



# OFFICE OF MANAGEMENT & BUDGET

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## 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**

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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 5<sup>th</sup>, 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 31<sup>st</sup>. Ryan can be reached at [Ryan.Gardiner@omb.ri.gov](mailto: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



**FY 2024 - FY 2028  
Capital Budget  
Instructions**

**State of Rhode Island**

**Office of Management and Budget  
Budget Office  
May 2022**

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## I. Submission Requirements

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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/>) 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>. 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>. 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](mailto: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>. 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/>) to [DOA.StateFleet@doa.ri.gov](mailto: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

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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.

<b><u>Target Date</u></b>	<b><u>Process</u></b>
<b>5/23/2022</b>	Distribute FY 2023 - FY 2027 capital budget submission instructions. BFM capital database made available online to agency staff.
<b>Week of 5/23/2022</b>	Kick-off call with OMB and agency staff.
<b>5/23 – 6/10/2022</b>	BFM training sessions over MS Teams for agency staff and budget analysts.
<b>5/23 – 6/24/2022</b>	Capital budget and information technology requests are developed by agencies.
<b>5/23 – 7/15/2022</b>	Agency consultation with the Division of Information Technology on IT projects. Agency consultation with DCAMM on construction, fleet and asset protection projects.
<b>7/18 – 8/5/2022</b>	OMB office hours will be offered over MS Teams to provide support and technical assistance.
<b>8/5/2022</b>	Last day for agency submission of capital budget requests to the Budget Office and House and Senate Fiscal Advisors.
<b>8/1 – 9/2/2022</b>	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.
<b>9/30/2022 or earlier</b>	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.



### III. Capital Budgeting Overview

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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](mailto: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](mailto: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](mailto: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

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### ***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

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### ***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.

Menu	Form Name	Description/Purpose
Budget Formulation	Capital (9500)	Use this form to request updates to the enacted Capital Plan and to request new Projects.

### **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:

Stage	Description
1	Request Stage 1 (used for original project requests)
2	Agency Request Stage 2 (optional for workflow/approvals within agency)
3	OMB Analyst
4	OMB Committee
5	Governor's Recommendation
6	Legislature Submission

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](mailto:Lisa.Henriques@budget.ri.gov) and [Hector.J.Casanova@omb.ri.gov](mailto:Hector.J.Casanova@omb.ri.gov).

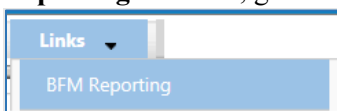
Once you ‘Submit’ your capital budget request you will not have access to it any longer, but the approver has the authority to ‘Submit’ the request backwards in the process, so contact the appropriate reviewer if you need to make changes post-submission (assuming the deadline has not passed). See also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

- **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](mailto:Lisa.Henriques@budget.ri.gov) and [Hector.J.Casanova@omb.ri.gov](mailto: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

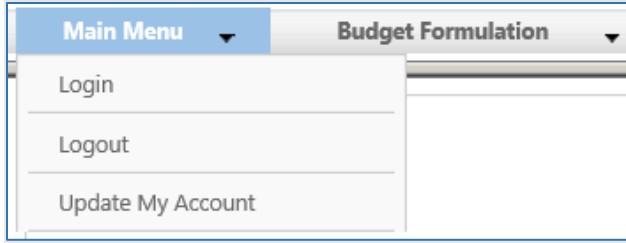
BFM now supports multiple browsers including Edge, Chrome and Firefox. Internet Explorer (IE) is no longer a supported browser. Since BFM is a web-based application, please be aware of some browser-specific issues. In some cases, one browser may display screens slightly differently from the screen shots 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

- 2.1.1. Click on the BFM link or select it from your Favorites.
- 2.1.2. 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](mailto:Lisa.Henriques@budget.ri.gov) and [Hector.J.Casanova@omb.ri.gov](mailto:Hector.J.Casanova@omb.ri.gov).



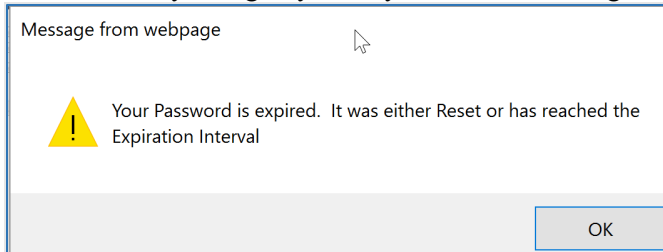


2.1.3. Enter your User ID and Password, then click Submit.

A screenshot of a login form. It has two input fields: 'Userid:' with the placeholder text 'first.last' and 'Password:' with masked characters. Below the fields are two buttons: 'Login' and 'Reset'.

### Change Password

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

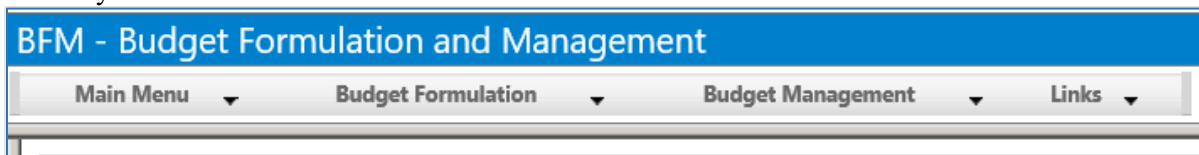


2.1.4. Click Ok.

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

A screenshot of a password reset dialog box titled 'Application User - Expired Password - Please Reset'. It contains the text: 'Confirm the current password (may have been provided by your admin) and establish a new password.' Below this are three input fields: 'Current Password:', 'New Password:', and 'Confirm New Password:'. At the bottom are 'Update' and 'Cancel' buttons.

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.



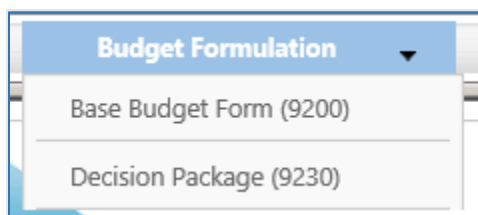
## Basic Navigation

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.

**Budget Form Entry - Lines**

Close Export to Excel Import from Excel

ID	Budget Form	Agency	Expense	Revenue
1190	9200	068 - DEPARTMENT OF ADMINISTRATION		

Quick Search:  
Enter search criteria here...

Record Actions:  
Add New

Row	Audit Trail	Line Seq	LS Name	Program	Natural	Natural Name	2019 Base Budget	2019 Base Statewide Adjust.	2019 Current Svcs Base	2019 Base Budget Changes	2019 Total Base Request	Justification
1		1000101	Director of Adm	Central Manage	631200	Management Consultants	250,000	0	250,000	0	250,000	
2		1000101	Director of Adm	Central Manage	641400	Maintenance/Repairs: Office Equip	600	0	600	0	600	
3		1000101	Director of Adm	Central Manage	643030	Food	500	0	500	0	500	
4		1000101	Director of Adm	Central Manage	643110	Office Supplies & Equip	7,500	0	7,500	0	7,500	
5		1000101	Director of Adm	Central Manage	643120	Comp Supplies/Software & Equip	4,500	0	4,500	0	4,500	
6		1000101	Director of Adm	Central Manage	643200	Dues and Fees	5,000	0	5,000	0	5,000	
7		1000101	Director of Adm	Central Manage	643300	Subscriptions	500	0	500	0	500	
8		1000101	Director of Adm	Central Manage	643410	Postage and Postal Svcs	3,000	0	3,000	0	3,000	
9		1000101	Director of Adm	Central Manage	643520	Records Center: Overhead	2,000	0	2,000	0	2,000	
10		1000101	Director of Adm	Central Manage	643611	Print Advertising	1,000	0	1,000	0	1,000	
11		1000101	Director of Adm	Central Manage	643620	Printing - Outside Vendors	300	0	300	0	300	
12		1000101	Director of Adm	Central Manage	643700	Miscellaneous Expenses	1,500	0	1,500	0	1,500	

Records per page: 10 25 50 100 200 500 1000

Records: 1913 - Page: 1

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 double arrow (next page) or double arrow with an end line (last page) to page through available records.

2500	9092	SFSB - Suburban Field Services Branch	2501	SFSB	0	12/24/2015	aubiadas	Header   Detail
Records per page: 25							Records: 16 - Page: 1	

### 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.

Quick Search:

Enter search criteria here...

Record Actions:

Add New

Row	Audit Trail	Line Seq	LS Name	Program	Natural	Natural Name
1		1000101	Director of Administration	Central Management	631200	Management Consultants
2		1000101	Director of Administration	Central Management	641400	Maintenance/Repairs: Office Eq
3		1000101	Director of Administration	Central Management	643030	Food
4		1000101	Director of Administration	Central Management	643110	Office Supplies & Equip
5		1000101	Director of Administration	Central Management	643120	Comp Supplies/Software & Equ

2.1.11. 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"

BFM - Budget Formulation and Management

Main Menu | Budget Formulation | Budget Management | Links

Base Form - Program

Quick Search:

health

Show Advanced Filters

Record Actions:

Form ID	Description	Stage	Program	Form Rows	Last Update	Last User	Submit	Actions
1218	04075 - Health Services Regulation	9211	04075	0	5/31/2017	u1	Submit	Header   Detail
1221	06075 - Environmental Health	9211	06075	35	6/26/2017	OMB	Submit	Header   Detail
1227	10075 - Community and Family Health and Equity	9211	10075	0	5/31/2017	u1	Submit	Header   Detail

Records per page: 25

Records: 3 - Page: 1

### Example 2: Searching by a number

Search: "2200112"

**Result:** All entries that contain 2200112.

https://r1.bfm.cloud/bfmprod/ui/bdgt/ogrid\_lpg3\_sgs\_bdgt\_frm\_exp1\_6200.aspx?qNav\_id=1221&qNav\_cd=9210&qMode=nav\_pop&scrw=1280&scrh=720

### Budget Form Entry - Lines

Close Export to Excel Import from Excel

ID	Budget Form	Program	Expense	Revenue
1221	9210	06075 - Environmental Health	\$124,468	

Quick Search:  
2200112

Record Actions:  
Add New

Row	Audit Trail	Line Seq	LS Name	Program	Natural	Natural Name	2019 Base Budget	2019 Base Statewide Adjust.	2019 Curr Svcs Base	2019 Base Budget Changes	2019 Total Base Request	Justification
1		2200112	Occupational Hi	Environmental H	643410	Postage and Postal Svcs	1,500	0	1,500	10	1,510	pencil edit, existing line
2		2200112	Occupational Hi	Environmental H	648112	Telecomm: Overhead	3,700	0	3,700	500	4,200	Added through upload
3		2200112	Occupational Hi	Environmental H	648200	Cellular and Mobile	1,900	0	1,900	400	2,300	Upload change from \$5. Edited at stage 7212. Edited at 7213

Records per page: 50

Records: 3 - Page: 1

## 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.

Home Budget Formulation Budget Management Links

Board

- Base Budget Form - Agency (9200)
- Decision Package - Agency (9230)
- Budget Review
- Strategic Planning
- Performance Measures - Agency (9260)
- Fed. and Restricted Rec. Rev - Agency BR-7 (9270)
- Estimated Departmental Revenues (9410)
- Departmental Receipts Narrative Info Form - BR 9
- Agency Submission Attachments (5400)
- Capital (9500)**
- Line Sequence Request
- Agency Submit (9900)
- Attachments - All Forms View (5500)

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.

**Capital Form**

Quick Search:  Show Advanced Filters

Record Actions: Add New

Form ID	Description	Stage	Project	Agency	Form Rows	Last Update	Last User	Submit	Actions
1807	AFIS - Automated Fingerprint Identification Systems	9501	AFIS	066	16	4/27/2018	CAP	<span>Submit</span>	<span>Header</span>   <span>Detail</span>   <span>Delete</span>
1808	AG Google - Google Funds	9501	AG Google	066	8	4/27/2018	CAP	<span>Submit</span>	<span>Header</span>   <span>Detail</span>   <span>Delete</span>
1809	AGBRR - Building Renovations and Repairs	9501	AGBRR	066	8	4/27/2018	CAP	<span>Submit</span>	<span>Header</span>   <span>Detail</span>   <span>Delete</span>
2066	URIHOPE - Hope Commons Expansion	9501	URIHOPE	066	8	4/27/2018	CAP	<span>Submit</span>	<span>Header</span>   <span>Detail</span>   <span>Delete</span>

Records per page:  Records: 4 - Page: 1

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.

ID	Budget Form	Project	Form	Amount	Sum
4644	9500	BOE - Board of Elections	ADMINISTRATION		

Quick Search:

Record Actions: Add New Copy

Row	Audit Trail	Line Seq	Funding Source	Cost Type	Cost Type Descr	Pre 2020 Capital Plan	2020 Amount	2021 Amount	2022 Amount	2023 Amount	2024 Amount	2025 Amount	Post 2025 Amount	Capital Total	Justification*
1		7068149	RICAP	PLAN	Planning	1,180,000	6,000,000	9,000,000	0	0	0	0	0	\$16,180,000	

Records per page:  Records: 1 - Page: 1

### Budget Form Reference

Screen:	Budget Form Details – General
Field	Description
Row	Read Only. Number indicating row count.
Audit Trail	Magnifying Glass button. Opens a window to display the audit trail records for the selected row.
Line Seq	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
Funding Source	Read Only. Source of funds for the projects (i.e. RICAP or GO Bonds)
Display Columns	Read Only. Displays the Pre-2020 spent amount for the project.
Entry Columns	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.
Summary Columns	Read Only. This is a display column that adds the values in other display columns with Entry columns to display the total request.
Justification	Text justification. Editable field for providing information on a line item.
Pencil	Button. When clicked, the Line Detail screen will display to allow budget request entries. Double-clicking a row performs the same action.

## Editing Existing Budget Lines

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

ID	Budget Form	Project	Agency	Form Name	Change Amount
4644	9500	BOE - Board of Elections	068 - DEPARTMENT OF ADMINISTRATION		

Quick Search:  
Enter search criteria here...

Record Actions:  
Add New Copy

Row	Audit Trail	Line Seq	Funding Source	Cost Type	Cost Type Descr	Pre 2020 Capital Plan	2020 Amount	2021 Amount	2022 Amount	2023 Amount	2024 Amount	2025 Amount	Post 2025 Amount	Capital Total	Justification*
1		7058149	RICAP	PLAN	Planning	1,180,000	6,000,000	9,000,000	0	0	0	0	0	\$16,180,000	

Records per page: 50

Save All Cancel All Records: 1 - Page: 105 of 139

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.

ID	Budget Form	Project	Agency	Form Name	Change Amount
4644	9500	BOE - Board of Elections	068 - DEPARTMENT OF ADMINISTRATION		

Quick Search:  
Enter search criteria here...

Record Actions:  
Add New Copy

Row	Audit Trail	Line Seq	Funding Source	Cost Type	Cost Type Descr	Pre 2020 Capital Plan	2020 Amount	2021 Amount	2022 Amount	2023 Amount	2024 Amount	2025 Amount	Post 2025 Amount	Capital Total	Justification*
1		7058149	RICAP	PLAN	Planning	1,180,000	5000	9,000,000	0	0	0	0	0	\$16,180,000	Addition to Plan

Records per page: 50

Save All Cancel All Records: 1 - Page: 105 of 139

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.

Select Organization Code -- Webpage Dialog

http://ri.bfm.cloud/bfmprod/ui/editlistpopsearch.asp?id=sgs\_orgn&scrw=725&scrh=450&SrcOp

Quick Search:

Select	Code	Name
Select	3275101	Rails to Trails
Select	3275998	Rails to Trails - Military Staff
Select	3278101	RICAP - Command Readiness Center HVAC
Select	3279101	RICAP - Command Readiness Center - Roof
Select	3280101	RICAP - Bristol Armory Rehabilitation
Select	3280998	RICAP - Bristol Armory Rehabilitation
Select	3285101	RICAP - Benefit Street Armory Rehabilitation
Select	3285998	RICAP - Benefit Street Arsenal Rehabilitation
Select	3290101	RICAP - Schofield Armory Rehabilitation
Select	3290998	RICAP - Schofield Armory Rehabilitation
Select	3300101	RICAP - U.S. Property and Finance office HVAC
Select	3300998	RICAP - U.S. Property and Finance Office

Records: 1 - 97 of 97 - Pages: << < 1 > >>

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** >> 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.


**Budget Form Entry - Lines**

Close Refresh

ID	Budget Form	Project	Agency	Form Name	Change Amount
4644	9500	BOE - Board of Elections	068 - DEPARTMENT OF ADMINISTRATION		(\$5,995,000)

Quick Search:  
Enter search criteria here...

Record Actions:  
Add New Copy

Row	Audit Trail	Line Seq	Funding Source	Cost Type	Cost Type Descr	Pre 2020 Capital Plan	2020 Amount	2021 Amount	2022 Amount	2023 Amount	2024 Amount	2025 Amount	Post 2025 Amount	Capital Total	Justification*
1		7068149	RICAP	PLAN	Planning	1,180,000	5,000	9,000,000	0	0	0	0	0	\$10,185,000	Addition to Plan

Records per page: 50

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

**Audit Trail**

Quick Search:  
Enter search criteria here...

Record Actions:  
Close Export

Record Type	Stage Code	Posting Code	Fiscal Year	Period	Last User	Updated	Amount	Amount Justification / Comments
User Entry	9501	BUDGET	2020	0	lisa.henriques	4/12/2019 8:15:50 AM	-5,995,000	
User Entry	9500	BUDGET	2019	0	CIP RO	4/1/2019 11:13:02 AM	510,000	2020 Plan -2018
User Entry	9500	BUDGET	2019	0	CIP RO	4/1/2019 11:13:02 AM	670,000	2020 Plan
User Entry	9500	BUDGET	2020	0	CIP RO	4/1/2019 11:13:02 AM	6,000,000	2020 Plan
User Entry	9500	BUDGET	2021	0	CIP RO	4/1/2019 11:13:02 AM	9,000,000	2020 Plan
User Entry	9501	clnt_txt3	2020	0	lisa.henriques	4/12/2019 8:15:50 AM	0	Addition to Plan

Records per page: 25

Records: 6 - Page: 1

Below is a table with Audit Fields and Descriptions:

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

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**.

ID	Budget Form	Project	Agency	Form Name	Change Amount
4644	9500	BOE - Board of Elections	068 - DEPARTMENT OF ADMINISTRATION		(\$5,995,000)

Quick Search:

Record Action: **Add New** Copy

Row	Audit Trail	Line Seq	Funding Source	Cost Type	Cost Type Descr	Pre 2020 Capital Plan	2020 Amount	2021 Amount	2022 Amount	2023 Amount	2024 Amount	2025 Amount	Post 2025 Amount	Capital Total	Justification*
1		7068149	RICAP	PLAN	Planning	1,180,000	5,000	9,000,000	0	0	0	0	0	\$10,185,000	Addition to Plan

Records per page: 50

Records: 1 - Page: 46 - 1 - 39

2.1.24. Click the magnifying glass to search for the codes to be added.

Actions: Form ID: 4644 Form Definition: 9500

Line Sequence\*:  Cost Type\*:  Funding Source\*:  Save Cancel

Justification:

Pre 2020 Capital Plan:  Audit Text:

2020 Amount:  Audit Text:

2021 Amount:  Audit Text:

2022 Amount:  Audit Text:

2023 Amount:  Audit Text:

2024 Amount:  Audit Text:

- 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.

Quick Search:  ×

Select	Code	Name
<input type="button" value="Select"/>	1000938	Operating Transfer From RICAP
<input type="button" value="Select"/>	1145111	RICAP Cannon Building
<input type="button" value="Select"/>	1160103	RICAP - BHDDH Comm. Mental Health
<input type="button" value="Select"/>	1221101	RICAP - Municipal Police Training Academy Planning
<input type="button" value="Select"/>	1229101	RICAP - State House Renovations (Phase I)
<input type="button" value="Select"/>	1230101	RICAP - State House Skylights and Roof
<input type="button" value="Select"/>	1230998	RICAP - State House Skylights and Roof Repair
<input type="button" value="Select"/>	1231101	RICAP - Statehouse Renovations
<input type="button" value="Select"/>	1235101	RICAP - State House Terrace/South Stairs
<input type="button" value="Select"/>	1235998	RICAP - State House Terrace/South Stairs
<input type="button" value="Select"/>	1236101	RICAP - Lead Mitigation Group Homes
<input type="button" value="Select"/>	1237101	RICAP - Pastore Center Sewer Repairs

Records: 1 - 163 of 163 - Pages: « « 1 » »

- 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.

Actions	Form ID	Form Definition
	4644	9500

Line Sequence: 1145111

Cost Type: CONS

Funding Source: RICAP

RICAP Cannon Build

Construction

RI Capital Plan Fund

Justification: More funding needed due to .....

Pre 2020 Capital Plan: 0

Audit Text:

2020 Amount: 0

Audit Text:

2021 Amount: 40000

Audit Text:

2022 Amount: 50000

Audit Text:

2023 Amount: 0

Audit Text:

2024 Amount: 0

Audit Text:

*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.

Capital Form

Quick Search: 014

Record Actions:

Form ID	Description	Stage	Project	Agency	Form Rows	Last Update	Last User	Submit	Actions
4633	AMCREHAB - AMC Rehab	9501	AMCREHAB	014	16	4/2/2019	u1	<input type="button" value="Submit"/>	<input type="button" value="Header"/> <input type="button" value="Detail"/> <input type="button" value="Delete"/>
4646	BRCFMS - Bristol Readiness Center	9501	BRCFMS	014	7	4/2/2019	u1	<input type="button" value="Submit"/>	<input type="button" value="Header"/> <input type="button" value="Detail"/> <input type="button" value="Delete"/>
4648	BSA3 - Benefit Street Arsenal Rehabilitation	9501	BSA3	014	8	4/2/2019	u1	<input type="button" value="Submit"/>	<input type="button" value="Header"/> <input type="button" value="Detail"/> <input type="button" value="Delete"/>

This brings up the form in the **Header** view. There will be two blank fields that require your entry.

Page Actions: [Comment History](#) [Comment](#) [Submit](#) [Close](#)

Actions	Instance ID	Form Definition	Definition Name	Header Organization
	4577	9500	Capital Form	550

Stage Code:\*  Header Project:  Header Organization:   
 Request FPWWTF Blower Improvements NARRAGANSETT BAY WATER

[Header](#) [Budget Data](#) [Strategic Criteria](#) [Project Information](#) [Attachments](#)

Name:\*  [Save](#)

Analyst Recommendation   
 Committee Recommendation   
 Status

Rank:   
 Submit Flag: ☐

2.1.35. Enter the project **Status**.

2.1.36. Enter project **Rank**.

#### Narrative Reference 1 of 3 (Header)

Tab	Field	Description
Header	Status	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?
Header	Rank	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.

2.1.37. Click **Save** button.

## Updating Project Narratives

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

**Capital Form**

Quick Search:  Show Advanced Filters

Record Actions: Add New

Form ID	Description	Stage	Project	Agency	Form Rows	Last Update	Last User	Submit	Actions
4633	AMCREHAB - AMC Rehab	9501	AMCREHAB	014	16	4/2/2019	u1	<span>Submit</span>	<span>Header</span> <span>Detail</span> <span>Delete</span>
4646	BRCFMS - Bristol Readiness Center	9501	BRCFMS	014	7	4/2/2019	u1	<span>Submit</span>	<span>Header</span> <span>Detail</span> <span>Delete</span>
4648	BSA3 - Benefit Street Arsenal Rehabilitation	9501	BSA3	014	8	4/2/2019	u1	<span>Submit</span>	<span>Header</span> <span>Detail</span> <span>Delete</span>

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

Page Actions: Comment History Comment Submit Close

Actions	Instance ID	Form Definition	Definition Name	Header Organization
	4577	9500	Capital Form	550

Stage Code:\*  Request

Header Project:  FPWWTF Blower Improvements

Header Organization:  NARRAGANSETT BAY WATER

Header Budget Data Strategic Criteria **Project Information** Attachments

Name:\*  Save

Analyst Recommendation:

Committee Recommendation:

Status:

Rank:

Submit Flag: ☐

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.

Project:* SHREN	Name:* State House Renovations	Save	Close
Attributes		Groupings	
<p><b>Project Description:</b></p> <p>These projects are consistent with the Department's commitment to ensure appropriate maintenance of the RI State House.</p> <p>• Elevator Repairs – This project is the complete modernization of the elevators. It provides safe and efficient elevator transportation between the five floors of the State House and replaces the obsolete,</p> <p><b>Agency Project Justification:</b></p> <p>The State House is the central seat of Rhode Island's State government, the main office of the Governor, and an invaluable historic building. Its age and political prominence dictate the projects to enhance and preserve its structural, architectural, and operational functions. DCAMM is requesting the \$833748 balance from FY20 be reappropriated since that</p>		<p><b>Active (*CAUTION* Call Budget to Reactivate):</b> <input checked="" type="checkbox"/></p> <p><b>IT Project Flag:</b> <input type="checkbox"/></p> <p><b>DCAMM Affiliated Project Flag:</b> <input checked="" type="checkbox"/></p> <p><b>ARPA Flag:</b> <input type="checkbox"/></p>	
<p><b>Contact Name:</b> Marco Schiappa</p> <p><b>Phone No:</b> (401) 222-5717</p> <p><b>Email Address:</b> marco.schiappa@doa.ri.gov</p> <p><b>Address:</b> Powers Building</p> <p><b>Building Census:</b> FTEs – 500 including vendors and</p>			

### Narrative Reference 2 of 3 (Project Information)

Tab	Field	Description
Project Information	Project Description	Enter project description, explaining <i>what</i> this project is. <b>Beginning with the FY 2024 – FY 2028 CIP, there is not a standalone field for historic preservation narrative.</b> 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.
Project Information	Project Justification	Enter project justification, explaining <i>why</i> this project is important. This narrative should answer the question “What are the costs (financial and otherwise) of <b>not</b> moving forward with this project?” <b>Beginning with the FY 2024 – FY 2028 CIP, there is not a standalone field for safety/code narrative.</b> 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.
Project Information	Contact Information (Name, Phone, Address, E-mail)	Enter the contact information for <i>who</i> is the best person to contact with questions about this project.
Project Information	Active Flag	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.
Project Information	IT Project Flag	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.

Tab	Field	Description
Project Information	DCAMM Affiliated Flag	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.
Project Information	Building Census	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.

2.1.40. Enter **Project Information** in corresponding fields.

2.1.41. Click Groupings Tab

#### Project Attributes and Descriptions Reference

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

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.

Form ID	Description	Stage	Project	Agency	Form Rows	Last Update	Last User	Submit	Actions
4633	AMCREHAB - AMC Rehab	9501	AMCREHAB	014	16	4/2/2019	u1	Submit	Header   Detail   Delete
4646	BRCFMS - Bristol Readiness Center	9501	BRCFMS	014	7	4/2/2019	u1	Submit	Header   Detail   Delete
4648	BSA3 - Benefit Street Arsenal Rehabilitation	9501	BSA3	014	8	4/2/2019	u1	Submit	Header   Detail   Delete

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

The screenshot displays the 'Edit Budget Form Instance' window. At the top, there's a table with the following data:

Actions	Instance ID	Form Definition	Definition Name	Header Organization
	1960	9500	Capital Form	068

Below the table, there's a form with several tabs: 'Header', 'Budget Data', 'Strategic Criteria' (which is highlighted with a red box), 'Project Information', and 'Attachments'. The 'Strategic Criteria' tab is active, showing the following fields:

- Name:** PASTWATER - Pastore Utility Systems Water
- Status:** In Progress
- Rank:** 2
- Submit Flag:** ☐
- Save** button

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.



Stage Code:\*  FY 2024 Agency Request (Stage)  
 Header Project:  State Bikeway Development  
 Header Organization:  Department of Environmental

Header Budget Data Strategic Criteria Project Information Attachments

Save

Impact on Climate Emissions: Wherever possible, energy efficient LED systems are used and/or renewable (solar) powered signals and lighting are employed.

Relationship to Strategic Plan and RI 2030: DEM's Strategic Plan Goal #5 is to Promote and Increase Outdoor Recreation.

Asset Management: While new facilities are anticipated to have decades-long life spans, some existing bikeway infrastructure now requires capital investment to repair or upgrade various elements due to conditions which compromise the integrity of the assets, as well as conditions which are a safety concern.

Basis for Cost Estimate:

Impact on Operating Budget: Grantees are responsible for operation, maintenance and future repairs of facilities.

### Narrative Reference 3 of 3 (Strategic Criteria)

Below is a table with project *Strategic Criteria* fields and descriptions:

Tab	Field	Description
Strategic Criteria	Basis for Cost Estimate	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.
Strategic Criteria	Relationship to Strategic Plan and RI 2030	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.
Strategic Criteria	Asset Management	Describe your agency's current asset management practice and processes. Explain how this project is evaluated or rated based

Tab	Field	Description
		on your asset management approach, as well as any new processes that may be appropriate.
Strategic Criteria	Impact on Operating Budget	Enter financial impact narrative. For example, how will this project increase or reduce operational costs? What is the timeline for those savings or new costs? What sources are available to finance any recurring costs?
Strategic Criteria	Impact on Climate Emissions	Explain how the project will impact energy use or climate emissions in Rhode Island. You are encouraged to make connections to specific provisions of the 2021 Act On Climate ( <a href="http://climatechange.ri.gov/aoc/">http://climatechange.ri.gov/aoc/</a> ). For example, will this project increase or reduce energy use? Will this project enable a shift to renewable energy sources or carbon sequestration? What is the timeline for those savings or new uses to take effect?

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.

**Capital Form**

Quick Search:  Show Advanced Filters

Record Actions: Add New

Form ID	Description	Stage	Project	Agency	Form Rows	Last Update	Last User	Submit	Actions
4633	AMCREHAB - AMC Rehab	9501	AMCREHAB	014	16	4/2/2019	u1	<span>Submit</span>	<span>Header</span> <span>Detail</span> <span>Delete</span>
4646	BRCFMS - Bristol Readiness Center	9501	BRCFMS	014	7	4/2/2019	u1	<span>Submit</span>	<span>Header</span> <span>Detail</span> <span>Delete</span>
4648	BSA3 - Benefit Street Arsenal Rehabilitation	9501	BSA3	014	8	4/2/2019	u1	<span>Submit</span>	<span>Header</span> <span>Detail</span> <span>Delete</span>

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

**Edit Budget Form Instance**

Page Actions: Comment History Comment Submit Close

Actions	Instance ID	Form Definition	Definition Name	Header Organization
	1960	9500	Capital Form	068

Stage Code\*:  Header Project:  Header Organization:   
 Request: Pasture Utility Systems Water T DEPARTMENT OF ADMINISTRATION

Header Budget Data Strategic Criteria Project Information **Attachments**

Name\*:  Save  
 Status:  Rank:  Submit Flag: ☐

### 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.

- 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.

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.

**Capital Form**

Quick Search:  Show Advanced Filters

**Record Actions**

**Add New**

Form ID	Description	Stage	Project	Agency	Form Rows	Last Update	Last User	Submit	Actions
1807	AFIS - Automated Fingerprint Identification Systems	9501	AFIS	066	16	4/27/2018	CAP	<button>Submit</button>	<button>Header</button>   <button>Detail</button>   <button>Delete</button>
1808	AG Google - Google Funds	9501	AG Google	066	8	4/27/2018	CAP	<button>Submit</button>	<button>Header</button>   <button>Detail</button>   <button>Delete</button>
1809	AGBRR - Building Renovations and Repairs	9501	AGBRR	066	8	4/27/2018	CAP	<button>Submit</button>	<button>Header</button>   <button>Detail</button>   <button>Delete</button>
2066	URIHOPE - Hope Commons Expansion	9501	URIHOPE	086	8	4/27/2018	CAP	<button>Submit</button>	<button>Header</button>   <button>Detail</button>   <button>Delete</button>

Records per page:  Records: 4 - Page:

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

**Add New**

**Create a New Budget Form - 9500**

Stage\*:

Project\*:

Agency\*:  🔍

Name\*:

**Save** **Cancel**

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.

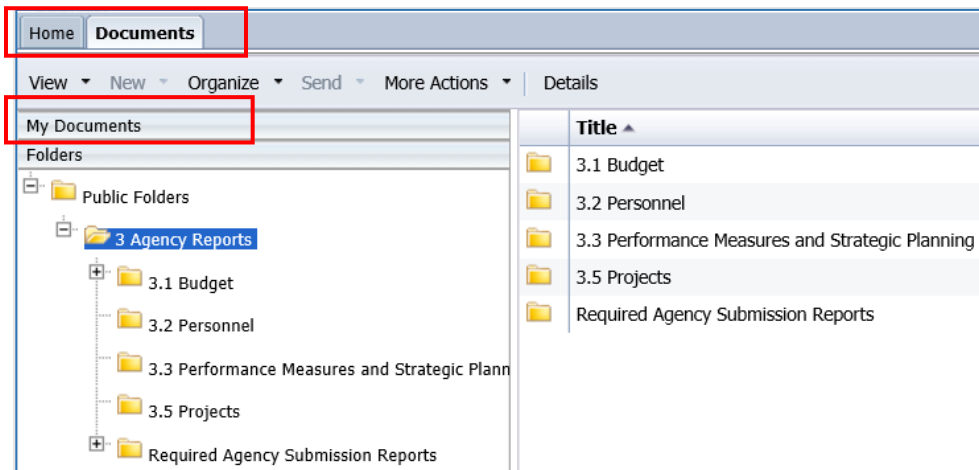


### Multiple Sessions

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

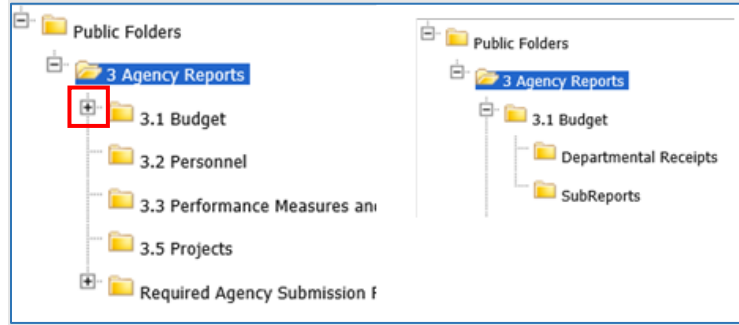


2.1.63. There are two tabs in the upper left, **Home** and **Documents**. Click on **Documents** to see the report folders.

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.



2.1.67. Click on any folder see the reports available.

Home Documents

View ▾ New ▾ Organize ▾ Send ▾ More Actions ▾ Details

1 of 1

My Documents

Folders

Public Folders

3 Agency Reports

3.1 Budget

Departmental Receipts

SubReports

3.2 Personnel

3.3 Performance Measures and Strategic Planning

3.5 Projects

Required Agency Submission Reports

In Progress

Title ▴	Last Run	Description	Created By	Created On
In Progress			chris.vandijk	Sep 25, 2018 8:24 AM
103 - Agency Summary BR-1			chris.vandijk	Sep 21, 2018 9:14 AM
105 - 2020 Decision Packages		Decision Package report	chris.vandijk	Sep 21, 2018 9:16 AM
105R - 2019 Revised Budget Decision Packages		Decision Package report	chris.vandijk	Sep 21, 2018 9:17 AM
106 - Contracts Detail			chris.vandijk	Oct 2, 2018 10:37 AM
107 - BR-7 Report		Restricted Receipts (02) & Federal F	chris.vandijk	Sep 24, 2018 3:26 PM
120 - Program Impact Statements		Decision Package report	Administrator	Oct 19, 2017 5:55 PM
123 - Program Summary BR-4			chris.vandijk	Sep 21, 2018 9:15 AM
150 - Budget Tracking Sheet		151 Is Revised	chris.vandijk	Sep 21, 2018 9:14 AM
151 - Natural Account Detail with Justification (optional)			chris.vandijk	Oct 2, 2018 11:37 AM
160 - Budget Tracking Sheet Revised			chris.vandijk	Sep 21, 2018 9:14 AM
170N - Departmental Receipts - November		Used for November Conference	Administrator	Sep 5, 2017 8:25 PM
390 - Employee Detail by Home Org		FTE Count	chris.vandijk	Sep 25, 2018 8:25 AM
391 - Employee Detail by Allocation Org		FTE Allocation	chris.vandijk	Sep 25, 2018 8:25 AM
401 - Performance Measures - Budget Book View			chris.vandijk	Sep 21, 2018 9:19 AM
402 - Agency and Program Descriptions		Includes missions, description, and s	chris.vandijk	Sep 21, 2018 9:20 AM
403 - Agency Descriptions		Includes missions, description, and s	chris.vandijk	Sep 21, 2018 9:20 AM

### 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**.

Home Documents Project Report

View ▾ New ▾ Organize ▾ Send ▾ More Actions ▾ Details

My Documents

Folders

Public Folders

2 OMB Chiefs

2A OMB Shared

3 Agency Reports

3.1 Budget

3.2 Personnel

3.3 Performance Measures and Strategic Planning

3.5 Projects

3.7 Required Agency Submission Reports

Title ^	Last Run	Description	Created By	Created On
ARPA Projects		5/4/21 - remove 4 tabs: • Project Cost Report w/Actuals	lisa.henriques	Jun 18, 2021 11:19 AM
Asset Protection Projects		5/4/21 - remove 4 tabs: • Project Cost Report w/Actuals	lisa.henriques	Jun 1, 2021 4:53 PM
DCAMM Projects		5/4/21 - remove 4 tabs: • Project Cost Report w/Actuals	lisa.henriques	Jun 1, 2021 4:51 PM
IT Projects		6/1/21 - same a project report - filter on IT projects	lisa.henriques	Jun 1, 2021 4:38 PM
Project Listing			Administrator	Mar 26, 2019 8:41 AM
Project Report		5/4/21 - remove 4 tabs: • Project Cost Report w/Actuals	lisa.henriques	Aug 28, 2020 7:25 AM
PY1 Project Report		5/14/21 - create PY1 version of the report. 5/4/21 - rem	lisa.henriques	Jun 22, 2021 10:15 AM

When the report is open, the report header will display as a tab to the right of the **Home** and **Documents** tabs:





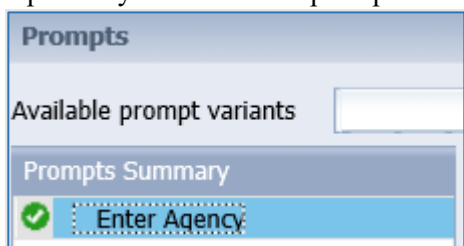
More than one report can be open in the same session. Each report will appear as an additional tab to the right of existing tabs. To open additional reports, click the **Documents** tab to return to the available reports.

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.



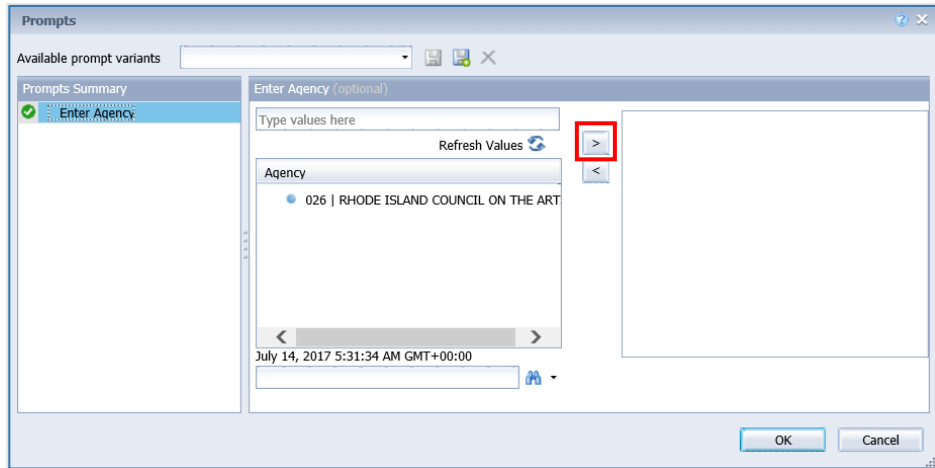
2.1.70. To change the default prompt value there are three options:

- Selecting a value from a list
- Entering a value
- Searching for a value

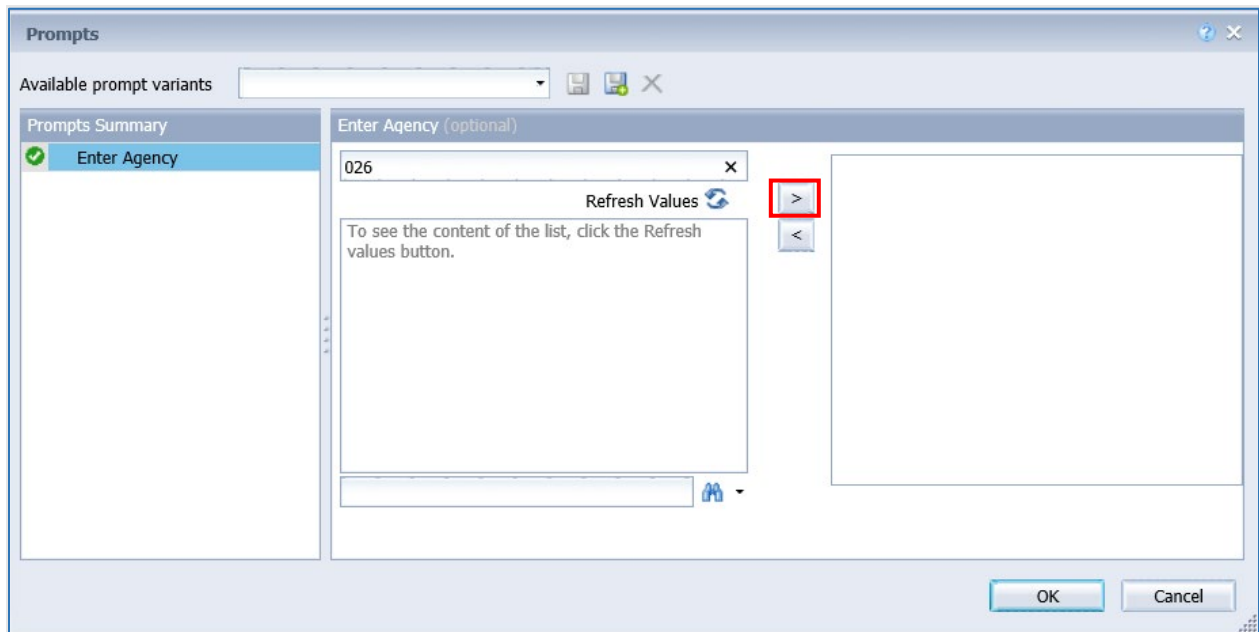
2.1.71. To select a value from a list, click the **Refresh Values**  button. All the valid prompt values will display in the box below. Highlight the value you wish to select and double-

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*

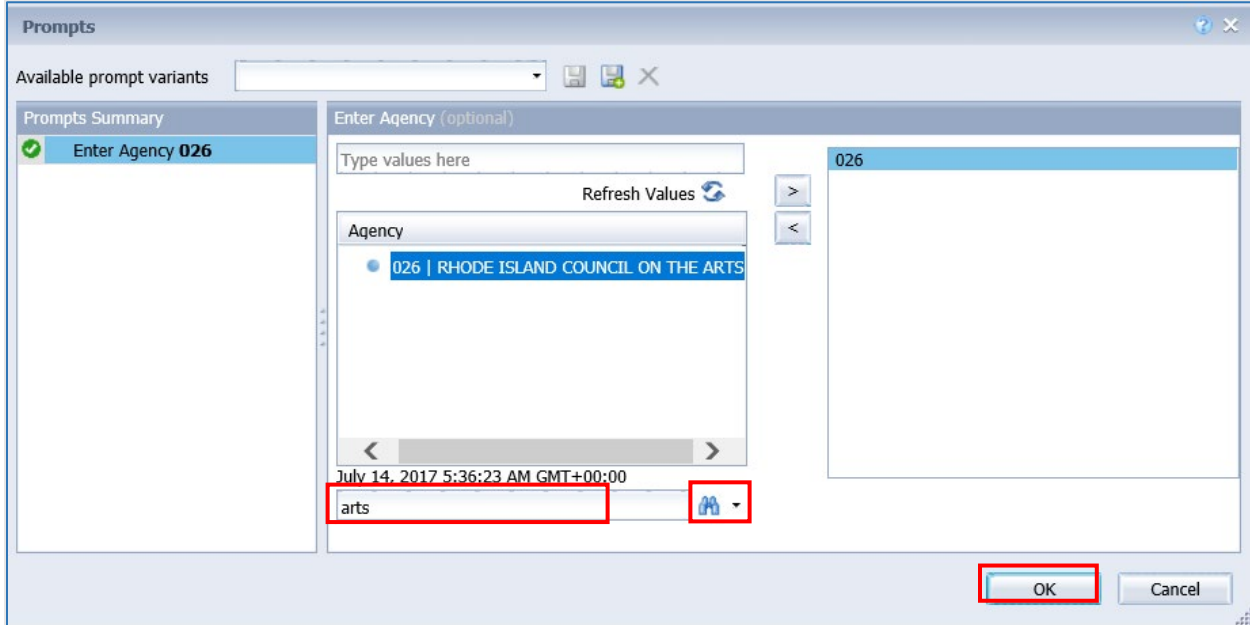




2.1.73. After clicking the **right arrow**, the default prompt value (if there is one) is replaced:

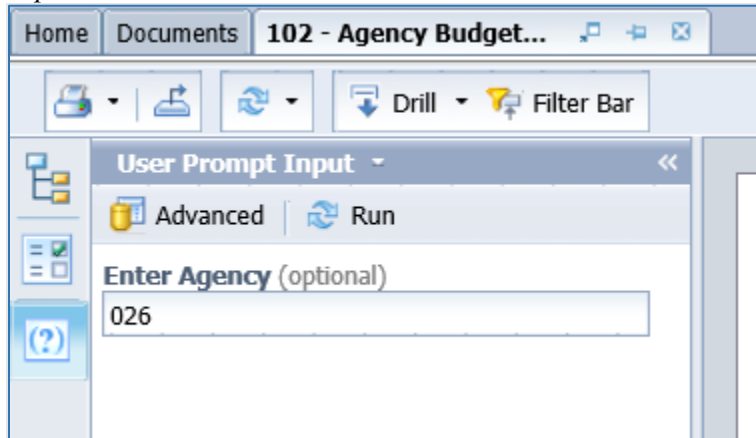
The screenshot shows a 'Prompts' dialog box with a title bar containing a help icon and a close button. Below the title bar is a section labeled 'Available prompt variants' with a dropdown menu and two icons. The main area is divided into two panes. The left pane, titled 'Prompts Summary', contains a single entry: 'Enter Agency 026' with a green checkmark icon to its left. The right pane, titled 'Enter Agency (optional)', contains a text input field with the value '026' highlighted by a red rectangular box. Below the input field is a 'Refresh Values' button with a circular arrow icon. Below that is an 'Agency' section with a radio button and the text '026 | RHODE ISLAND COUNCIL ON THE ARTS'. To the right of the input field are two arrow buttons, a right-pointing arrow (highlighted) and a left-pointing arrow.

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

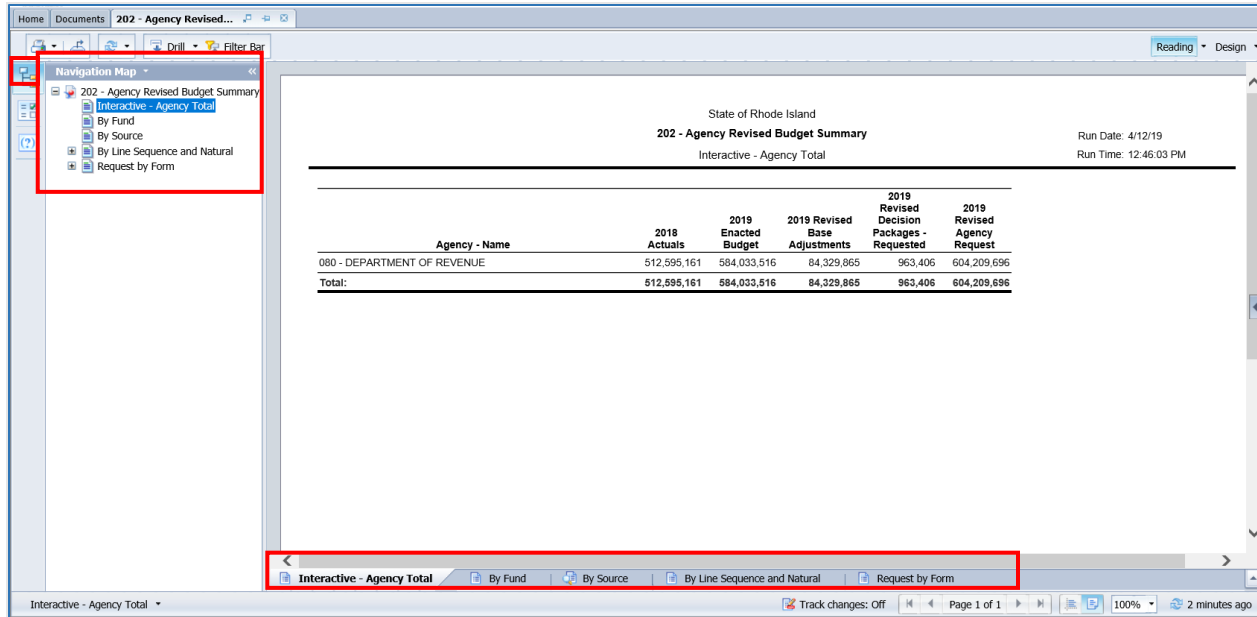
-  Print current report (tab) or all reports (all tabs).
-  Export current report (tab) or all reports (all tabs) into a PDF or Excel.
-  Refresh data by rerunning using the prompt window.
-  Enables the drill capability in the report.
-  Displays the filter bar at the top of the report. Objects can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

### Side Panel Actions

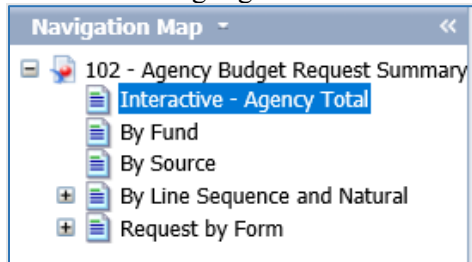
-  Displays the **Navigation Map** which includes all report tabs and any sections added to report navigation.
-  Displays the **Input Control** options. Input controls are used to determine what data is displayed in the report.
-  Displays the **User Prompt Input** options.


### Report Navigation – Document Tabs

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.

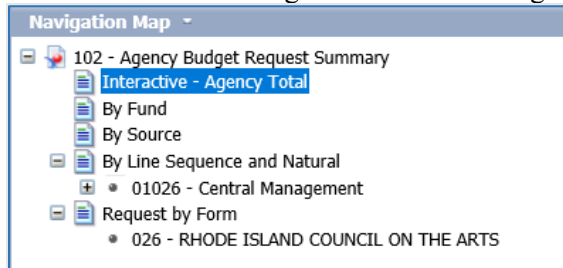


2.1.76. To display the tab, click on the tab in the *Navigation Map*. The tab currently displayed is highlighted.

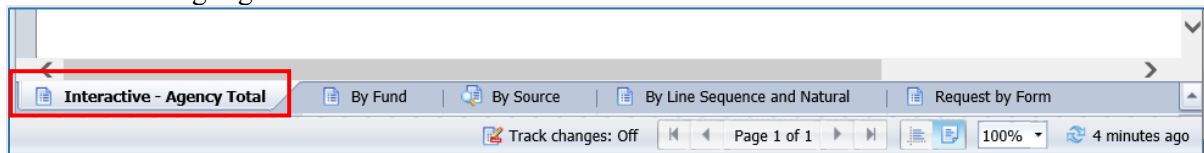


2.1.77. If a tab has a plus sign , report sections have been added to the navigation map.

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

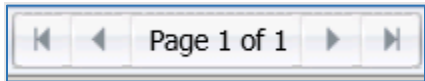
2.1.80. To move between pages of a report, click the **arrows** or enter a page number.

40 - Operating supplies and Expenses	38,412	87,170	87,170	87,170	0	87,170
50 - Assistance And Grants	469,142	480,000	480,000	480,000	0	480,000
<b>Total: 2885102 - Partnership Agreement</b>	<b>721,823</b>	<b>781,454</b>	<b>781,454</b>	<b>773,774</b>	<b>0</b>	<b>773,774</b>

Interactive - Agency Total | By Fund | By Source | **By Line Sequence and Natural** | Request by Form

Track changes: Off | Page 1 of 1+ | 100% | 4 minutes ago

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.

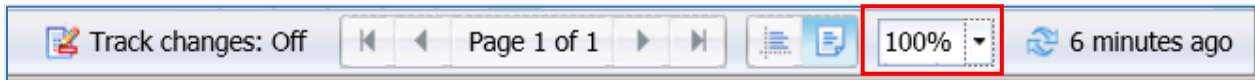


2.1.82. To select a specific page, click on the **Page 1 of 1** to enter a page number and then click **Enter**.

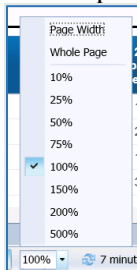


## Zoom

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



Zoom options include:

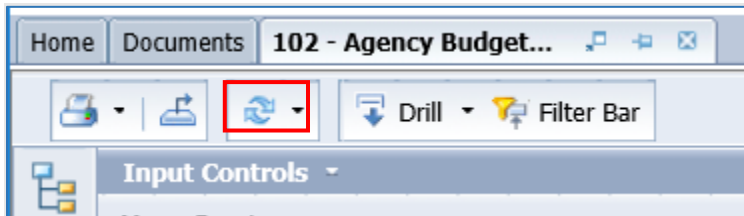


## Refreshing a Report While Open

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:

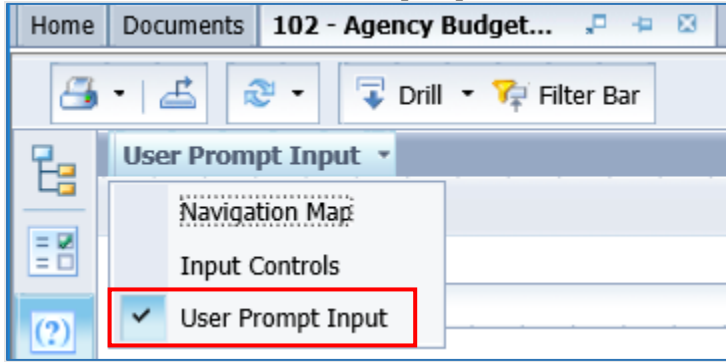


2.1.85. The prompt screen reappears. Complete the report prompts as directed above.

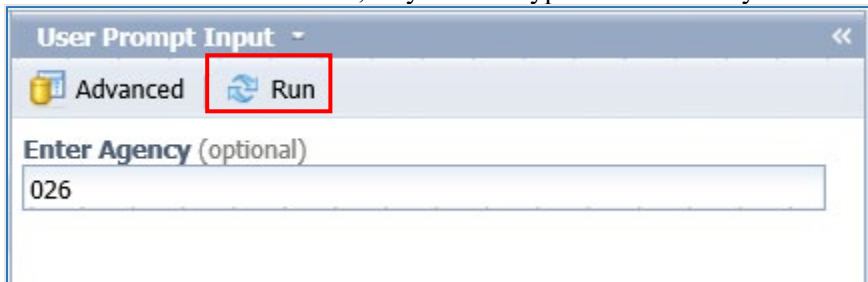
*Refresh Using User Prompt Input*

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



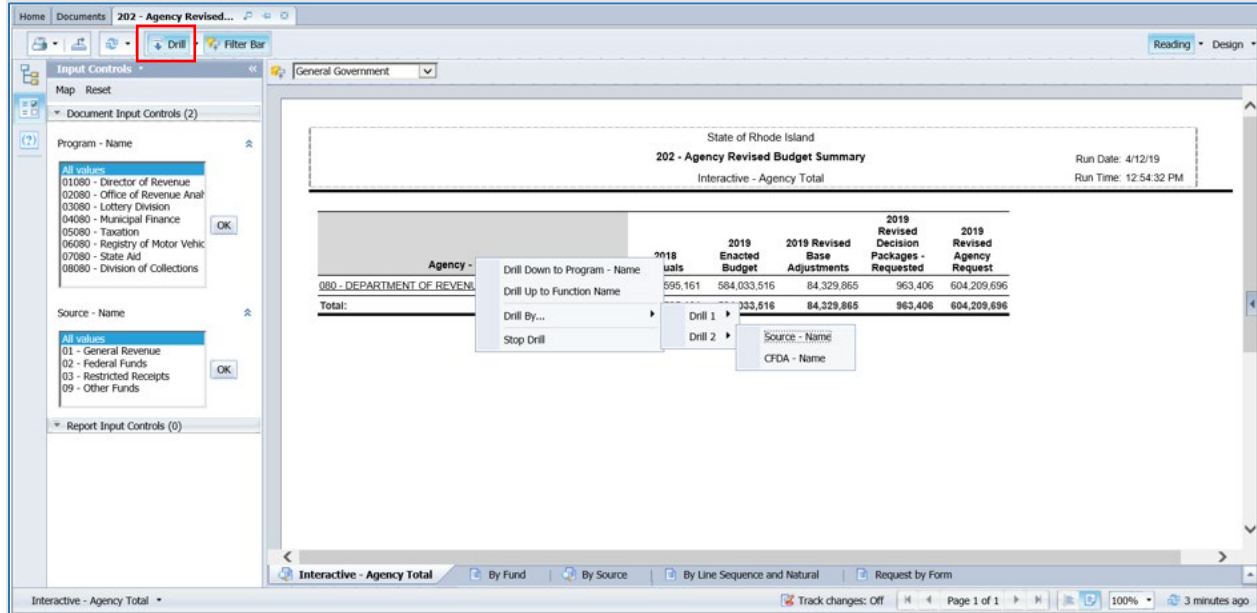
2.1.87. Type in the Organization or other values in the prompt areas. There are no values from which to choose, so you must type in a valid entry.




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:

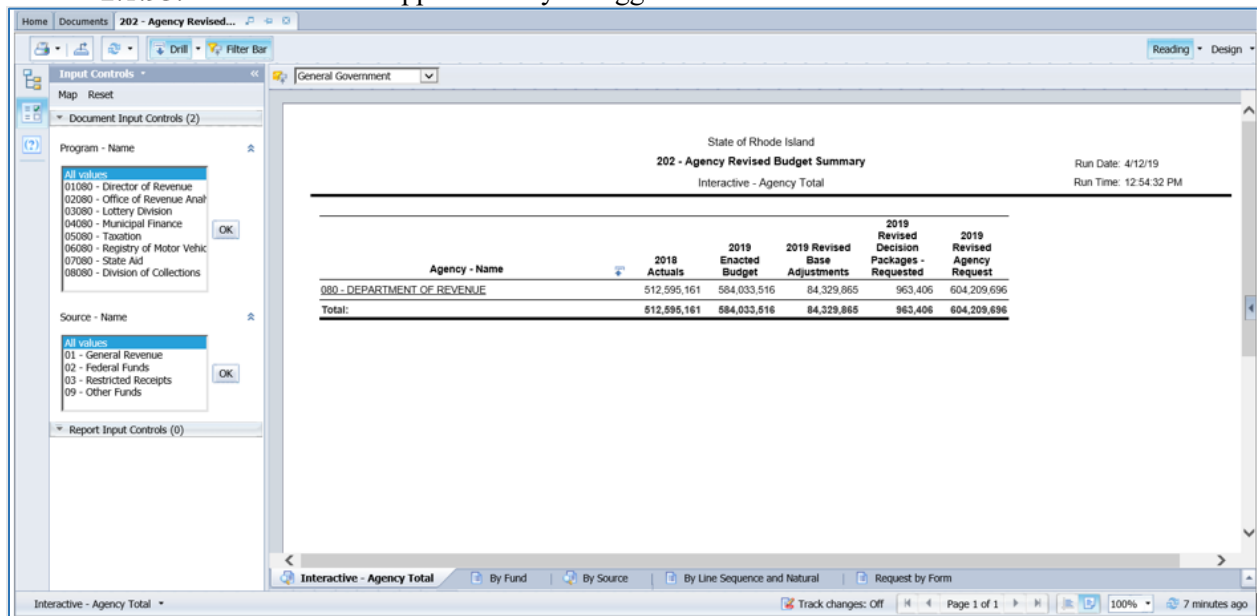
2.1.90. Left-click on any field that is underlined. It will automatically drill down to the next pre-defined level.

#### Option 2:

2.1.91. Right-click on the row you want to drill on and choose **Drill By...**

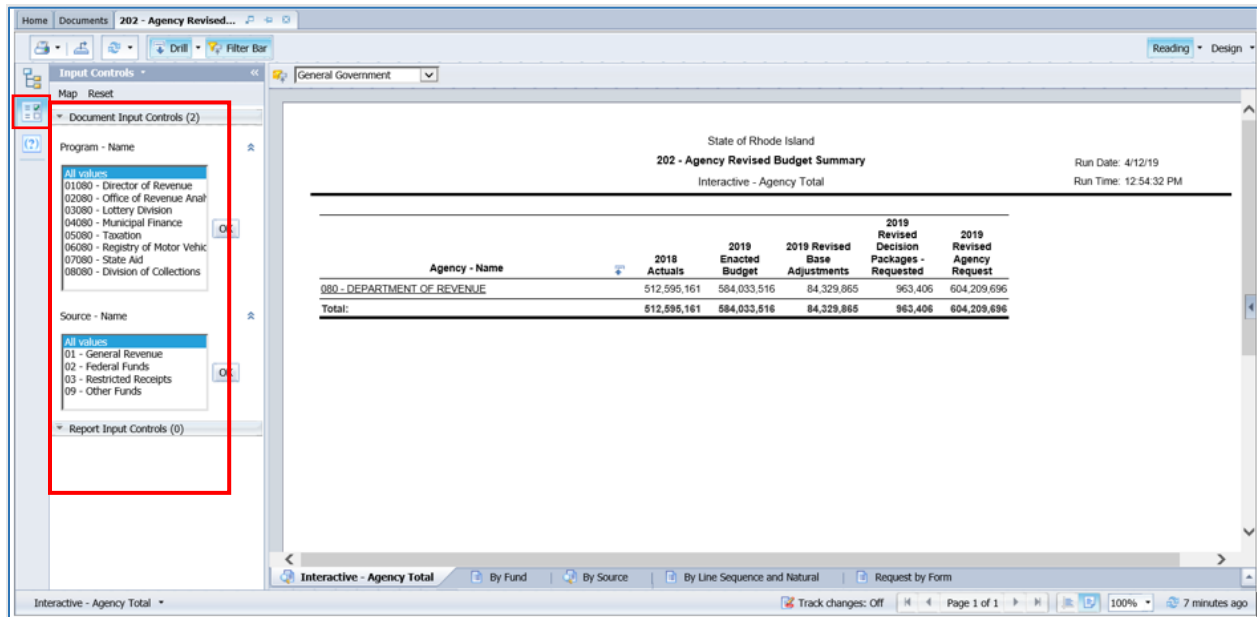
2.1.92. Select the drill dimension, the report will show the data at that level.

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

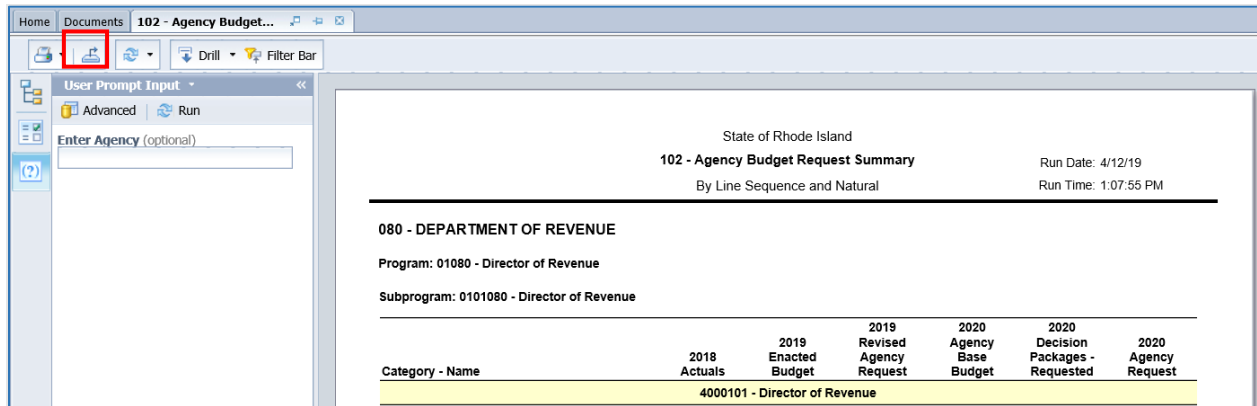


VA ASSETP - Veterans' Home Asset Protection

<b>Status: Plan</b>											
Funding Source	Project Cat Name	Line Sequence	Pre2021	2021	2022	2023	2024	2025	2026	Post 2026	Total Capital
RI Capital Plan Fund	Asset Protection	7069103	100,000	100,000	100,000	100,000	350,000	350,000	0	0	1,100,000
<b>Total</b>			100,000	100,000	100,000	100,000	350,000	350,000	0	0	1,100,000
<b>Status: Approved Plan</b>											
Funding Source	Project Cat Name	Line Sequence	Pre2021	2021	2022	2023	2024	2025	2026	Post 2026	Total Capital
RI Capital Plan Fund	Asset Protection	7069103	18,608	0	350,000	400,000	500,000	500,000	0	0	1,768,608
<b>Total</b>			18,608	0	350,000	400,000	500,000	500,000	0	0	1,768,608
<b>Status: Request</b>											
Funding Source	Project Cat Name	Line Sequence	Pre2021	2021	2022	2023	2024	2025	2026	Post 2026	Total Capital
RI Capital Plan Fund	Asset Protection	7069103	100,000	100,000	100,000	100,000	100,000	100,000	100,000	0	700,000
<b>Total</b>			100,000	100,000	100,000	100,000	100,000	100,000	100,000	0	700,000
<b>Status: Analyst</b>											
Funding Source	Project Cat Name	Line Sequence	Pre2021	2021	2022	2023	2024	2025	2026	Post 2026	Total Capital
RI Capital Plan Fund	Asset Protection	7069103	18,608	0	350,000	400,000	500,000	500,000	500,000	0	2,268,608
<b>Total</b>			18,608	0	350,000	400,000	500,000	500,000	500,000	0	2,268,608

## 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.



Home Documents 102 - Agency Budget...

User Prompt Input

Advanced Run

Enter Agency (optional)

State of Rhode Island

102 - Agency Budget Request Summary

By Line Sequence and Natural

Run Date: 4/12/19

Run Time: 1:07:55 PM

080 - DEPARTMENT OF REVENUE

Program: 01080 - Director of Revenue

Subprogram: 0101080 - Director of Revenue

Category - Name	2018 Actuals	2019 Enacted Budget	2019 Revised Agency Request	2020 Agency Base Budget	2020 Decision Packages - Requested	2020 Agency Request
4000101 - Director of Revenue						

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.

The left screenshot shows the 'Export' dialog box with the 'Reports' radio button selected. Below it, a list of report tabs is shown with 'Select All', 'Interactive - Agency Total', and 'By Fund' checked. The 'File Type' dropdown is set to 'PDF'. The right screenshot shows the 'Export' dialog box with the 'Data' radio button selected. Below it, a list of queries is shown with 'Select All', 'Main', and 'Global' checked. The 'File Type' dropdown is set to 'CSV'.

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

2.1.100. Click **OK**.

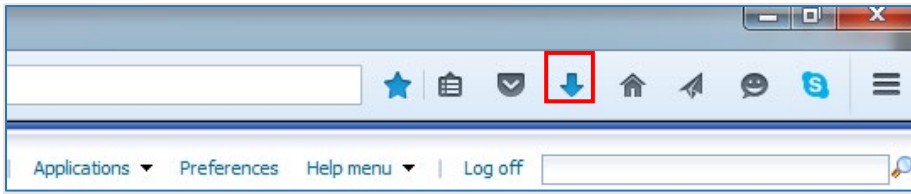
2.1.101. Depending on your browser and settings, a message may appear in the lower portion of the screen. If you get this or any other message, click **Open** or **Save**. If you do not get a message it may have defaulted to **Save**.

The screenshot shows the '102 - Agency Budget Request Summary' report. The report displays financial data for the State of Rhode Island, including 2018 Actuals, 2019 Enacted Budget, 2019 Revised Agency Request, 2020 Agency Base Budget, 2020 Decision Packages - Requested, and 2020 Agency Request. The report is organized by line sequence and natural sequence, showing details for the Department of Revenue and Legal Services.

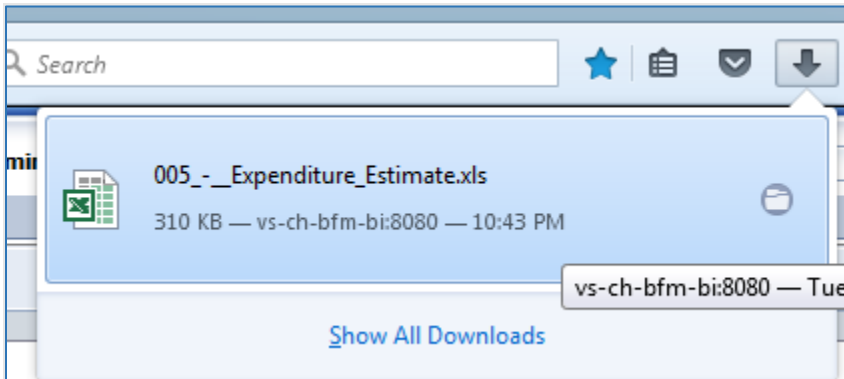
Category - Name	2018 Actuals	2019 Enacted Budget	2019 Revised Agency Request	2020 Agency Base Budget	2020 Decision Packages - Requested	2020 Agency Request
<b>4000101 - Director of Revenue</b>						
10 - Salary and Benefits	754,040	835,318	813,652	837,974	0	837,974
40 - Operating Supplies and Expenses	686,170	777,098	780,748	780,748	0	780,748
60 - Capital Purchases And Equipment	0	2,025	2,025	2,025	0	2,025
<b>Total: 4000101 - Director of Revenue</b>	<b>1,440,210</b>	<b>1,614,441</b>	<b>1,596,425</b>	<b>1,620,747</b>	<b>0</b>	<b>1,620,747</b>
<b>4000102 - Legal Services</b>						
10 - Salary and Benefits	504,910	501,203	518,047	537,675	0	537,675
40 - Operating Supplies and Expenses	6,831	7,158	7,158	7,158	0	7,158
<b>Total: 4000102 - Legal Services</b>	<b>511,741</b>	<b>508,361</b>	<b>525,205</b>	<b>544,833</b>	<b>0</b>	<b>544,833</b>
<b>0101080 - Director of Revenue Total</b>	<b>1,951,951</b>	<b>2,122,802</b>	<b>2,121,630</b>	<b>2,165,580</b>	<b>0</b>	<b>2,165,580</b>
<b>01080 - Director of Revenue Total</b>	<b>1,951,951</b>	<b>2,122,802</b>	<b>2,121,630</b>	<b>2,165,580</b>	<b>0</b>	<b>2,165,580</b>

*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 to Downloads and find your 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.

	2018 Actuals	2019 Enacted Budget	2019 Revised Agency Request	2020 Agency Base Budget	2020 Decision Packages - Requested	2020 Agency Request
<b>080 - DEPARTMENT OF REVENUE</b>						
<b>Program: 01080 - Director of Revenue</b>						
<b>Subprogram: 0101080 - Director of Revenue</b>						
<b>Category - Name</b>						
<b>4000101 - Director of Revenue</b>						

*Notes on Saving as PDF*

The PDF will include the report header and provide navigation through the tabs on the left-hand side.

Bookmarks

Interactive - Agency Total

By Fund

By Source

By Function

By Line Sequence and Natural

Request by Form

Export

State of Rhode Island

102 - Agency Budget Request Summary


Run Date: 4/12/19

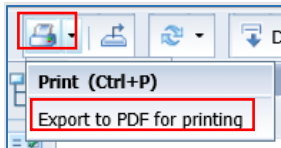
Interactive - Agency Total

Run Time: 1:07:55 PM

Agency - Name	2018 Actuals	2019 Enacted Budget	2019 Revised Agency Request	2020 Agency Base Budget	2020 Decision Packages - Requested	2020 Agency Request
080 - DEPARTMENT OF REVENUE	512,595,161	584,033,516	604,209,696	647,879,979	7,086,633	654,966,612
<b>Total:</b>	<b>512,595,161</b>	<b>584,033,516</b>	<b>604,209,696</b>	<b>647,879,979</b>	<b>7,086,633</b>	<b>654,966,612</b>

## 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.



Print

Print Range

☒ All Reports

☐ Current report

☒ All

☐ Current Page

☐ Pages

Enter Page Range  
(Example: 1,3,5-11).

Page size

Letter

Margins

Top: 0.31 inches

Left: 0.31 inches Right: 0.31 inches

Bottom: 0.31 inches

Scaling

☒ Adjust to: 100 % normal size

☐ Fit to: Auto page(s) wide Auto page(s) tall

Orientation

☐ Portrait

☒ Landscape

Print

Cancel

## 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.

**Capital Form**

Quick Search:  [Show Advanced Filters](#)

Record Actions: [Add New](#)

Form ID	Description	Stage	Project	Agency	Form Rows	Last Update	Last User	Submit	Actions
4633	AMCREHAB - AMC Rehab	9501	AMCREHAB	014	16	4/2/2019	u1	<a href="#">Submit</a>	<a href="#">Header</a>   <a href="#">Detail</a>   <a href="#">Delete</a>
4646	BRCFMS - Bristol Readiness Center	9501	BRCFMS	014	7	4/2/2019	u1	<a href="#">Submit</a>	<a href="#">Header</a>   <a href="#">Detail</a>   <a href="#">Delete</a>
4648	BSA3 - Benefit Street Arsenal Rehabilitation	9501	BSA3	014	8	4/2/2019	u1	<a href="#">Submit</a>	<a href="#">Header</a>   <a href="#">Detail</a>   <a href="#">Delete</a>

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.

**Submit Budget Form**

Select a Stage:\*  
 [Submit](#) [Cancel](#)

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:

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