MEMORANDUM

To: Directors & Chief Financial Officers

From: Brian Daniels, Director, Office of Management & Budget

Date: May 25, 2022

Subject: FY 2024-2028 Capital Budget Process

This year’s capital budget process presents an opportunity to look to the future. Governor McKee and his team have embarked on a long-term strategic planning process, known as Rhode Island 2030 (https://www.ri2030.com). As this vision is finalized and refined, we expect it will also inform your budget requests. For example, one RI 2030 priority is "Moving State Government into 2030." We therefore expect that capital budget requests will reflect our changing physical and IT infrastructure needs with the goal of improving and modernizing the delivery of government services for Rhode Island.

In this year’s capital budget process, agencies may submit unconstrained requests for the period FY 2024 – FY 2028. However, it is imperative that agencies prioritize funding for existing priorities before committing to new projects. For each existing project, agencies must consider whether inflation escalators and timelines remain appropriate given expected economic conditions and current supply chain challenges. When cost escalators are requested, agencies must provide evidence of having considered alternative approaches such as scope reduction, value engineering, or timeline extensions. When cost escalators are the only viable option, the agency request should provide documentation and analysis to substantiate these increased costs and describe the impact on agency operations and mission of failing to adequately fund the project.

While the General Assembly has yet to appropriate American Rescue Plan Act (ARPA) State Fiscal Recovery Funds (SFRF) or Capital Projects Fund (CPF), any ARPA-funded submissions should be limited to modifications to project assumptions and timelines for projects which were ultimately included in the enacted FY 2023 Appropriations Act. Such changes should only be proposed in consultation with the DOA Pandemic Recovery Office. As we pivot to an implementation focus with respect to COVID-era funding sources, the FY 2024 capital budget process is not an appropriate venue for new project requests for COVID stimulus funding.

We also wish to emphasize the essential role of DoIT and DCAMM in providing coordination and technical support to agencies in the development of their capital requests. State agency capital projects from any funding source that involve information technology, vertical construction, fleet purchases or asset protection will require coordination with the relevant DoIT or DCAMM staff. This year there is a new requirement that capital requests from executive branch agencies must have prior consultation with and a letter of support from DCAMM.
We stand ready to assist agencies in preparing capital budget submissions for the five-year planning period by Friday, August 5th, 2022. Please find the attached instructions for your review. Ryan Gardiner and Gary Pascoa will be scheduling Microsoft Teams training sessions for agency Chief Financial Officers/Project Managers commencing the week of May 31st. Ryan can be reached at Ryan.Gardiner@omb.ri.gov or 222-2194 if you have questions or require additional assistance during the process. Please also take note that OMB will be communicating updated agency analyst assignments for the FY 2024 budget cycle.

cc: OMB Budget Staff
State of Rhode Island

Office of Management and Budget
Budget Office
May 2022
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I. Submission Requirements

The Office of Management and Budget uses BFM software in the preparation of the capital budget, including state fleet and information technology requests. Forms must be completed in the online BFM database for each capital project being considered by an agency, regardless of the source of funding. Each agency should be as detailed and specific as possible by including a full description of the project, the rationale for the project, its costs, future funding requirements, project schedules, and associated operating budget impacts. Information entered into these forms then populates the reports that make-up the agency’s capital budget submission. Providing quality documentation of the project’s need and cost allows for more meaningful consideration by the Office of Management and Budget, the Governor, and the Legislature.

An agency’s capital and IT budget request must be submitted by **3 pm, August 5, 2022**. Submission requires that you deliver four (4) bound copies and submit all projects to Stage 3 in BFM (see also Submitting the Capital Budget, p. 51). Of the four total copies, two (2) bound copies of your request should be submitted to the Budget Office, and one copy each directly to the House and Senate Fiscal Advisors. Budget Office copies may be dropped off on the fourth floor of the Powers Building (1 Capitol Hill, Providence) with administrative staff. The legislature copies should be delivered to the State House (82 Smith St, Providence), room 306 for House Fiscal Advisor and room 117 for Senate Fiscal Advisor. Electronic copies are welcome supplements to the required physical submission and may be emailed to individual budget and fiscal analysts. The submission should include the following pieces in order:

1. **Transmittal Letter**: A transmittal letter from the agency director providing a brief overview of the capital budget submission and an indication of their priorities should be provided. The letter should be addressed to the State Budget Officer.

2. **Project Priority Order Report**: Lists all of the agency’s projects in priority ranking. Project priority should be informed by relationship to the Rhode Island 2030 framework ([https://www.ri2030.com/](https://www.ri2030.com/)) and the agency’s strategic plan.

3. **Project Reports**: Project-level documents should be collated by project and ordered consistent with the agency’s priority ranking.

The reports listed below are generated by BFM software and should be included for each capital project. See also Introduction to BFM Reporting (p. 35).

   A. **Summary Report**: Displays the project name, project ID, priority ranking, and total funding requested.

   B. **Project Narrative & Justification Report**: Shows the project description, project justification, project status, and strategic criteria. For guidance on completing these fields, please see Narrative Reference 1 of 3 (Header) (p.26), Narrative Reference 2 of 3 (Project Information) (p. 28), and Narrative Reference 3 of 3 (Strategic Criteria) (p. 31).

   C. **Agency Request vs. Plan Report**: Displays both the current financing plan for the project and the funding requested.

   D. **Project Cost Report**: Displays the project costs for each project, with totals by funding source and fiscal year.
4. Attachments:
   A. **Subproject Detail:** Agency staff can access the subproject detail template at the following link: [https://omb.ri.gov/budget-office/budget-communications-and-instructions](https://omb.ri.gov/budget-office/budget-communications-and-instructions). This file is a necessary attachment for any capital projects with multiple activities or subprojects, whether submitted by a state agency or quasi-public agency. For example, an asset protection account may have subprojects for Roof Replacement, HVAC Upgrades or Exterior Envelope. The listing of subprojects must be ranked in priority order. This template must be submitted within your BFM budget submission as an attachment at the header level and also printed and included in the hard copy submission of your capital budget request. As part of your agency’s capital budget submission you may have several of these forms, one for each project that requires the detail. IT projects will also have a subproject detail form but the format is slightly different and will be provided by DoIT Agency IT Managers (AIMs).

   B. **DoIT Letter of Support:** DoIT AIMs will prepare this form for all IT projects along with DoIT leadership. Once completed, the letter will be made available to agency staff for inclusion in capital budget submission. Executive branch state agency staff will need to attach one of these to a submission including IT capital project.

   C. **DCAMM Real Estate & Project Request Form (PRF):** Agency staff can access this form at the following link: [http://dcamm.ri.gov/documents/dcamm-project-request-form-11132019.pdf](http://dcamm.ri.gov/documents/dcamm-project-request-form-11132019.pdf). This file is a necessary attachment for any executive branch state agency capital project that involves vertical construction or proposes the acquisition or adaptation of commercial property. Agency staff should prepare and submit this form to DCAMM at DCAMM.ProjectReview@doa.ri.gov to initiate a DCAMM consultation by June 24, 2021.

   D. **DCAMM Summary of Strategic Plan:** This accompanies item C for any executive branch state agency capital project that involves vertical construction or proposes the acquisition or adaptation of commercial property. Agency staff should prepare a one page document that summarizes the mission, goals, and five-year strategic plan, and present it at the DCAMM consultation meeting.

   E. **DCAMM Letter of Recommendation:** DCAMM will prepare this item for all relevant projects. Executive branch state agency staff will need to attach one of these to each state agency capital project that proposes the acquisition or adaptation of commercial property.

   F. **Fleet Replacement Plan:** Agency staff can access the fleet replacement plan template at the following link: [https://omb.ri.gov/budget-office/budget-communications-and-instructions](https://omb.ri.gov/budget-office/budget-communications-and-instructions). This file is a necessary attachment for any executive branch state agency requesting the replacement or addition of vehicles to the state fleet. Agency staff should simultaneously prepare and submit the Fleet Request Form ([http://dcamm.ri.gov/units/fleet/](http://dcamm.ri.gov/units/fleet/)) to DOA.StateFleet@doa.ri.gov.
G. **Other Materials As Appropriate**: Agency staff may attach any supplemental materials that may provide additional justification or detail as to the capital project being proposed. Examples may include facility condition assessments, feasibility studies, master plans, capital improvement program reports, photos, diagrams or other materials that help analysts understand the project vision.

Items 2 and 3 A-D are generated by the BFM software when all fields have been properly completed. Please also refer to the [BFM Capital Budget User Guide](#) (p. 13) as needed.
II. Timeline

Agency capital budget submissions are due to the Budget Office by **3 pm, August 5, 2022.** Copies of agency requests must also be sent by the submitting Agencies directly to the House and Senate Fiscal Staffs. Earlier submission is encouraged. This calendar is a guideline and is subject to change.

<table>
<thead>
<tr>
<th>Target Date</th>
<th>Process</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/23/2022</td>
<td>Distribute FY 2023 - FY 2027 capital budget submission instructions. BFM capital database made available online to agency staff.</td>
</tr>
<tr>
<td>Week of 5/23/2022</td>
<td>Kick-off call with OMB and agency staff.</td>
</tr>
<tr>
<td>5/23 – 6/10/2022</td>
<td>BFM training sessions over MS Teams for agency staff and budget analysts.</td>
</tr>
<tr>
<td>5/23 – 6/24/2022</td>
<td>Capital budget and information technology requests are developed by agencies.</td>
</tr>
<tr>
<td>5/23 – 7/15/2022</td>
<td>Agency consultation with the Division of Information Technology on IT projects. Agency consultation with DCAMM on construction, fleet and asset protection projects.</td>
</tr>
<tr>
<td>7/18 – 8/5/2022</td>
<td>OMB office hours will be offered over MS Teams to provide support and technical assistance.</td>
</tr>
<tr>
<td>8/5/2022</td>
<td>Last day for agency submission of capital budget requests to the Budget Office and House and Senate Fiscal Advisors.</td>
</tr>
<tr>
<td>8/1 – 9/2/2022</td>
<td>Site visits to major capital projects by OMB, Legislative Fiscal and DCAMM staff. For agencies where physical visits are not safe or practical, OMB strongly recommends an MS Teams meeting with agency presentation.</td>
</tr>
<tr>
<td>9/30/2022 or earlier</td>
<td>BFM capital database will be updated to reflect enacted FY 2022 revised and FY 2023 budgets, preliminary FY 2022 expenditures, and carryforward balances for RICAP funds.</td>
</tr>
</tbody>
</table>
III. Capital Budgeting Overview

The purpose of this section is to provide instructions, policies and procedures for state and quasi-public agencies submitting capital budget materials to the Office of Management & Budget, the Governor and the General Assembly for capital project funding.

Every state agency requesting or planning to expend funds for asset protection or capital projects, (regardless of the source of funds) over the five-year planning period is required by law to submit a capital budget request or plan. This includes projects funded solely with federal and/or restricted receipt funds. In addition, any agency with previously approved capital projects in the current Capital Improvement Program, must submit a capital budget outlining the status of these ongoing projects, even if they are not requesting additional funding for these projects or funding for new projects.

As agency staff develop their FY 2024 - FY 2028 capital improvement programs, please keep in mind that a significant portion of expected resources available for capital projects are already allocated to projects in the existing five-year capital improvement program. Resources available for new projects during the planning period will be limited.

All projects must be included in your capital improvement program request with adequate information to allow for meaningful consideration of the project by the Office of Management & Budget, the Governor, and the Legislature. Project requests must include a full description of project rationale, costs, future funding requirements, project schedule, associated operating budget impacts, and detailed explanation of how the capital request will assist the agency in meeting its strategic goals.

Once funding has been appropriated by the Legislature or earmarked for a particular project as part of the capital plan, funding must be used for that project only. Agencies do not have discretion to shift funding between projects or funding sources (i.e., Rhode Island Capital Plan Fund and Bond Funds) without prior approval from the Office of Management and Budget or the Legislature.

Questions on this document or the capital budget development cycle more generally should be directed to Ryan.Gardiner@omb.ri.gov or (401) 222-2194.

Goals

The State of Rhode Island has established several capital budgeting goals to guide the development of Capital Improvement Programs. These goals are:

- Ensure that the state’s annual capital budget and five-year capital improvement program is affordable and finances only necessary capital projects;
- Enable informed capital investment decisions according to a fair, open and objective process;
- Emphasize the requirement for long-term and strategic planning and encourage the use of master planning for state properties;
-Enhance the linkage between the capital and operating budgets;
-Institute the practice of budgeting that will result in planned biennial referenda consistent with the capital budgeting process;
• Increase accountability by publishing a document that will identify the individual projects to be funded during the capital-planning horizon;
• Limit debt use to long-term capital improvements and decrease reliance on debt in order to increase flexibility in difficult economic times;
• Generate a high return on investment (ROI);
• Execute projects in a timely manner; and,
• Enhance the ability of agencies to meet strategic objectives.

Policy on Capital Expenditures
Capital projects should have a clearly defined scope of work that can be used to develop specifications that can be put out to bid. For small projects, the Division of Purchases' Master Price Agreements (MPAs) can be utilized in instances where the project does not exceed the work order limit outlined in the MPA. When the capital project exceeds the limit, the agency must prepare a requisition along with detailed specifications and forward to the Division of Purchases for bid.

Re-Appropriation of FY 2022 Funds and FY 2023 Revised Capital Budget
Agency staff should include necessary re-appropriation requests of unexpended FY 2022 funding in the FY 2023 Revised Budget Request accompanied by narrative justification.

New Construction Projects and Feasibility Studies
Requests for new construction projects, such as new buildings or major renovations to existing structures (i.e., change in use), should be included in the agency’s capital budget request. If your agency plans to build a new facility of any type (office building, laboratory, dormitory, etc.), first-year funding for the project should include only a feasibility study. Agencies should not attempt to estimate the cost of new construction or major renovations. The Department of Administration’s Division of Capital Asset Management and Maintenance (DCAMM) is prepared to assist Agencies in determining how much funding will be required for a feasibility study based on the project type.

Consultation with Division of Capital Asset Management & Maintenance
DCAMM will assist agencies in reviewing their capital requests prior to submission. For the FY 2024 – 2028 planning period, executive branch state agencies must consult with DCAMM prior to submission of any capital budget requests for projects involving vertical construction or commercial real estate. Vertical construction includes building construction, asset protection, renovation or demolition, but excludes road construction or open space acquisition. Commercial real estate projects include space planning, buildouts, renovations, and upgrades. Depending on the project, DCAMM can assist with project scoping, timelines, project management, or other guidance. Agencies are required to indicate whether or not a capital project has been reviewed by including a DCAMM letter of support with their submission. Agencies can schedule meetings with DCAMM by contacting Sandra Schenck, Chief Implementation Aide (Sandra.Schenck@doa.ri.gov, (401) 222-1371).

Consultation with Division of Information Technology
DoIT will work with executive branch state agencies to develop proposals for new information technology investments. For the FY 2024 – 2028 planning period, executive branch state agencies must consult
with DoIT prior to submission of any capital budget requests for information technology projects. Agencies are required to indicate whether or not a capital project has been reviewed by including a DoIT letter of support with their submission as well as the project excel sheet backup. DoIT agency contacts will be setting up meetings with all agencies to review in June. If agencies have questions or concerns, please reach out to Meghan Neary, DoIT CFO (Meghan.Neary@doit.ri.gov, (401) 408-9445).

Concepts and Definitions

**ASSET PROTECTION** involves major renovations or improvements to existing facilities that will extend the useful life and/or add value to the asset by at least ten years; generally at a total cost in excess of $50,000. Individual projects with costs under $50,000 cannot be combined to be considered an asset protection project unless they are part a cohesive scope of work that can be put out to bid as a single project. Examples of asset protection projects include: renovation or replacement of heating, ventilation and air conditioning (HVAC) systems, upgrades to the building envelope, correction of fire code or accessibility issues, and other regulatory deficiencies. Asset protection funding requests are included in an agency’s capital budget submission.

A **CAPITAL ASSET** is a tangible asset of the State of Rhode Island or a component unit thereof that is nonrecurring (i.e., acquired once), has a useful life of more than ten years and considered a significant purchase. It is intended to generate value over a long period of time, and may be land (including open space), structures, equipment (including motorized fleets) and intellectual property (including software). Capital assets may be purchased, constructed, manufactured or leased.

The **CAPITAL BUDGET** represents the first year of the five-year Capital Improvement Program, authorizes specific projects, and appropriates specific funding for applicable projects for that fiscal year. This is the same period referred to as the ‘budget year’ in operating budget development processes.

The **CAPITAL IMPROVEMENT PROGRAM (CIP)** identifies specific capital projects and asset protection accounts to be funded during the planning period. It also indicates the fiscal year in which the project will be started or the property acquired, the amount expected to be expended on the project each fiscal year, and the proposed method of financing these expenditures. Projects and financing sources listed in the CIP for years other than the first year (“out years”) are subject to change in future capital improvement programs. The primary CIP publication is the capital budget volume released annually as part of the Governor’s Budget Recommendations, though appropriated amounts are only finalized in a budget enacted by the Legislature.

A **CAPITAL PROJECT** is the proposed acquisition or improvement of a capital asset. A capital project can be the construction of any new physical facility, structure, building, and public improvement or public purpose project, or addition or major renovation to an existing structure with a life expectancy of 10 years or longer, whose estimated cost including land, planning, design and construction, furnishings, and equipment exceeds $100,000. Capital projects include funding for feasibility studies that estimate preliminary planning costs for architectural and engineering studies to help ensure that projects are well thought out and have reasonable and accurate cost estimates. Capital projects include the development of new information technology functionality, expansion of motorized state fleets and the purchase of
replacement vehicles. Capital project funding requests are included in an agency’s capital budget submission.

The **EXECUTIVE BRANCH** state agencies are those enumerated in RI General Law § 42-6 as well as other state offices which operate state-owned capital assets. Some capital budgeting processes, such as coordination with DoIT and DCAMM, apply to these agencies and do not apply to institutions of higher education, quasi-public agencies, elected officials, the Legislature and the Judiciary. However, all state agencies, including higher education institutions, quasi-public agencies, elected officials, the Legislature and the Judiciary, participate in the capital budgeting process generally and contribute to the State CIP.

**GENERAL MAINTENANCE** is the on-going upkeep of existing facilities, structures, and equipment. Maintenance may extend the useful life of a structure, but will not normally add any significant value. General maintenance typically has an annual cost of under $50,000. Failure to provide general maintenance (i.e., deferred maintenance) will typically result in deterioration to the point where capital expenditures are necessary to restore a facility to useable condition. **General maintenance funding is not included in a capital budget request, but rather in an operating budget request.**
IV. Notes on Funding Sources

American Rescue Plan Act Awards
The Governor’s FY 2023 Budget Recommendations as published in January 2022 fully allocated the Rhode Island awards of State Fiscal Recovery Funds (SFRF) and Capital Projects Fund (CPF). These awards reflect the largest discretionary pots of money under the American Rescue Plan Act (ARPA). Agencies should not request new ARPA funding in the FY 2024 – FY 2028 Capital Budget Submission. Agencies with ARPA-funded capital projects that were included in the FY 2023 Governor’s Budget Recommendations or the FY 2023 Enacted Budget should submit these projects with most recent available cost estimates, timeline and status updates with their FY 2024 – FY 2028 Capital Budget Submission.

Rhode Island Capital Plan Fund
A key resource for the State’s capital budget is the Rhode Island Capital Plan (RICAP) Fund, established in the RI Constitution. Each year three percent of general revenues are deposited into the “Rainy Day Fund” until that fund reaches five percent of total resources. Once this “5%” level is reached, surplus general revenue is deposited into RICAP.

The Governor’s FY 2023 Budget Recommendations fully allocated the RICAP funding expected to become available through FY 2027. Small amounts of additional RICAP funding sometimes become available as the state updates revenue estimates and closes the fiscal year with carryforward balances. Project allocations are subject to revision in each appropriations act based on new information. The period with the greatest opportunity for new RICAP allocations is FY 2028. Agencies are asked to put new project proposals in that period.

Non-RICAP Sources
General revenue, federal grants, restricted receipts, and RICAP funding all require appropriation by the General Assembly prior to agency expenditure. Operating budget submissions that are due to OMB later in fall 2022 should be consistent with the capital budget submissions when it comes to these agency accounts.

Funding from general obligation bonds and other debt issuances do not require appropriation by the General Assembly as they have been authorized by public law in prior years. Spending of debt proceeds is included in capital budget requests and published as part of the Governor’s Capital Improvement Program. Agencies may propose new borrowing to support project proposals, but should be prepared for a high degree of scrutiny.

State Fleet Revolving Loan Fund
One resource available to agencies with vehicle fleets is the State Fleet Revolving Loan Fund (SFRLF). The fund is administered by the Budget Office with support from the Controller’s Office and DCAMM. Agencies may request use of the SFRLF in any year of the planning period to replace fleet vehicles or add to the fleet with appropriate justification. The purchase price of the vehicle is repaid over the three fiscal years following the year of purchase with a 1% financing charge added to the first year payment.
Information Technology Project Funding

IT projects have been typically funded with one of the following sources:

- **Information Technology Investment Fund (ITIF):** A dedicated fund used for department-specific or interagency projects intended to achieve programmatic improvements. The ITIF is primarily supported through the sale of state property and has limited resources.

- **Certificates of Participation (COPs):** Projects supported by debt financing normally lead to increased revenues or operational savings. COPs are a form of State debt that requires legislative approval but not voter approval.

- **Operating sources:** Project development or maintenance may be funded through federal grants, restricted receipts and other agency-specific sources.

IT project development is typically not funded with these sources:

- **General Revenues:** Project maintenance may be funded through general revenues consistent with the operating budget. Maintenance costs (license subscriptions, ongoing support, etc) do not belong in the capital budget submission. The Budget Office does not advise agencies to propose general revenue as a funding source for major IT project development.

- **RICAP:** RICAP is not typically used to fund IT projects, and the Budget Office does not advise agencies to propose this funding source for this project type.

For this year’s capital budget development cycle the Budget Office is using these groupings of IT projects.

1) **Projects already approved for ITIF funding.** These projects will be handled centrally, prepared by DoIT and included with the DOA capital budget submission. Agency staff do not need to submit any materials for these projects.

2) **Projects seeking funding from ITIF or new borrowing.** These should be submitted as part of the agency capital budget request, but will not be included in operating budget submissions. See also *Adding a New Project* (p. 33). Please note that approval for ITIF funds is handled by the IT Governance Committee (ITGC). Alongside the capital budget submission, agencies should work with their assigned Agency IT Manager (AIM) on project submission to the Project Review Board (PRB) and in the capital budget.

3) **Projects to be funded by federal funds, restricted receipts,** or other sources specific to your agency. These should be submitted as part of the agency capital budget request as well as the operating budget submission later in 2022.
V. BFM Capital Budget User Guide

What is BFM?
Budget Formulation and Management is the software tool used by the State to prepare budgets, track performance measures, and report on budget-to-actuals. It includes a reporting module that allows users to access, summarize and analyze data that has been entered in BFM.

Terminology
Budget Form: This is how OMB and agency staff enter data into BFM. A Budget Form is a specific layout that may have required fields, such as description, amount, account, or other information.

Report: This is how data from multiple forms is consolidated. Reports are also used to view historical actuals and adopted budgets alongside the budget request data.

Stage: Stages are how BFM creates workflow. End users will enter their budgets in the Program Budgeting stage. The budget request will be submitted to the OMB Analyst Review stage. OHHS agencies have an additional OHHS review stage that other agencies will not see.

Form Instance: A form instance is the generic term for a budget form that you access to enter your budget. Each form instance has an ID, called a Form Instance ID, which is a unique numerical code that is assigned to each budget request. This ID is not generally referred to except for Decision Packages since agencies may submit multiple Decision Packages and each will have a unique Form Instance ID.

Org/Organization: A generic term referring to the organizational dimension which consists of Agency, Program, Subprogram, and Line Sequence as well as performance measures.

Capital Budget Forms
Following are the budget forms that will be used for the 2024 capital budgeting process. Form numbers in () such as (9500) are for reference only.

<table>
<thead>
<tr>
<th>Menu</th>
<th>Form Name</th>
<th>Description/Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget Formulation</td>
<td>Capital (9500)</td>
<td>Use this form to request updates to the enacted Capital Plan and to request new Projects.</td>
</tr>
</tbody>
</table>

Stages
Budget forms advance through the budget process using a concept called Stages. Stages are unique to each budget form and the first three characters of a stage are the form to which they are assigned.

For example, Capital Form 9500 has stages 9501, 9502, 9503, 9504, 9505, and 9506. For simplicity, those stages are often referred to generically by the last digit, such as 9501 as 'Stage 1'.

The stages used by the State of Rhode Island are:

<table>
<thead>
<tr>
<th>Stage</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Request Stage 1 (used for original project requests)</td>
</tr>
<tr>
<td>2</td>
<td>Agency Request Stage 2 (optional for workflow/approvals within agency)</td>
</tr>
<tr>
<td>3</td>
<td>OMB Analyst</td>
</tr>
<tr>
<td>4</td>
<td>OMB Committee</td>
</tr>
<tr>
<td>5</td>
<td>Governor's Recommendation</td>
</tr>
<tr>
<td>6</td>
<td>Legislature Submission</td>
</tr>
</tbody>
</table>
Users are assigned different roles to facilitate this workflow. For example, one user will have *Edit* access to only stage 1 and can *Submit* to stage 2, while their agency approver has access to *Edit* stages 1 and 2 and can also *Submit* to stage 3, OMB Analyst. If security changes are required, email Lisa.Henriques@budget.ri.gov and Hector.J.Casanova@omb.ri.gov.

Once you ‘Submit’ your capital budget request you will not have access to it any longer, but the approver has the authority to ‘Submit’ the request backwards in the process, so contact the appropriate reviewer if you need to make changes post-submission (assuming the deadline has not passed). See also [Submitting the Capital Budget](p. 51).

**How to Access BFM**

BFM is accessed via internet browser and can be accessed from any internet connection.

- **BFM URL**: Access BFM with the link below. Save your link as a Favorite for easy access. [https://ri.bfm.cloud/bfmprod/default.aspx](https://ri.bfm.cloud/bfmprod/default.aspx)

- **Reporting**: In BFM, go to Links / BFM Reporting to access reports.

- **ID/PW**: Your BFM system administrator will provide your User ID and Password. Please email Lisa.Henriques@budget.ri.gov and Hector.J.Casanova@omb.ri.gov with any issues.

- **Timeout**: Web-based applications have a built-in timeout function. A timeout function is required so users do not leave idle windows open for excessive amounts of time, impacting overall performances.

The current timeout is set at 20 minutes. Be sure to save often as you work. If you are idle for more than 20 minutes, you will have to log back in and any work you did not save will be lost.

**Browsers and Internet Security**

BFM now supports multiple browsers including Edge, Chrome and Firefox. Internet Explorer (IE) is no longer a supported browser. Since BFM is a web-based application, please be aware of some browser-specific issues. In some cases, one browser may display screens slightly differently from the screen shots in this document, but the functionality is the same. For example, older versions of browsers will show buttons as rectangles instead of ovals.

In addition, the first time you use BFM on a new computer, there may be requests from the browser to **trust the application, accept pop-ups, or other warnings**. Accept any of these requests and when possible, check the options to not remind you in the future / always trust / etc for this website.

**Logging In**

1. Click on the BFM link or select it from your Favorites.

2. From the top-level menu bar at the top left of the screen, click on Main Menu, then login using your User ID and Password provided to you. If you do not have a User ID or are not sure, please email Lisa.Henriques@budget.ri.gov and Hector.J.Casanova@omb.ri.gov.
2.1.3. Enter your User ID and Password, then click Submit.

Change Password
The first time you log in you may receive this dialog box:

2.1.4. Click Ok.

2.1.5. Set your new password and click Update. Users often will set the password to match their computer log-in. Follow all State guidelines for proper password complexity.

If successful, you will see the top-level menu items to which you have access. If your password needs to be reset, please contact your BFM Administrator to reset. If you believe you need additional access, contact your BFM Administrator.
**Basic Navigation**
Each user has different security. The level of security controls the menu items that appear in the application.

BFM relies mostly on the mouse for navigation. Currently, only a few keyboard shortcuts work. We encourage users to use mouse point-and-click.

*How to Navigate:*

2.1.6 Hover over any top-level menu item to see the assigned entries.

2.1.7 Place your cursor directly below and click to select any menu item.

**Paging through Records**
The bottom panel determines how many records are visible per page and allows you to page through records. A record refers generically to a piece of data that may vary based on the screen you are on; in some screens it may be a distinct budget form instance, in other screens it may be a detailed budget entry.

2.1.8 Click on the Records Per Page, the default setting of 50 is highlighted. With this setting, 50 records are displayed.

2.1.9 To change the number of records displayed, click the Records Per Page dropdown and select the number of records to display.

2.1.10 Click on the on the double arrow (next page) or double arrow with an end line (last page) to page through available records.
Quick Search
Instead of paging through records, often a quicker option to find a record is the **Quick Search** function. This function is an option for most of our menu screens. For example, select any budget form to which you have access / Click **Details** / to perform a Quick Search.

Type any text in the **Quick Search** box. Once you stop typing for one second, you will see ‘Loading...’ in the table area below. The search will be applied to all non-data columns. All rows that contain the Quick Search text will be returned in the table. Do not press Enter or any other buttons to execute the search. Just wait.

**Example 1: Searching by text**

Search: "Health"

**Result:** All entries that include the word "Health"

**Example 2: Searching by a number**

Search: "2200112"

**Result:** All entries that contain 2200112.
Editing Existing Capital Projects

Navigating to Existing Budget Lines

2.1.12. Select the Capital – 9500 Budget Form.

Form definitions are selected from the Budget Formulation menu.

After selecting a budget form, the "List Page" appears, which will return a form for each Project and Agency based on your security. If there are no agencies or projects listed for your security role this will be blank.
All budget forms navigate in the same manner. There is a **Header** page that provides the options for a status of the project as well as the following tabs: Budget Data, Strategic Criteria, Project Information and Attachments. There is also a **Detail** page where budget amounts are entered. This is the same as the budget tab on the Header page.

2.1.13. Click the **Detail** button to open the budget form. Note: The system executes a query once you click the tab which may take a few seconds for the screen to open. There is no hourglass.

The budget form will query the data for the header elements and all budget lines will be displayed.

### Budget Form Reference

<table>
<thead>
<tr>
<th>Screen:</th>
<th>Budget Form Details – General</th>
</tr>
</thead>
<tbody>
<tr>
<td>Field</td>
<td>Description</td>
</tr>
<tr>
<td>Row</td>
<td>Read Only. Number indicating row count.</td>
</tr>
<tr>
<td>Audit Trail</td>
<td>Magnifying Glass button. Opens a window to display the audit trail records for the selected row.</td>
</tr>
<tr>
<td>Line Seq</td>
<td>Editable. Budget line Sequence can be changed to Line Sequence within Agency. For projects that do not have a RIFAN lines sequence use the available TBD account for your agency.</td>
</tr>
<tr>
<td>Funding Source</td>
<td>Read Only. Source of funds for the projects (i.e. RICAP or GO Bonds)</td>
</tr>
<tr>
<td>Display Columns</td>
<td>Read Only. Displays the Pre-2020 spent amount for the project.</td>
</tr>
<tr>
<td>Entry Columns</td>
<td>Columns used to enter data in the corresponding fiscal years and the post-2025 field. These columns are preloaded with the governor recommended capital plan amounts as a starting point.</td>
</tr>
<tr>
<td>Summary Columns</td>
<td>Read Only. This is a display column that adds the values in other display columns with Entry columns to display the total request.</td>
</tr>
<tr>
<td>Justification</td>
<td>Text justification. Editable field for providing information on a line item.</td>
</tr>
<tr>
<td>Pencil</td>
<td>Button. When clicked, the Line Detail screen will display to allow budget request entries. Double-clicking a row performs the same action.</td>
</tr>
</tbody>
</table>
Editing Existing Budget Lines

2.1.14. Double-click the line or click the pencil. The fields that can be updated become editable.

2.1.15. Enter amounts or change the text in any of the editable columns. In the same example, to edit the change amount, click in the box and enter the desired amount, for example “5000” in the 2020 Amount column. You can also enter a justification for the change, then click the Save All.

Now the Capital Total will reflect the updated request amount, in this example “5000”.

2.1.16. If Line Sequence needs to be modified, select the magnifying glass next to field.

The Organization Search will open.
2.1.17. Select the desired Line Sequence. If the line sequence does not exist, select TBD, in most cases the last option in the list. The code will be updated.

2.1.18. Click **Save All** button.

2.1.19. Repeat for each line to be updated.

2.1.20. Click **Save All** button. You can save one row or multiple rows at a time, but save often to prevent any potential network or other issues that could result in data loss.

**Important:** The entries on the visible screen must be saved before moving on to another page. If the **Save All** button is not clicked before the **advance the page** button is clicked, the changes on this page will not be saved.

**Audit Trail**
Audit Trail stores the amount and text changes with the corresponding user and date timestamp.
2.1.21. Click on Magnifying Glass icon on a budget line.

The Budget Form Expense Line History window opens with complete audit of all budget line changes.

Below is a table with Audit Fields and Descriptions:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Record Type</td>
<td>The source of the data.</td>
</tr>
<tr>
<td>Stage Code</td>
<td>The stage to where the amount by which you changed the data is posted.</td>
</tr>
<tr>
<td>Posting Code</td>
<td>The posting code used in BFM. Most entries save to BUDGET; clnt_txt2, clnt_txt3 are the text entries.</td>
</tr>
<tr>
<td>Fiscal Year</td>
<td>The fiscal year impacted.</td>
</tr>
<tr>
<td>Period</td>
<td>The fiscal period, it will generally be 0 to indicate we are not budgeting by month.</td>
</tr>
<tr>
<td>Last User</td>
<td>The user who saved the change.</td>
</tr>
<tr>
<td>Updated</td>
<td>The time and data stamp of the change.</td>
</tr>
<tr>
<td>Amount</td>
<td>The amount by which you changed the data. The sum of these amounts should reflect what is seen on the Details page.</td>
</tr>
<tr>
<td>Amount Justification/Comments</td>
<td>For Posting Codes = clnt_txt3, this displays line text. For all other entries, this displays the audit text.</td>
</tr>
</tbody>
</table>

2.1.22. Click Close button to return to list of budget lines.

Adding a New Budget Line
The form will display all the accounts that were used in the prior year CIP. In some cases, you will need to add a new account for a capital budget request.
2.1.23. From the Form Details page, click **Add New.**

2.1.24. Click the magnifying glass to search for the codes to be added.
2.1.25. Click on the Select next to desired code. If there is no line sequence yet, select the TBD code. Note that you can also type in the code or name in the Quick Search, wait for one second, and then select from the filtered list.

2.1.26. Repeat search and select for other required codes: Funding Type and Type of expenditures).

2.1.27. Enter an amount in any data column, such as 2021 Amount and 2022 Amount as shown below. Note: you will need to scroll to view all year amount fields.

2.1.28. Enter desired Justification.
2.1.29. Click Save.

Closing Budget Instances

2.1.30. Click the Close button on each screen until you have returned to the list page.

Deleting Budget Lines

For the audit trail to be easy to follow, deleting rows is not allowed. Just type a 0 in any field you wish to 'delete' and delete any text and Save All.

2.1.31. Double-click row.
2.1.32. Enter 0 to zero out the amount field.
2.1.33. Click Save All.

Provide Project Status

2.1.34. Click Header to add or update Project Justification and Status.

This brings up the form in the Header view. There will be two blank fields that require your entry.
2.1.35. Enter the project Status.
2.1.36. Enter project Rank.

Narrative Reference 1 of 3 (Header)

<table>
<thead>
<tr>
<th>Tab</th>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Header</td>
<td>Status</td>
<td>Explain the current status of the project; not just “in progress.” For example, are there active RFPs or contracts? Are those for design, architecture and engineering, construction, project management or another service? Are there upcoming dates when you expect the current phase of the project to be complete, or updated cost estimates to become available?</td>
</tr>
<tr>
<td>Header</td>
<td>Rank</td>
<td>Enter project ranking (1 is highest, 2 is next highest, etc) to reflect how the project is prioritized within the agency submission. This ranking should be informed by importance to the RI 2030 framework and relationship to agency strategic plan.</td>
</tr>
</tbody>
</table>

2.1.37. Click Save button.
Updating Project Narratives

2.1.38. Click **Header** if you need to add/update project narratives.

This brings up the form in the **Header** view.

2.1.39. Click the **Project Information** tab.

**Budget Header – Project Information tab**

The **Project Information** tab contains the project narratives that may be relatively unchanged from year to year (for existing projects). The screen has address and contact information, flags to identify DoIT- and DCAMM-affiliated projects and groupings for identifying Project Category and the managing Agency.
Beginning with the FY 2024 – FY 2028 CIP, there is not a standalone field for historic preservation narrative. Please include in the project description the historic preservation considerations specific to this project and the plan to coordinate with the appropriate stakeholders throughout the project duration.

Beginning with the FY 2024 – FY 2028 CIP, there is not a standalone field for safety/code narrative. Please include in the justification any predictable risks to health or life safety, building code deficiencies, or other compliance issues that the project would remedy.

<table>
<thead>
<tr>
<th>Tab</th>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Information</td>
<td>Project Description</td>
<td>Enter project description, explaining <strong>what</strong> this project is. <strong>Beginning with the FY 2024 – FY 2028 CIP, there is not a standalone field for historic preservation narrative.</strong> Please include in the project description the historic preservation considerations specific to this project and the plan to coordinate with the appropriate stakeholders throughout the project duration.</td>
</tr>
<tr>
<td>Project Information</td>
<td>Project Justification</td>
<td>Enter project justification, explaining <strong>why</strong> this project is important. This narrative should answer the question “What are the costs (financial and otherwise) of <strong>not</strong> moving forward with this project?” <strong>Beginning with the FY 2024 – FY 2028 CIP, there is not a standalone field for safety/code narrative.</strong> Please include in the justification any predictable risks to health or life safety, building code deficiencies, or other compliance issues that the project would remedy.</td>
</tr>
<tr>
<td>Project Information</td>
<td>Contact Information (Name, Phone, Address, E-mail)</td>
<td>Enter the contact information for <strong>who</strong> is the best person to contact with questions about this project.</td>
</tr>
<tr>
<td>Project Information</td>
<td>Active Flag</td>
<td>Flag to identify active projects that you intend to publish in reports. Since agency staff and analysts do not have the ability to delete projects, de-selecting this checkbox is the appropriate way to remove a project from your submission.</td>
</tr>
<tr>
<td>Project Information</td>
<td>IT Project Flag</td>
<td>Select if project is an IT project. This would be if the project is largely an information technology investment and can include hardware or software components.</td>
</tr>
<tr>
<td>Tab</td>
<td>Field</td>
<td>Description</td>
</tr>
<tr>
<td>----------------------</td>
<td>------------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Project Information</td>
<td>DCAMM Affiliated Flag</td>
<td>Select if project is affiliated with DCAMM. This would be any project by an executive branch state agency that involves vertical construction or commercial real estate.</td>
</tr>
<tr>
<td>Project Information</td>
<td>Building Census</td>
<td>For buildings, indicate the number of full-time equivalents employed at the time of submission, contractors located within the building, and the number of customers served each year from your location.</td>
</tr>
</tbody>
</table>

2.1.40. Enter **Project Information** in corresponding fields.
2.1.41. Click Groupings Tab

![Groupings Tab](image)

**Project Attributes and Descriptions Reference**

<table>
<thead>
<tr>
<th>Groupings Tab</th>
<th>Project Information Screen</th>
</tr>
</thead>
<tbody>
<tr>
<td>Field</td>
<td>Description</td>
</tr>
<tr>
<td>Agency</td>
<td>Use <em>search</em> to select the Agency to which the project is assigned.</td>
</tr>
<tr>
<td>Project Category</td>
<td>Use <em>search</em> to select Project Category.</td>
</tr>
<tr>
<td>Managing Agency</td>
<td>Use <em>search</em> to select the Agency that is managing the project. When in doubt, use the same agency for both of these fields.</td>
</tr>
</tbody>
</table>

2.1.42. Use magnifying glass to select valid groupings
2.1.43. Click *Save* button.
2.1.44. Click Close button.

**Add/Update Strategic Criteria**
2.1.45. Click **Header** if you need to add/update Strategic Criteria.

![Capital Form](image)

This brings up the form in the 'Header' view.
2.1.46. Click the **Strategic Criteria** tab.

**Strategic Criteria tab in Budget Header**

The **Strategic Criteria** tab holds the narrative fields that provide additional information to support the project.
Narrative Reference 3 of 3 (Strategic Criteria)
Below is a table with project Strategic Criteria fields and descriptions:

<table>
<thead>
<tr>
<th>Tab</th>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Strategic Criteria</td>
<td>Basis for Cost Estimate</td>
<td>This field is new for the FY 2024 – FY 2028 CIP. Please explain how your agency determined the amount of dollars to request for this project and any subprojects. Here you can share data on actual spending on related projects or activities and how you adjusted those values to align with your expectations for future spending. You may also provide citations to industry material that provide reference points like cost per square foot for new construction or renovation.</td>
</tr>
<tr>
<td>Strategic Criteria</td>
<td>Relationship to Strategic Plan and RI 2030</td>
<td>Explain how the project relates to the RI 2030 framework (<a href="https://www.ri2030.com/">https://www.ri2030.com/</a>) or enables your agency to move forward with the implementation of your strategic plan. This narrative should explain the priority ranking of this project relative to the rest of the agency submission.</td>
</tr>
<tr>
<td>Strategic Criteria</td>
<td>Asset Management</td>
<td>Describe your agency’s current asset management practice and processes. Explain how this project is evaluated or rated based on asset management criteria.</td>
</tr>
</tbody>
</table>
2.1.47. Enter necessary **Strategic Criteria** in corresponding fields.
2.1.48. Click **Save** button.

**Adding Attachments**

2.1.49. Click **Header** if you need to add an attachment.

This brings up the form in the 'Header' view.

**Budget Header – Attachments tab**

The **Attachments** tab contains the documents attached to the form. There are pre-defined file types that are acceptable for uploads. If a file you want to upload is not a valid file type, contact the OMB Database Administrator to have that type added to the list of acceptable file types.
2.1.50. Click the **Attachments** tab.
2.1.51. Click the **Upload File(s)** button
2.1.52. Click **Browse** to open Folder Structure. If you get an Active X warning, please file a DoIT service ticket or ask your agency system administrator. You will not be able to upload a file until a change is made to your browser.
2.1.53. Select the File. Currently Word, Excel, and PDF are supported file types.
2.1.54. Click **Upload** button.

![Budget Form Document Attachments](image)

2.1.55. Click on **View Files** to see attachments that are on this form.

### Adding a New Project

2.1.56. Select the Capital – 9500 Budget Form.

![My Dashboard](image)

After selecting a budget form, the "List Page" appears, which will return a form for each project and agency based on your security.
2.1.57. Select *Add New* button to create a new project request.

This brings up the *Create a New Budget Form* screen.

2.1.58. Select the *Stage* to enter the new project request. Security controls which stage you can enter a request. See also *Budget Form Stages* (p. 13)

2.1.59. The *Project ID* will prepopulate with a generic value. Please overwrite this with a helpful shortcode that identifies your project, such as ‘MEOFF’ for the Medical Examiner’s Office or ‘MSAP’ for Military Staff Asset Protection. The best short codes 3 to 8 characters long, mostly letters but may also use numbers.

2.1.60. Use magnifying glass and to select the proper *Agency* number.

2.1.61. Enter *Name* of the project. The best project names are 15 to 40 characters long and mostly letters.

2.1.62. Click *Save* button.

This brings up the form in the 'Header' view. From this point forward you can follow the instructions for *Editing Existing Capital Projects* (p. 18).
BFM Reporting

**How to Access BFM Reports**
Once you have logged into BFM, and click on the *Links* dropdown / *BFM Reporting*. Single-sign on is used to log onto BI Launch Pad and access the reporting module, there is no second log in.

![Image](https://via.placeholder.com/150x746)

Multiple Sessions
Use **CTRL+N** to open two sessions of your chosen browser. This will allow you to have reports open in one tab and the BFM application open in another window. You can enter data in BFM and refresh reports. This is especially useful if you have two monitors.

Generating Reports
Basic Navigation

2.1.63. There are two tabs in the upper left, *Home* and *Documents*. Click on *Documents* to see the report folders.

2.1.64. There are sliders on the left-hand panel that are a bit tricky to use. The first is *My Documents*, where any personal documents may be saved, but this is not heavily used.

2.1.65. *Folders* is where all standard reports are housed. The active slider is above the white space; in this screen shot *Folders* is active. If *My Documents* is active, *Folders* is all the way at the bottom of the screen. When you click on *Folders* it will slide to the top and expand the *Folders* section.
2.1.66. Click on the + (plus) to the left of any folder to expand the folder structure.

![Folder Structure Diagram]

2.1.67. Click on any folder see the reports available.

![Report List]

**Opening a Report**

2.1.68. Navigate through the folders to the report to be run.

2.1.69. Double-click on the report to be opened. When working on the capital budget submission, your primary report will be the *Project Report*, found under 3 Agency Reports -> 3.5 Projects.

![Report Details]

When the report is open, the report header will display as a tab to the right of the Home and Documents tabs:
More than one report can be open in the same session. Each report will appear as an additional tab to the right of existing tabs. To open additional reports, click the Documents tab to return to the available reports.

Most reports will be set to 'auto refresh', meaning the report will refresh the data after you open it. All end user reports have prompts (see Report Prompts below) that must be completed.

**Report Prompts**
The prompt screen will display with default values selected when a report is opened or when a report is refreshed. In the Prompts Summary area there may be multiple prompts that appear.

- You must click on each Prompt you wish to fill out (or is required) and follow the procedures below to complete them.
- The active Prompt is highlighted in Blue; there are four distinct prompts in the screen print.
- Optional prompts have a green circle with a checkmark when the prompt is empty.
- Required prompts have a red circle with a “x” when the prompt is empty.
- Depending on the report that is opened, all prompts (listed below) may not be available. Each report may have different prompts.

2.1.70. To change the default prompt value there are three options:
- Selecting a value from a list
- Entering a value
- Searching for a value

2.1.71. To select a value from a list, click the Refresh Values button. All the valid prompt values will display in the box below. Highlight the value you wish to select and double-
click or click the right arrow. For a LIST type prompt you can repeat this and select multiple codes. You can also CTRL+Click to select multiples at one time.

After double click:

2.1.72. To enter a value, type the value into the Type values here box, then click the right arrow.
2.1.73. After clicking the **right arrow**, the default prompt value (if there is one) is replaced:
2.1.74. In many cases the lists are long. To search for a value, type the value in the field to the left of the binoculars, then click the binoculars. Partial values can be entered and all values that contain that partial value will be searched. Then double-click the value to be used for the prompt.

2.1.75. Once all prompt values have been selected, click the OK button. The report will run. If OK is not highlighted (it appears light gray), this means a required prompt has not been completed.
Report Icons

Toolbar Actions
- Print current report (tab) or all reports (all tabs).
- Export current report (tab) or all reports (all tabs) into a PDF or Excel.
- Refresh data by rerunning using the prompt window.
- Enables the drill capability in the report.
- Displays the filter bar at the top of the report. Objects can be added to the filter bar to restrict what is displayed in the report.

Side Panel Actions
- Displays the Navigation Map which includes all report tabs and any sections added to report navigation.
- Displays the Input Control options. Input controls are used to determine what data is displayed in the report.
- Displays the User Prompt Input options.

Different views of the same data can be captured in report tabs. First, click on the Navigation Map button on the far-left side. The Navigation Map will appear. There are two ways to move between tabs within a report: the Navigation Map or the Tab Strip.
2.1.76. To display the tab, click on the tab in the **Navigation Map**. The tab currently displayed is highlighted.

2.1.77. If a tab has a plus sign (+), report sections have been added to the navigation map.

2.1.78. Clicking on the sub-tab navigation item will display that specific section in the report.

2.1.79. To display the tab, click on the tab in the Tab Strip. The tab displayed currently is highlighted.
Paging

2.1.80. To move between pages of a report, click the arrows or enter a page number.

2.1.81. To advance pages, click the inner arrows to move one page at a time and the outer arrows to move to either the first or last page.

2.1.82. To select a specific page, click on the Page 1 of 1 to enter a page number and then click Enter.

Zoom

2.1.83. To change the viewable portion of a report, change the zoom percentage on the bottom tool bar.

Zoom options include:

**Refreshing a Report While Open**
Once a report is opened, the values in the report can be updated by refreshing the report.

**Using Prompts to Refresh a Report**

2.1.84. Click the Refresh button in the tool bar under the report name:
2.1.85. The prompt screen reappears. Complete the report prompts as directed above.

Refresh Using User Prompt Input

In the upper left, the Navigation Map/Document Summary drop down contains an option for User Prompt Input. Selecting this allows you to change values by simply typing in new values and clicking Run. There is a slight time savings to using this method if constantly refreshing the report.

2.1.86. Select User Prompt Input

2.1.87. Type in the Organization or other values in the prompt areas. There are no values from which to choose, so you must type in a valid entry.

2.1.88. Click Run. The report will be refreshed with the data for the values you entered.
Drilling through the Report
Drilling displays the data at different levels of summarization.

2.1.89. Click on the Drill icon to enable the drill functionality.

Option 1:
2.1.90. Left-click on any field that is underlined. It will automatically drill down to the next predefined level.

Option 2:
2.1.91. Right-click on the row you want to drill on and choose Drill By...
2.1.92. Select the drill dimension, the report will show the data at that level.
2.1.93. A filter bar will appear to let you toggle between values.

Limiting Data Using Input Controls
Input Controls limit data displayed in the report after refreshing.
2.1.94. Click on the **Input Control** icon to display the input control options.

2.1.95. Select one or many values from the input control. Hold down **Ctrl** to select multiple values.

2.1.96. Click **OK**

2.1.97. Select **All values** and click **OK** to return to the complete data set.

**Project Report: Capital Plan Status**

Below is a description of each status and corresponding example:

**Plan:** FY 2023 Governor’s Recommended Budget

**Approved Plan:** FY 2023 Enacted Budget

**Request:** FY 2024 Agency Request

**Analyst:** FY 2024 Budget Analyst Recommended

**Committee:** FY 2024 OMB Recommended Budget
Exporting Reports

Options to export include all report tabs or data as PDF, Excel, CSV, or Text. The Export icon on the upper tool bar provides an Export popup.
2.1.98. Select the radio bubble for **Report** or **Data**. **Report** allows a selection of one, multiple, or all report tabs. **Data** allows a selection of queries defined for the report.

2.1.99. Select from the **File Type** dropdown. Each file type has additional export options.

2.1.100. Click **OK**.

2.1.101. Depending on your browser and settings, a message may appear in the lower portion of the screen. If you get this or any other message, click **Open** or **Save**. If you do not get a message it may have defaulted to **Save**.
Notes on Saving as Excel file:

- If you click **Save**, it may save it in your computer’s Downloads folder. It is not always obvious that it saved. There is a small down arrow in the upper right of your chosen browser that indicates it has saved.

2.1.102 Click the Blue Arrow. Then click on the File.

- If the Blue Arrow is not an option (if you use another browser) go do Downloads and find you file. Note that Downloads is by default a shortcut in Windows Explorer Favorites section.
- When you open the file and you saved the Document, there may be multiple worksheets created.
- The Excel files will not include the report headers.

Notes on Saving as PDF

The PDF will include the report header and provide navigation through the tabs on the left-hand side.
Printing Reports
Clicking directly on the Print icon will download a PDF of the entire document (all tabs) that can be printed. Clicking on the arrow on the print button and selecting Print will provide additional options for what is to be generated into a PDF.
Submitting the Capital Budget

Submission allows users to move a form instance to a different stage. A user can have access to submit a form instance to a stage even without the security rights to edit the form at the submission stage.

2.1.1 Select your budget form definition.
2.1.2 For the instance you wish to submit, click the Submit button.
2.1.3 A Submit Budget Form pop-up window opens. From this screen, select the stage to which you wish to submit (there may only be one) and click Submit. If you do not see a Stage Code, this means you do not have security to submit. Note: you can submit to a prior stage if your security allows this action.

Once submit is clicked, the budget request will no longer be visible in the list if the user does not have security rights to edit at the new stage. To edit the instance, a request that the form be sent back to the user must be made to the system administrator.

See also Budget Form Stages (p. 13). The stages used for the FY 2024 – FY 2028 CIP are:

<table>
<thead>
<tr>
<th>Stage</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Request Stage 1 (used for original project requests)</td>
</tr>
<tr>
<td>2</td>
<td>Agency Request Stage 2 (used for Agency workflow/approvals optionally)</td>
</tr>
<tr>
<td>3</td>
<td>OMB Analyst Review (reflects a project submitted to OMB)</td>
</tr>
<tr>
<td>4</td>
<td>OMB Review</td>
</tr>
<tr>
<td>5</td>
<td>Governor's Review</td>
</tr>
<tr>
<td>6</td>
<td>Legislature Submission</td>
</tr>
</tbody>
</table>