



Delivered by The NextGen Project

Budget Management & Adaptive Planning

Planning, Managing and Monitoring Budgets
in GA@WORK

Agenda

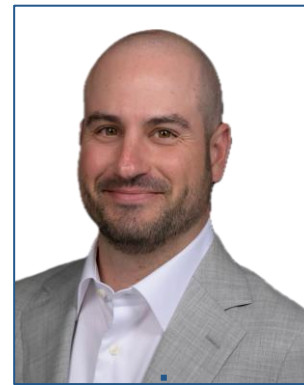
- 1 Hot Topics
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- 3 New Features & Enhancements
- 4 Key Takeaways
- 5 Q/A

Speakers



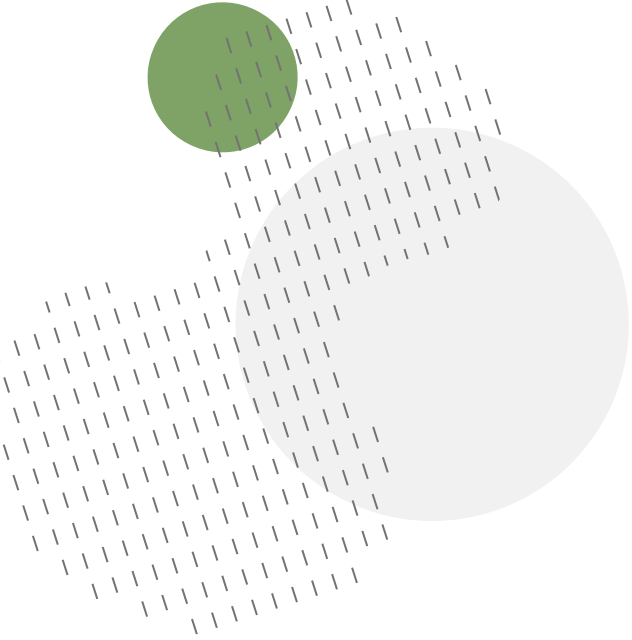
Lenesia Cooper

Enterprise IT Business
Analyst – Financials SAO



**Ryan
Zandimoghaddam**

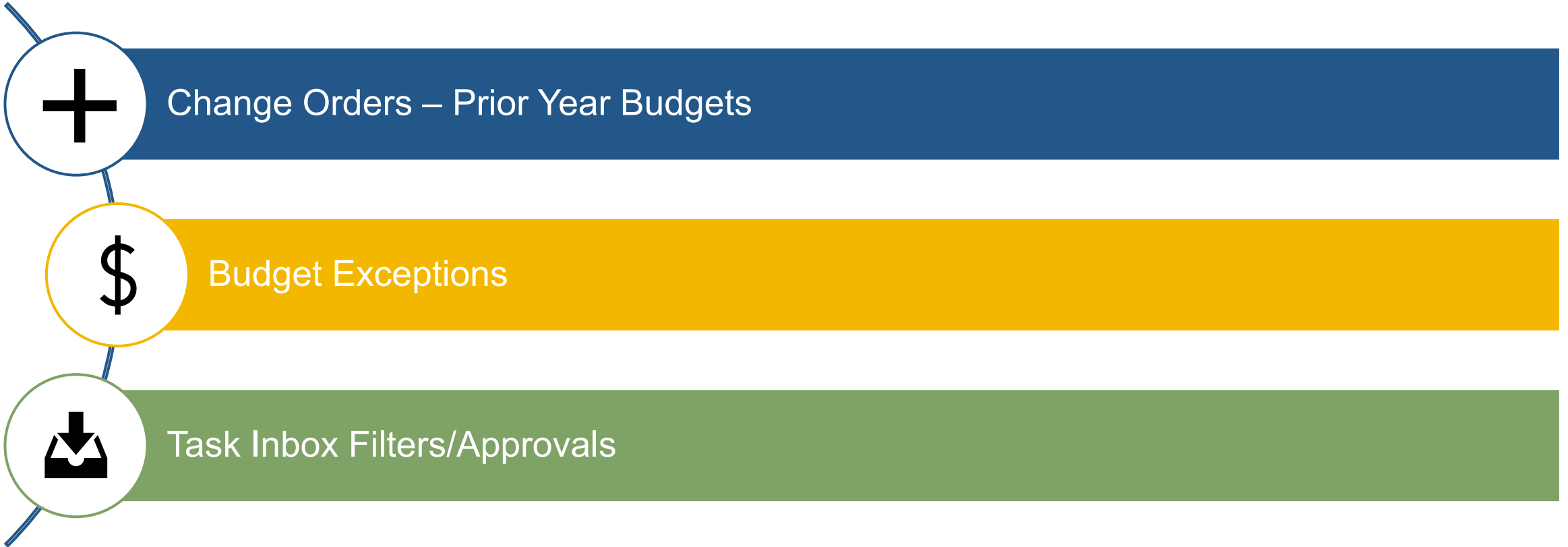
Deloitte FDM Lead | Budget

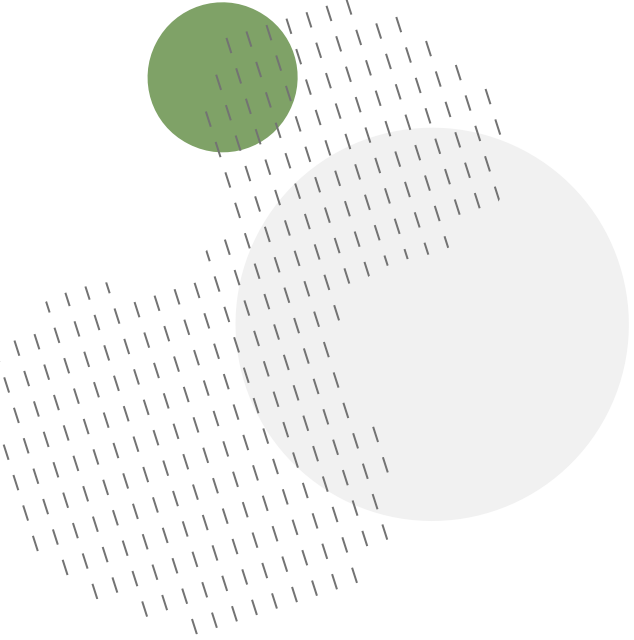


Hot Topics

Hot Topics

Key Updates, Common Issues & Action Items





Issue Resolution

Issue Resolution

Change Orders – Prior Year Budgets

Verify the Budget Date to ensure the transaction is applied to the appropriate budget year.

1. The budget date of the new lines will default to the document date of the original PO. Edit the budget date for the new lines as needed prior to submitting the change order through the business process.
2. Confirm that sufficient budget is available for the applicable budget year.
3. Do not modify converted Purchase Order lines, as changes may impact the original converted transaction.
4. A Budget Amendment may be required if sufficient budget is not available.

Issue Resolution

Budget Exceptions

Confirm the transaction has an associated budget plan.

1. Ensure all transaction lines include the appropriate worktags and that they align with the corresponding budget plan lines.
2. A Budget Amendment may be required if sufficient budget is not available for the applicable worktags.

Important Note: Revenue accounts are not excluded from budget checking. If a budget check exception occurs, a Budget Override may be required to allow the transaction to proceed.

Budget Check Status

Not Required – Budget check bypassed evaluation because the transaction did not meet the criteria for budget checking. This could be because the Fund used is not included in the budget fund hierarchy.

Budget Fail – The transaction's worktags and ledger account/summary do not match any existing, approved budget line in the budget plan.

Insufficient Budget – The transaction successfully matched an approved budget line, but the transaction amount exceeds the remaining available funds

Issue Resolution

Task Inbox Filters/Budget Approvals

Filtering the Inbox for Budget Check approvals.

Create **My Task Filters** to organize and separate Budget Check items from other Inbox tasks.

Create filters based on the **Business Process**, such as Supplier Invoices, Requisitions, or other budget-related transactions.

Use **Review Budget Check / Override Budget Check** to narrow the tasks requiring action.

Access saved filters through **Filter My Tasks** to quickly view transactions requiring review or approval.

Review transactions from the **filtered grid** and open individual items in a new tab to complete the appropriate action.

Refresh the task list after processing approvals to update the remaining items.

Filters are **user-specific** and remain available for future use until they are modified or deleted.

Budget Reports

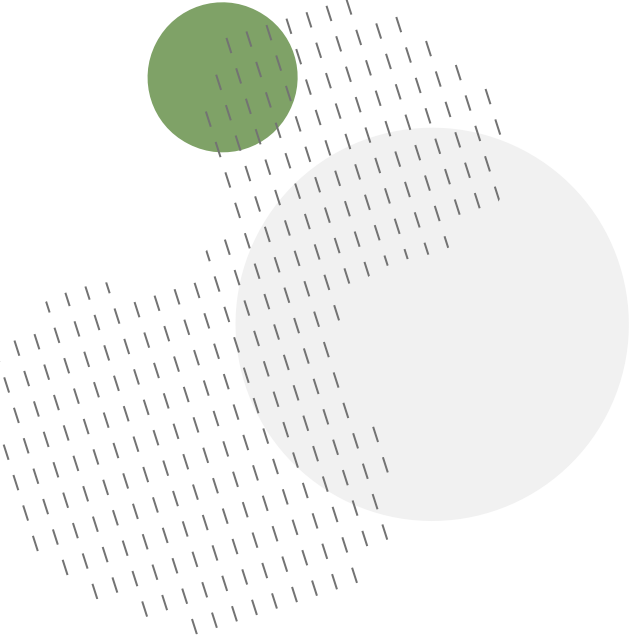
Supports Budget Monitoring, Budget Exceptions, and Reconciliation

Budget Check – Plan Structures

- CRFIN - Budget vs Actual - Program Budget Check
- CRFIN - Budget vs Actual - Cost Center Budget Check
- CRFIN - Budget vs Actual - Allocation Pool Budget Check
- CRFIN - Budget vs Actual - Subprogram
- CRFIN - Budget vs Actual - GTA

Relevant Reports

- Find Budget Amendments
- CRFIN - Budget vs. Actual by Cost Center – Hierarchy (Program–Fund Source)
- CRFIN - Budget vs. Actual for Cost Center
- CRFIN - Budget vs Actual by Worktags
- CRFIN - Find Journal Lines
- CRPROC - PO Purchase Order Line Encumbrances
- CRFIN - Budget vs Actual – State Funds Allotments



New Features & Enhancements

New Features and Enhancements

Budget Specialist Role

Separating Transaction Access from Reporting Access

To reduce inbox clutter and unnecessary staffing-event notifications, **Budget Analyst responsibilities are being separated between transaction processing and reporting access.**

Role	Updated Access
Budget Specialist – Initiator	Initiates Payroll Costing Allocations, Budget Amendments, and Plan Budget Events; also maintains viewer-level Budget Analyst access
Budget Analyst – Viewer	Read-only access to budget reports and Adaptive Planning; transaction initiation permissions and staffing-event notifications removed
Budget Manager – Approver	Continues to review and approve budget transactions

New Features and Enhancements

Budget Specialist Role

Separating Transaction Access from Reporting Access

Agencies should work with their **ASP** to review current security assignments and determine which users require **transaction access versus view-only access**. Users who need to initiate budget transactions must be assigned the **Budget Specialist** role, while users who only need reporting access should remain **Budget Analysts**.

Important: Users who previously had the Budget Analyst role have initially been assigned the new Budget Specialist role. Agencies should review their previously submitted **Security Role Mapping Workbook** to verify that the new assignments are appropriate.

Adaptive Planning

Provides Key Metrics, For Operational Expenses and Forecasting

Operational Expenses Forecast – Expenditure Analysis

- Operational Expenses Forecast (Historical Trend)
- Expenditure Analysis by Cost Center
- Expenditure Analysis by Cost Center - Detailed
- Expenditure Analysis by Program
- Expenditure Analysis by Fund Source
- Expenditure Analysis by Program - Detail Level
- Expenditure Analysis by Program and Fund Source
- Expenditure Analysis by Cost Center with Grants Detail
- Expenditure Analysis - Various Worktags

Relevant Reports

- Budget Amendment Recommendations - GTA
- Budget Amendment Recommendations - Cost Center
- Budget Amendment Recommendations - Program
- Budget Amendment Recommendations - SubProgram
- Budget Amendment Recommendations – Allocation Pool

Adaptive Planning

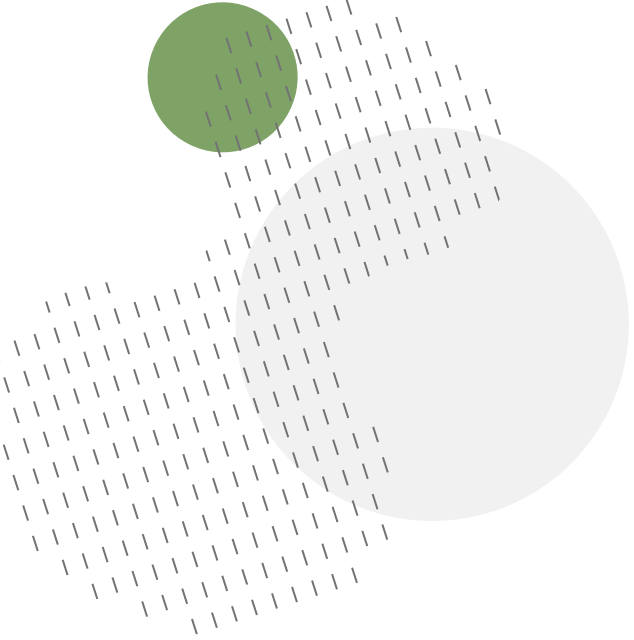
FY 2028 Budget Build (Spring 2028)

Adaptive Planning

- Select Current Year Budget
- Verify and Include Amendments
- Review Base Budget Reports
 - Report will show **Current Budget** and the future **Base Budget** based on the amendments included in the base budget.
- Download Snapshot for PBCS agency view

GA@WORK

- AOB Loaded
- Review AOB Plan Lines
- Submit AOB for approval
- OPB Reviews and Approves



Key Takeaways

Key Takeaways

Strengthening Your Budget Management Understanding, Reporting and Transactions

Validate Budget
Before Processing



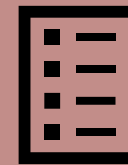
Understand and
Resolve Budget
Exceptions



Use Reporting and
Inbox Tools
Effectively



Review Budget
Security Roles



Q&A

Let us know what questions you have.

What do you need help with?

What can we clarify?



Learning about Support Portal updates



Call to action

Favorite a Support Area page on the Support Portal to receive a weekly “News That You Might Have Missed” notification:

- ✓ Finance
- ✓ HCM
- ✓ Payroll
- ✓ Procurement
- ✓ Security
- ✓ Supplier
- ✓ Travel & Expense
- ✓ Training



How it works

Favoriting a Support Area page will enable the weekly notification of news and alerts.

The screenshot displays the GA@WORK Support Portal interface. On the left is a sidebar menu with the following items: Support Portal Home, Finance Support (highlighted), Accounts Payable, Accounts Receivable, Adaptive Planning, Asset Management, Banking & Settlement, Budget, Core Finance, Grants Management, Payroll Accounting, Projects, Purchasing, Transparency in Government..., and Recycle bin. The main content area is titled "GA@WORK Finance Support" and features a grid of 12 tiles, each with a circular icon and a label: Accounts Payable, Accounts Receivable / Billing, Adaptive Planning, Asset Management, Banking & Settlement, Budget, Core Finance, Grants Management, Payroll Accounting, Projects, Purchasing, and Transparency in Government Act. Above the grid are buttons for "Add to favorites" (highlighted with a green box) and "Share". Below the grid is a "Finance News" section with three items: "Petty Cash Process in GA@WORK" (5 hours ago), "Payment reminders tip now available" (6 hours ago), and "System Update: Prior-Year Budget References Now Enabled for PO Change Orders".



*thank
you!*