Annual Agency Validation

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1) Click "Planning Profile" tab
2) Double click "Annual Agency Approval Profile"
3) Click "Set Variables" tab
    a) Verify Budget Prep Version "From Value" is set to "1A"
    b) Verify correct Business Area is listed
4) Place cursor in "From Value" cell of Variable "Cost Center" and select the drop down menu
5) Enter the Cost Center range for Business Area (All other users from agency will be blocked from using the cost centers that have been selected)
6) Highlight line and click green check mark
7) Click "Save"
8) Click "Planning" tab
9) Expand "Budget Preparation Annual"
10) Expand "Annual Budget Validation"
11) Double click "Annual Budget Validation"
12) Expand "Check Annual Plan Against Biennial Budget"
13) Right click "Check Plan vs Budget"
14) Click "Display Parameter Group"
15) Double click "Check Plan vs Budget" (View messages on right of screen)
16) Expand "Manual Planning"
17) Right click "Annual Budget Validation"
18) Click "Display Plan Data"
19) Click "Close Navigation" tab
20) Verify Budgeted does not exceed Authorized Appropriation
    a) If Authorized <u>is</u> exceeded, make note of commitment item and amount then proceed to step 21
    b) If Authorized <u>is not</u> exceeded, proceed to step 27
21) Adjustments for budgeting errors should be made in the cost center or position budgeting layouts. Adjustments due to Budget Classification Transfers, Miscellaneous Federal Grants, Cash Appropriation Increases, Pay Plan other any other adjustments will be submitted to your DFA Budget Analyst.

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22) After your DFA Budget Analyst has made all submitted adjustments, you will need to validate your budget again.
23) Expand “Check Annual Plan Against Biennial Budget”
24) Right click “Check Plan vs Budget”
25) Click “Display Parameter Group”
26) Double click “Check Plan vs Budget” (view messages on right of screen)
27) Your budget is complete! “Set Status to Ready”
28) Click “Planning Profile” tab
29) Double click “Annual Agency Approval Profile”
30) Click “Planning” tab
31) Click “Set Variables” tab
    a) Verify Budget Prep Version “From Value” is set to “1A”
    b) Verify correct Business Area is listed
32) Place cursor in “From Value” cell of Variable “Cost Center” and select the drop down menu
33) Enter the Cost Center range for Business Area (All other users from agency will be blocked from using the cost centers that have been selected)
34) Highlight line and click green check mark
35) Click “Save”
36) Click “Planning” tab
37) Expand “Budget Preparation Annual”
38) Expand “Annual Agency Position Budgeting (Cost Center)”
39) Double click “Cost Centers Package”
40) Expand “Change Status to Ready”
41) Double click “Set Status to Ready”
42) Click “Save”
43) Expand “Manual Planning”
44) Double click “Multiple Position Budgeting”
45) Click “Yes” to enable macros
46) Click “Close Navigation”

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47) Verify Position layout has Version 1A defaulting and Status Indicator displaying “R” (Ready)
48) Click “Display Navigation” tab
49) Expand “Annual Agency Cost Center Budgeting”
50) Double click “Cost Center Package”
51) Expand “Change Status to Ready”
52) Double click “Set Status to Ready”
53) Click “Save”
54) Expand “Manual Planning”
55) Double click “Cost Center Planning”
56) Click “Yes” to enable macros
57) Click “Close Navigation”
58) Verify Cost Center layout has Version 1A defaulting and Status Indicator displaying “R” (Ready)
59) Budget is now “Set to Ready”
60) Click “Display Navigation” tab
61) Expand “Annual Budget Validation”
62) Double click “Annual Budget Validation”
63) Expand “Check Annual Plan Against Biennial Budget”
64) Right click “Check Plan vs Budget”
65) Click “Display Parameter Group”
66) Double click “Check Plan vs Budget”
67) Expand “Manual Planning”
68) Right click “Annual Budget Validation”
69) Click “Display Plan Data”
70) Click “Close Navigation” tab
71) Verify Budget amounts are zero