMEX]
MainReport
The print icon displays a pop up box to specify a printer, range, and number of copies. Click OK to print the report.
ADMINISTR

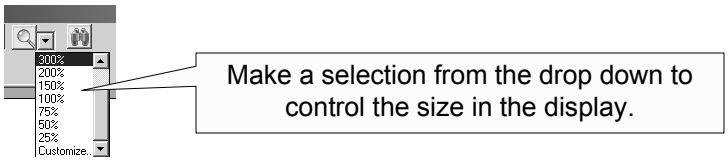

Print
Printer
Name: \\ls2\HP8100_10SE
Properties...
Status: Ready
Type: HP LaserJet 8100 Series PCL
Where: npi549a98
Comment:
Print to file
Print range
All
Pages from: 1 to: 4
Selection
Copies
Number of copies: 1
Collate
OK
Cancel

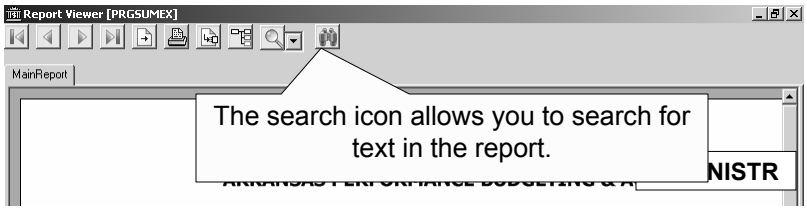

Report Viewer [PRGSUMEX]
MainReport
The export icon displays a pop up box to save the report to a file.
Export Report
Save in:
My Documents
Specify file location
My Data Sources
My Library
My Pictures
History
Desktop
My Documents
My Computer
My Network P...
Name the file
File name:
Program Summary
Save
Save as type:
Crystal Reports (*.rpt)
Crystal Reports (*.rpt)
Adobe Acrobat (*.pdf)
Microsoft Excel (*.xls)
Microsoft Excel Data Only (*.xls)
Microsoft Word (*.doc)
Select a file type from the drop-down list.
Help
5010001
5010003


Report Viewer [PRGSUMEX]
MainReport
The Toggle Group Tree icon turns the selection tree on and off.
NISTR

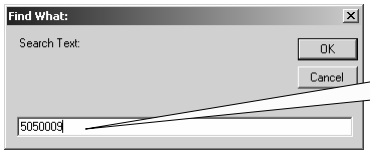

Report Viewer [PRGSUMEX]
MainReport
0930P01
All
1
5999999
5010000
5010003
5020002
5050009
5060010
5120011
0930P02
All
1
5999999
When the tree is on, you can navigate through the report by selecting items from the tree. Clicking on an item will take you to the page where it's displayed in the report.
Appropriation / Program 0930P01 ADEQ-Air Prgm
Authorized Program Amount 5,976,735


Report Viewer [PRGSUMEX]
MainReport
The Zoom icon controls the size of the type on the displayed report.
NISTR


300%
200%
150%
100%
75%
50%
25%
Customize...
Make a selection from the drop down to control the size in the display.



The search icon allows you to search for text in the report.

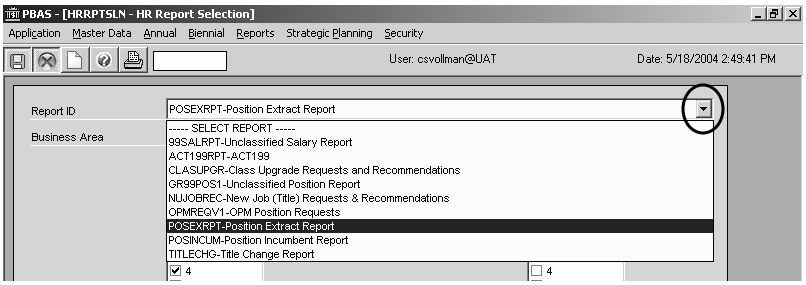


Type the desired text in the pop-up box and click OK.

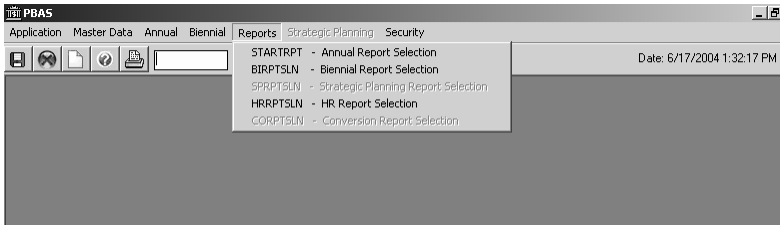
#Positions		0
ersonal Services Matching	5010003	0
perating Expenses	5020002	0
ravel-Conference Fees	5050009	
rofessional Fees and Services	5060010	0
apital Outlay	5120011	0
otal		0

If the system finds the searched item, it is displayed with a red outline.

Position Extract Report

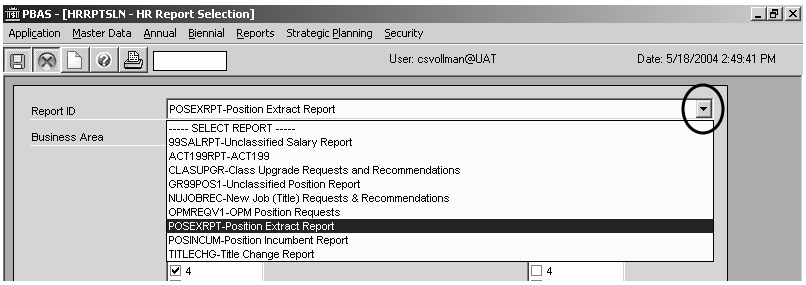


Click on the arrow next to the Report ID box. Click on POSESRPT – Position Extract Report.



After logging in, the PBAS Menu is displayed. To Access the HR Report, select Reports > HRRPTSLN – HR Report Selection from the menu.

Position Extract Report



Click on the arrow next to the Report ID box. Click on POSESRPT – Position Extract Report.

PBAS - [HRRPTSLN - HR Report Selection]

Application Master Data Annual Biennial Reports Strategic Planning Security

User: csvollman@UAT Date: 5/18/2004 2:51:32 PM

Report ID: POSEXRPT-Position Extract Report

Business Area: 0645 Business Area To

Version: 0, 1, 1D, 2, 2B, 2D, 3, 4, 5 Highlight Version

Fiscal Year: 2006

Cost Center To

WBS Element To

Funds Center To

Fund To

Commitment Item To

Functional Area Class

Position: New Position Jobs

Report Totals ate Report

SELECT POSITION
Reclass
Position Not Recommended
Title Change
New Position
All

Position

Enter Business Area, select Version(s), (multiple versions may be selected) and Fiscal Year. In addition, Cost Center and Fund may be entered. From the position drop down, select the type of position to be displayed, or select all positions. Click Generate Report.

Report Viewer [POSEXRPT]

MainReport

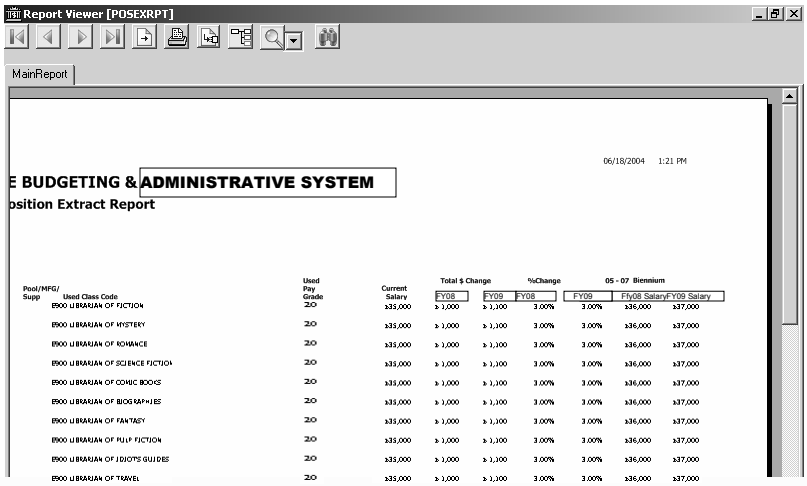
ARKANSAS PLANNING BUDGETING

Position Extract Report

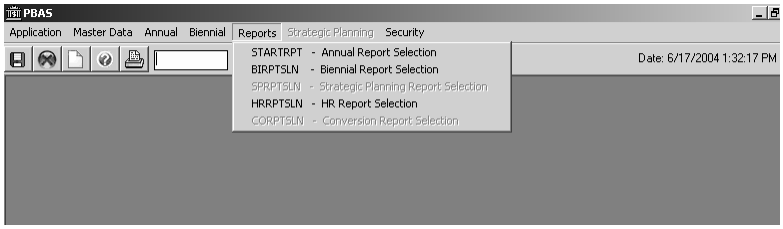
AR STATE LIBRARY
0519

Position	Version	Designation	Job	Authorized Pay Grade	CLIP Flag	Pool/MFG/ Supp	Used Class Code
23456789	Current	AUTH	E900 LIBRARIAN OF FICTION	19	N		E900 LIBRARIAN OF FICTION
23456789	Current	AUTH	E900 LIBRARIAN OF MYSTERY	11	N		E900 LIBRARIAN OF MYSTERY
23456789	Current	AUTH	E900 LIBRARIAN OF ROMANCE INATOR	22	N		E900 LIBRARIAN OF ROMANCE
23456789	Current	AUTH	E900 LIBRARIAN OF SCIENCE FICTION	11	Y		E900 LIBRARIAN OF SCIENCE FICTION
23456789	Current	AUTH	E900 LIBRARIAN OF COMIC BOOKS	08	N		E900 LIBRARIAN OF COMIC BOOKS
23456789	Current	AUTH	E900 LIBRARIAN OF BIOGRAPHIES	08	N		E900 LIBRARIAN OF BIOGRAPHIES
23456789	Current	AUTH	E900 LIBRARIAN OF FANTASY	08	N		E900 LIBRARIAN OF FANTASY
23456789	Current	AUTH	E900 LIBRARIAN OF PULP FICTION	08	N		E900 LIBRARIAN OF PULP FICTION
23456789	Current	AUTH	E900 LIBRARIAN OF IDIOTS GUIDES	09	N		E900 LIBRARIAN OF IDIOTS GUIDES
23456789	Current	AUTH	E900 LIBRARIAN OF TRAVEL	11	N		E900 LIBRARIAN OF TRAVEL

Positions, Version, Designation, Job, Authorized Pay Grade, Clip flag, Pool/MFG/Supp, and Used Class Code are displayed. Scroll over to view more information.

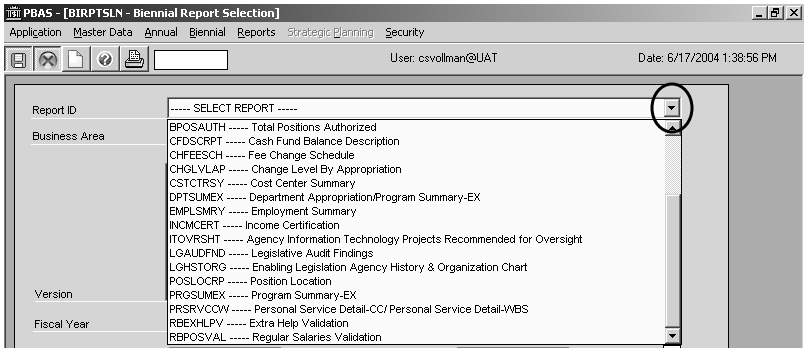


Used Pay Grade, Current Salary, Total Dollar Change for both years of the biennium, Percent Change for both years of the biennium and projected salaries for both years of the biennium are displayed.



To Access the Biennial Budget Reports, select Reports > BIRPTSLN – Biennial Report Selection from the menu.

Position Location Report



Click on the arrow next to the Report ID box. Scroll down to see more reports. Click on POSLOCRP—Position Location Report.

PBAS - [BIRPTSLN - Biennial Report Selection]

Application Master Data Annual Biennial Reports Strategic Planning Security

User: csvollman@UAT Date: 6/17/2004 3:28:49 PM

Report ID POSLOCRP ----- Position Location

Business Area 0995 Division

Version: 0, 1, 1D, 2, 2B, 2D, 3, 4, 5

Fiscal Year 2006

Cost Center To

WBS Element To

Funds Center To

Fund To

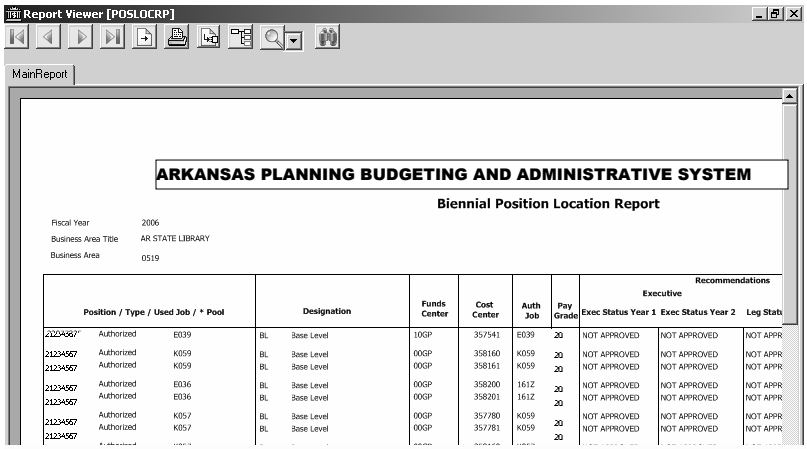
Commitment Item To

Functional Area

Generate Report

Fiscal Year

Enter Business Area, select Version (only one version may be selected) and Fiscal Year. In addition, Cost Center, Funds Center and Fund may be entered. Click Generate Report.



Report Viewer [POSLOCRP]

MainReport

ARKANSAS PLANNING BUDGETING AND ADMINISTRATIVE SYSTEM

Biennial Position Location Report

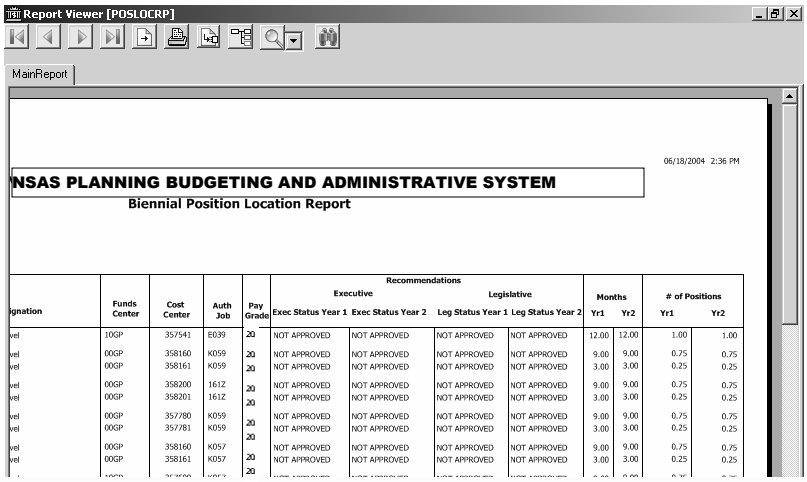
Fiscal Year 2006

Business Area Title AR STATE LIBRARY

Business Area 0519

Position / Type / Used Job / * Pool			Designation		Funds Center	Cost Center	Auth Job	Pay Grade	Recommendations Executive Exec Status Year 1	Exec Status Year 2	Leg Statu
21234567	Authorized	E039	BL	Base Level	10GP	357541	E039	20	NOT APPROVED	NOT APPROVED	NOT APPR
21234567	Authorized	K059	BL	Base Level	00GP	358160	K059	20	NOT APPROVED	NOT APPROVED	NOT APPR
21234567	Authorized	K059	BL	Base Level	00GP	358161	K059	20	NOT APPROVED	NOT APPROVED	NOT APPR
21234567	Authorized	E036	BL	Base Level	00GP	358200	161Z	20	NOT APPROVED	NOT APPROVED	NOT APPR
21234567	Authorized	E036	BL	Base Level	00GP	358201	161Z	20	NOT APPROVED	NOT APPROVED	NOT APPR
21234567	Authorized	K057	BL	Base Level	00GP	357780	K059	20	NOT APPROVED	NOT APPROVED	NOT APPR
21234567	Authorized	K057	BL	Base Level	00GP	357781	K059	20	NOT APPROVED	NOT APPROVED	NOT APPR
21234567								20			

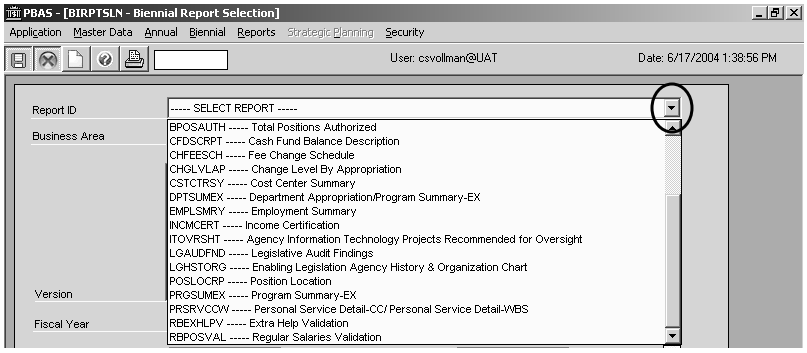
The report is sorted by position number. The report displays Position, Type, Used Job, Designation, Funds Center, Cost Center, Authorized Job, Pay Grade and Recommendations. Scroll over to see more columns.



gnation	Funds Center	Cost Center	Auth Job	Pay Grade	Recommendations: Executive: Exec Status Year 1	Executive: Exec Status Year 2	Legislative: Leg Status Year 1	Legislative: Leg Status Year 2	Months: Yr1	Months: Yr2	# of Positions: Yr1	# of Positions: Yr2
vel	10GP	357541	E039	20	NOT APPROVED	NOT APPROVED	NOT APPROVED	NOT APPROVED	12.00	12.00	1.00	1.00
vel	00GP	358160	K059	20	NOT APPROVED	NOT APPROVED	NOT APPROVED	NOT APPROVED	9.00	9.00	0.75	0.75
vel	00GP	358161	K059	20	NOT APPROVED	NOT APPROVED	NOT APPROVED	NOT APPROVED	3.00	3.00	0.25	0.25
vel	00GP	358200	161Z	20	NOT APPROVED	NOT APPROVED	NOT APPROVED	NOT APPROVED	9.00	9.00	0.75	0.75
vel	00GP	358201	161Z	20	NOT APPROVED	NOT APPROVED	NOT APPROVED	NOT APPROVED	3.00	3.00	0.25	0.25
vel	00GP	357780	K059	20	NOT APPROVED	NOT APPROVED	NOT APPROVED	NOT APPROVED	9.00	9.00	0.75	0.75
vel	00GP	357781	K059	20	NOT APPROVED	NOT APPROVED	NOT APPROVED	NOT APPROVED	3.00	3.00	0.25	0.25
vel	00GP	358160	K057	20	NOT APPROVED	NOT APPROVED	NOT APPROVED	NOT APPROVED	9.00	9.00	0.75	0.75
vel	00GP	358161	K057	20	NOT APPROVED	NOT APPROVED	NOT APPROVED	NOT APPROVED	3.00	3.00	0.25	0.25

Both Executive and Legislative Recommendations are displayed. Also shown are Months budgeted and number of positions for both years of the biennium.

Personal Service Detail—Cost Centers



Click on the arrow next to the Report ID box. Click on PRSRVCCW—Personal Service Detail—CC/ Personal Service Detail—WBS.

PBAS - [BIRPTSLN - Biennial Report Selection]

Application Master Data Annual Biennial Reports Strategic Planning Security

User: csvollman@UAT Date: 6/17/2004 3:28:49 PM

Report ID POSLOCRP ----- Position Location

Business Area 0995 Division

Version: 0, 1, 1D, 2, 2B, 2D, 3, 4, 5

Fiscal Year 2006

Cost Center To

WBS Element To

Funds Center To

Fund To

Commitment Item To

Functional Area

Generate Report

Fiscal Year

Enter Business Area, select Version and Fiscal Year. In addition, Cost Center, WBS Element, Funds Center and Fund may be entered. Click Generate Report.

Report Viewer [PRSRVCCW]

MainReport

ARKANSAS PLAN

Business Area Title	0995
Business Area Code	DEPT OF EMERGENCY MANAGEMENT
Fund Center Title	SEM-Admin-1
Fund Center Code	00MP
Fund Title	ADEM State Dom Prep
Fund Code	FKA1900

Position	Type	Used Job	* Pool	Designation		CLIP Flag	Cost Center/WBS	Authorized Job
1234567	Authorized	R193		BL	Base Level	N	468746	R193

The report, grouped by Fund Center and Fund, displays Position, Type, Used Job, Designation, CLIP Flag, Cost Center or WBS Element and Authorized Job. Scroll over to view more columns.

MainReport

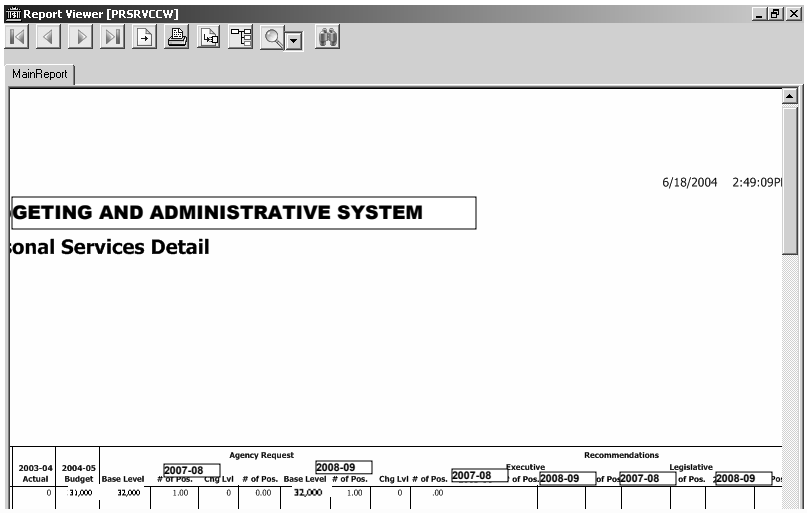
ARKANSAS PLANNING BUDGETING

Biennial Perso

Business Area Title 0995
Business Area Code DEPT OF EMERGENCY MANAGEMENT
Fund Center Title SEM-Admin-1
Fund Center Code 00MP
Fund Title ADEM State Dom Prep
Fund Code FKA1900

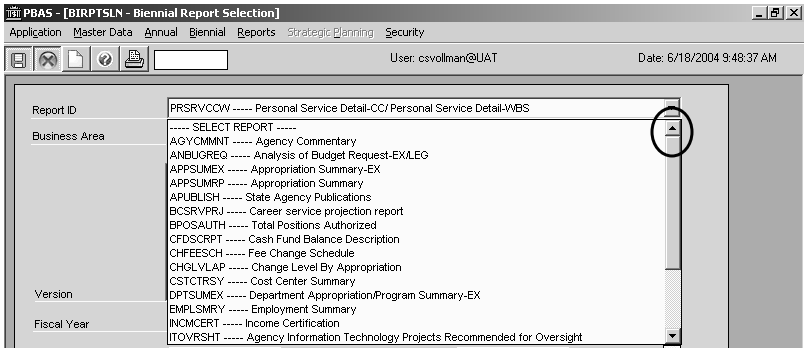
Position	Type	Used Job	* Pool		Designation	CLIP Flag	Cost Center/WBS	Authorized Job	Pay Grade	M1	M2	Current Salary	20 A
22079764	Authorized	R193		BL	Base Level	N	468746	R193	21	12.00	12.00	30,000	
22088809	Authorized	R134		C12	Not Requested	N	468746	R048	19	0.00	0.00	0	

Pay Grade, Months Budgeted for each year of the biennium, Current Salary, 2005-06 Actual, 2006-07 Budget, Base Level, Agency Request Number of Positions and Change Level for each year of the biennium. Scroll over to view more columns.



The Agency Request and Executive and Legislative Recommendations will be displayed in these columns when available.

Appropriation Summary-EX



Click on the arrow next to the Report ID box. Click on APPSUMEX—Appropriation Summary—EX.

PBAS - [BIRPTSLN - Biennial Report Selection]

Application Master Data Annual Biennial Reports Strategic Planning Security

User: csvollman@UAT Date: 6/17/2004 3:28:49 PM

Report ID POSLOCRP ----- Position Location

Business Area 0995 Division

Version: 0, 1, 1D, 2, 2B, 2D, 3, 4, 5

Fiscal Year 2006

Cost Center To

WBS Element To

Funds Center To

Fund To

Commitment Item To

Functional Area

Generate Report

Fiscal Year

Enter Business Area, select Version and Fiscal Year. In addition, Cost Center, WBS Element, Funds Center and Fund may be entered. Click Generate Report.

Report Viewer [APPSUMEX]

MainReport

6/18/2004 9:51:14 AM

ARKANSAS PLANNING BUDGETING AND ADMINISTRATIVE SYSTEM

Appropriation / Program Summary

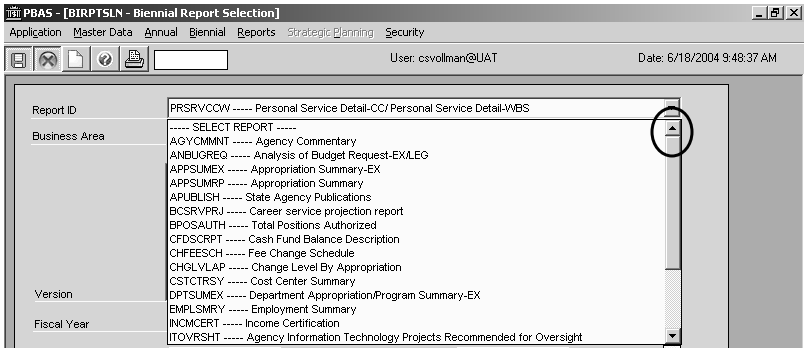
Appropriation / Program 127 AETN-Treas Pay

Funding Sources

		Historical Data			Agency Request and Executive Recommendation					
		2005-2006	2006-2007	2006-2007	2007-2006			2009-2009		
Commitment Item		**Actual**	**Budget**	**Authorized**	**Base Level**	**Agency**	**Executive**	**Base Level**	**Agency**	**Executive**
Regular Salaries	5010000	0	0	606,868	0	0	0	0	0	0
#Positions		**0**	**0**	**6**	**0**	**0**	**0**	**0**	**0**	**0**
Extra Help	5010001	0	0	155,070	0	0	0	0	0	0
#Extra Help		**0**	**0**	**34**	**0**	**0**	**0**	**0**	**0**	**0**
Personal Services Matching	5010003	0	0	190,958	0	0	0	0	0	0
Operating Expenses	5020002	0	0	2,753,093	0	0	0	0	0	0
Travel-Conference Fees	5050009	0	0	107,444	0	0	0	0	0	0
Professional Fees and Services	5060010	0	0	313,189	0	0	0	0	0	0
Authorized Commitment Item C	5090012	0	0	0	0	0	0	0	0	0
Promotional Items	5090028	0	0	15,000	0	0	0	0	0	0
Capital Outlay	5120011	0	0	100,000	0	0	0	0	0	0
Total		0	0	4,241,622	0	0	0	0	0	0

The report, sorted by funds center, displays the historical budget and agency requests and recommendations for both years of the biennium.

Cost Center Summary



Click on the arrow next to the Report ID box. Click on CSTCTRSY—Cost Center Summary.

PBAS - [BIRPTSLN - Biennial Report Selection]

Application Master Data Annual Biennial Reports Strategic Planning Security

User: csvollman@UAT Date: 6/18/2004 11:05:19 AM

Report ID: CSTCTRSY ----- Cost Center Summary

Business Area: 0513 Division:

Version: 0, 1, 1D, 2, 2B, 2D, 3, 4, 5

Fiscal Year: 2006

Cost Center To

WBS Element To

Funds Center To

Fund To

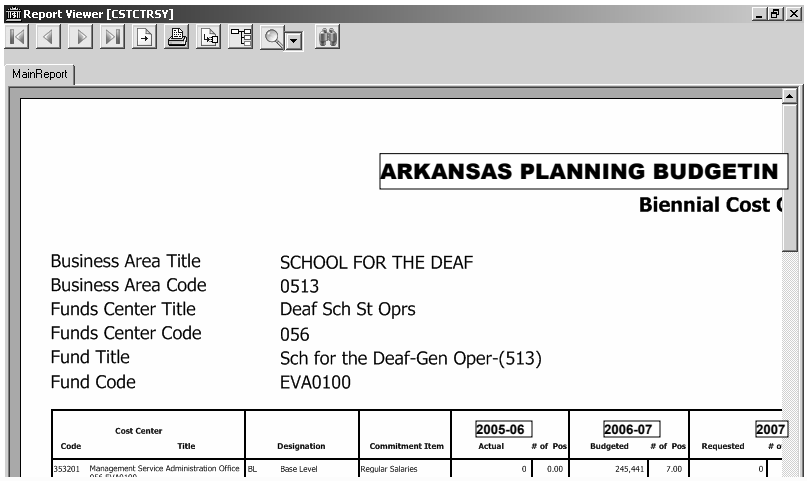
Commitment Item To

Functional Area

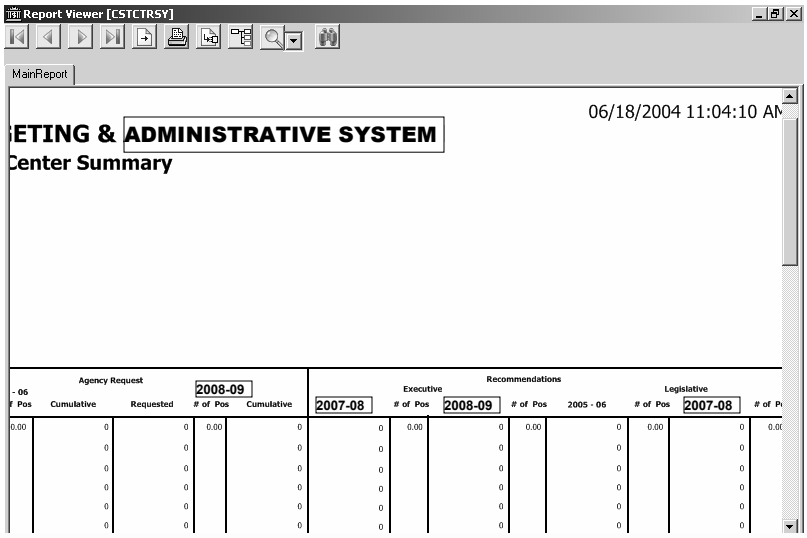
Generate Report

Cost Center

Enter Business Area, select Version and Fiscal Year. In addition, Cost Center, WBS Element, Funds Center and Fund may be entered. Click Generate Report.

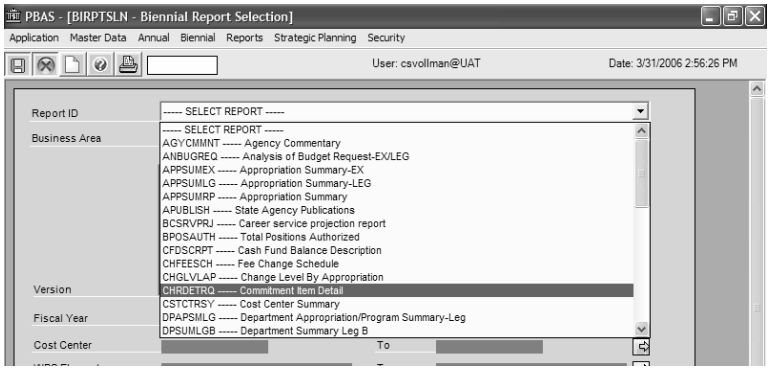


The report is grouped by funds center and sorted by cost center. displays the agency requests and recommendations for each cost center by commitment item.



Scroll over to view the rest of the columns. Scroll down to view more cost centers.

Commitment Item Detail Report



PBAS - [BIRPTSLN - Biennial Report Selection]

Application Master Data Annual Biennial Reports Strategic Planning Security

User: csvollman@UAT Date: 3/31/2006 2:55:53 PM

Report ID: CHRDETRQ ----- Commitment Item Detail

Business Area: 0634 Division:

Version: 0, 1, 1D, 2, 2B, 2D, 3, 4, 5

Fiscal Year: 2008

Cost Center To

WBS Element To

Funds Center: 120 To

Fund: MCE0100 To

Enter Business Area, Version 1, Fiscal Year 2008. Make a Fund and Funds Center selection if desired. Click Generate Report.

Generate Report

Fund

Report Viewer [CHRDETRQ]

MainReport

Commitment Item Detail

3/31/2006 2:54:26PM

Appropriation / Program: 120 Child Support Enforcement - Operations

Funding Sources:

Commitment Item	Expenditure Code	2005-2006 Actual	2006-2007 Budget	2007-2008 Base Level	2007-2008 Change Level	2007-2008 Total	2007-2008 %	2008-2009 Base Level	2008-2009 Change Level	2008-2009 Total	2008-2009 %
Operating Expenses	5020001000 Postage	1,598,914	1,622,030	1,622,030	0	1,622,030	0	1,622,030	0	1,622,030	0
	5020002000 Telecommunications Wired	928,581	559,023	559,023	150,000	709,023	27	559,023	150,000	709,023	27
	5020003000 Telecommunications Wireless	10,015	9,649	9,649	0	9,649	0	9,649	0	9,649	0
	5020004000 Network Services Expense	1,892	195,459	195,459	200,000	395,459	102	195,459	200,000	395,459	102
	5020005000 Freight	14,012	12,758	12,758	0	12,758	0	12,758	0	12,758	0
	5030001000 Printing	1,345	17,319	17,319	0	17,319	0	17,319	0	17,319	0
	5030002000 Binding Copying & Collating	182	3,568	3,568	0	3,568	0	3,568	0	3,568	0
	5030003000 Advertising & Clipping Servic	2,885	36,298	36,298	(20,594)	15,704	(57)	36,298	(20,594)	15,704	(57)
	5030005000 02 - Building & Grounds Maint	25,270	33,817	33,817	0	33,817	0	33,817	0	33,817	0
	5030006000 Public Facility Maintenance &	0	624	624	0	624	0	624	0	624	0
	5030007000 Hauling & Moving Expenses	3,134	5,630	5,630	0	5,630	0	5,630	0	5,630	0
	5030008000 Office Equipment Maintenance	3,877	11,946	11,946	0	11,946	0	11,946	0	11,946	0
	5030009000 Telephone System Repair & Ser	10,308	15,858	15,858	0	15,858	0	15,858	0	15,858	0
	5030010000 Public Safety Equipment Maint	0	488	488	0	488	0	488	0	488	0
	5030012000 02 - Vehicle Maintenance	4,189	917	917	0	917	0	917	0	917	0
	5030016000 Data Processing Equipment Mai	16,372	405	405	0	405	0	405	0	405	0

Page 1 of 2 | Total Pages: 2 | Zoom Factor: 100%

Department Appropriation Summary Report

PBAS - [BIRPTSLN - Biennial Report Selection]

Application Master Data Annual Biennial Reports Strategic Planning Security

User: csvollman@UAT Date: 3/31/2006 3:11:55 PM

Report ID: DPAPSMLG ----- Department Appropriation/Program Summary-Leg

Business Area

DPAPSMLG ----- Department Appropriation/Program Summary-Leg
DPSUMLGB ----- Department Summary Leg B
DPTSUMEX ----- Department Appropriation/Program Summary-EX
EMPLSMRY ----- Employment Summary
INCMCERT ----- Income Certification
ITOVRSHT ----- Agency Information Technology Projects Recommended for Oversight
LEGISREC ----- Total Legislative Recommendation
LGAUDFND ----- Legislative Audit Findings
LGHSTORG ----- Enabling Legislation Agency History & Organization Chart
LGRECPBB ----- Total Legislative Recommendation PBB
OBJVSMRY ----- Objective Summary
POSAPPLG ----- Total Positions Appropriated for Legislature
POSLOCRP ----- Position Location
PRGSUMEX ----- Program Summary-EX
PRGSUMLG ----- Program Summary-LEG
PRGSUMMS ----- Program Summary MS

Version

Fiscal Year

Cost Center To

WBS Element To

Funds Center 120 To

Fund To

Commitment Item To

Functional Area

Start Page Number

Generate Report

PBAS - [BIRPTSLN - Biennial Report Selection]

Application Master Data Annual Biennial Reports Strategic Planning Security

User: csvollman@UAT Date: 3/31/2006 3:05:05 PM

Report ID: DPAPSMLG ----- Department Appropriation/Program Summary-Leg

Business Area: 0634 Division:

Version: 0, 1, 1D, 2, 2B, 2D, 3, 4, 5

Fiscal Year: 2008

Cost Center To

WBS Element To

Funds Center: 120 To

Fund To

Commitment Item To

Functional Area

Start Page Number

Generate Report

eport Viewer [DPAPSMLG]

Report

ARKANSAS PERFORMANCE BUDGETING & ACCOUNTABILITY SYSTEM

3/31/2006 3:01:07PM

epartment Appropriation / Program Summary

	2005-2006		2006-2007		Agency Request				Legislative Recommendation			
Appropriation / Program	Actual	Pos	Budget	Pos	2007-2008	Pos	2008-2009	Pos	2007-2008	Pos	2008-2009	Pos
Child Support Enforcement - Operations	44,183,510	877	55,855,246	848	57,538,029	854	58,353,762	854	0	0	0	0
al	44,183,510	877	55,855,246	848	57,538,029	854	58,353,762	854	0	0	0	0

1 of 1 Total Pages: 1 Zoom Factor: 100%